

# Downlands College



## International Student Enrolment Information

# 2024

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# Principal's Welcome

Downlands College is a Catholic coeducational day and boarding school for students from Prep to Year 12 (Prep to Year 6 students are accepted as day students only). The school is owned and conducted by the Missionaries of the Sacred Heart, Downlands was opened in 1931 as a boarding school for boys with a total enrolment of 68. Today it accommodates girls and boys with over 1180 day and 230 boarding students from all parts of Queensland, New South Wales, the Northern Territory and beyond.



While recognising that the College was initially established as a boarding school for Catholic boys of the Diocese of Toowoomba, it is now considered that the student and parent community should reflect something of the rich diversity that characterises Australian society. Thus, in more recent years the College has become fully coeducational in both the day and boarding schools. Acknowledgment of diversity is also shown in enrolling students from other countries, non-Catholics as well as Catholics, the very gifted in study, sport or the arts, as well as the less able.

The Downlands College Enrolment Policy derives from the Gospel values that are stressing the statement of the College's philosophy: community, faith and respect for the individual.

Downlands is a lovely school filled with young people learning through all the ups and downs of adolescence, about themselves and the world, their strengths and weakness and how they can make a difference and help the world to be a better place.

Situated in a superb location in the regional city of Toowoomba at the centre of a prosperous rural community, Downlands provides students with access to a full range of facilities often found only in large cities, yet the College is in a peaceful setting of beautiful avenues, parks and gardens.

Boarding students at Downlands travel vast distances to attend our College - from Darwin in the Northern Territory through to Armidale in the south and the many towns and cities in between, from Brisbane to Kowanyama, Thargomindah and Longreach. Our many day students either live in our lovely city or travel in from Allora to the south, Crows Nest and beyond in the north, Rosewood in the east and west to near Dalby.

All international students enrolled at Downlands College will be boarding students and reside in one of the College's boarding houses, under the care of our boarding staff.

I hope you enjoy looking through this information.

Regards

A handwritten signature in black ink, appearing to read 'Stephen Koch'. The signature is fluid and cursive.

Mr Stephen Koch  
PRINCIPAL

# How to Contact the College

Should you have any questions or concerns at any time, please do not hesitate to contact the College:

**Ms Debbie Carpenter, Principal's Assistant**

Phone: +61 7 4690 9500

Email: [enquiries@downlands.qld.edu.au](mailto:enquiries@downlands.qld.edu.au)

**Mr Stephen Koch, Principal**

Phone: +61 7 4690 9500

Email: [principal@downlands.qld.edu.au](mailto:principal@downlands.qld.edu.au)

**Mr Ian Bulkin, Head of Boarding**

Phone: +61 7 4690 9500

Mobile: +61 408 729345

Email: [bulkini@downlands.qld.edu.au](mailto:bulkini@downlands.qld.edu.au)

## Registered CRICOS Provider No: 00494F

Downlands College is registered in the State of Queensland as a provider in accordance with Section 9 of the Education (Overseas Students) Act 2000 to accept students as full fee paying students from Years 7 to 12.

## Courses Listed

**082457K** Secondary Junior Years 7 – 10 Boys and Girls Junior Secondary Studies

**004867E** Secondary Senior Years 11–12 Boys and Girls Senior Secondary Studies

Students must comply with the requirements of the Department of Immigration and Border Protection (DIBP) regarding regulations governing international student entry to Australia.

Students are accepted from Years 7 –12 as boarding students.

## Steps to Enrol

- Parents/carers are asked to complete an on-line Application for Enrolment and sign to acknowledge that they have read and have understood the Downlands College Enrolment Guidelines for Parents and Privacy Policy. The on-line application should be submitted to the College, together with a copy of the student's passport, copies of the student's last two years' school reports and **AUD\$150.00** International Enrolment fee (the International Enrolment fee is non-refundable in all circumstances).
- If English is a second language, the student may need undertake a formal English assessment and attain the recommended level of English competency. Results must be included with the Application for Enrolment form.
- If a position is offered by Downlands College, a formal Letter of Offer and Written Agreement will be issued. To accept this offer parents/carers will need to pay the International Confirmation fee of **AUD\$1,500.00**. Payable to Downlands College to confirm acceptance of an Offer of Enrolment. The International Confirmation fee is only refundable where a visa is refused. Parents/carers are asked to sign to acknowledge that they have read and understood the Written Agreement and the Downlands College International Student Refund Policy - Full Fee Paying - Acknowledgment of Refund Policy. After payment, the College will issue a Confirmation of Enrolment (CoE) required for the student's application for a student visa.
- An invoice for payment of one year's fees will then be sent. This invoice is to be paid prior to student commencing at the College.

# Welcome to Australia

Australia is the sixth largest country in the world. It's about the same size as the 48 mainland states of the USA and 50 per cent larger than Europe, but has the lowest population density in the world - only two people per square kilometre.

Australia is the only nation to govern an entire continent and its outlying islands. The mainland is the largest island and the world's smallest, flattest continent.

Australian culture is founded on stories of battlers, bushrangers and brave soldiers. Of sporting heroes, working heroes and plucky migrants. It's all about a fair go, the great outdoors and a healthy helping of irony. Today Australia also defines itself by its Aboriginal heritage, vibrant mix of cultures, innovative ideas and a thriving arts scene.

Since 1945 more than six million people from across the world have come to Australia to live. Today, more than 20 per cent of Australians are foreign born and more than 40 per cent are of mixed cultural origin. In our homes we speak 226 languages - after English, the most popular are Italian, Greek, Cantonese and Arabic.



## Welcome to Toowoomba - a superb Australian setting!

Downlands is set in this wonderful country location. Located seven kilometres from the city, it is a pleasant two-hour drive from Brisbane and the Brisbane International Airport. Toowoomba is reached through Brisbane West Wellcamp Airport.

Toowoomba is Queensland's second largest inland city and the centre of the famous Darling Downs region with a population of over 134,000. Our city is the hub of a prosperous region of rural Australia and is the gateway to Queensland's outback.

The city itself is the main inland business centre for southern Queensland. As such, it offers the full range of facilities you would find in larger cities including a TAFE College and the University of Southern Queensland campus. Importantly its location and rural setting means students are not confronted by the less desirable aspects of modern city living.



For additional information on the Toowoomba region visit:

Toowoomba Regional Council: <https://www.tr.qld.gov.au/>

The University of Southern Queensland: <https://www.usq.edu.au/>

# Welcome to Downlands

One of the features of Downlands College is its outstanding facilities. Nestled in 38 hectares of beautifully landscaped grounds, Downlands boasts six sports fields, four tennis courts, basketball courts, gymnasium and fifty metre swimming pool together with its own award winning cattle complex in our Rural Centre. This wonderful environment is home to approximately 230 boarding students housed in comfortable, modern boarding facilities that are peaceful, healthy and above all, safe. Our 950 (approximately) day students also enjoy the exciting opportunities on offer.

Our educational facilities boast a well-equipped library, outstanding science centre, visual arts rooms and our new sports centre.

We have a state-of-the-art performing arts centre capable of seating the whole school community for assemblies and concerts. This facility has a large stage, orchestra pit, purpose-built drama classrooms and music practice facilities.

Downlands hospitality department prepare many students for life in the outside world with a stainless steel training kitchen and great opportunities for a future in this field.

Our industrial technology and skills areas with high tech tools has been expanded further with an additional shed built in 2008 which is fitted with dust extraction facilities over the sanding tools.

With first class cattle yards, the Rural Centre which is based at the eastern side of the College, offers students diverse experience involving various areas of agricultural and horticultural subjects. Opportunities on offer include grooming and showing cattle, sheep feed trials, cropping, care of poultry, olive trees, bees and aquaculture.

Downlands College has a 50 metre solar heated swimming pool in which students may train.

The Sacré Coeur Centre accommodates two full-sized netball courts, consisting of multi-marked courts, change and weights room.



# The Spirit and Distinctiveness of Education at Downlands

Downlands College was founded by the Catholic Society, the Missionaries of the Sacred Heart (MSC - Missionarium (Missionaries) Sacratissimi (most sacred) Cordis (heart) in 1931. The Society was founded by Fr Jules Chevalier at Issoudun in France in 1854. Jules Chevalier's vision was quite simple: if people come to experience the love and compassion of God then they will have hope, meaning and purpose in their lives.

Mindful of the teaching closest to Jesus' heart - "Love one another as I have loved you"- Missionaries of the Sacred Heart (professed and lay) especially value love, concern, compassion, understanding, respect and acceptance of every individual. MSC (both professed and lay), through all their strengths and weaknesses, seek to be the heart of God on earth.

The above qualities are enshrined in the charism handed on by Jules Chevalier and embodied in the MSC Constitutions:

*As Missionaries of the Sacred Heart we live our faith in the Father's love revealed in the Heart of Christ. We want to be like Jesus who loved with a human heart; we want to love through him and with him and proclaim his love to the world.*

### *Constitutions #10*

*Ours is a spirit of family and a spirit of true friendship. Formed by kindness and understanding by compassion and mutual forgiveness by gentleness, humility and simplicity, by hospitality and a sense of humour.*

### *Constitutions #32*

This charism generates the spirit in which activities at Downlands are carried out. In all activities, members of the Downlands family value every human person and hold as precious the healthy growth of body, mind and spirit.

Our approach to education can be summed up in a simple phrase: the heart of education is the education of the heart.

In classrooms and outside of classrooms, in all the activities at Downlands, we are working towards enhancement of the life of each individual physically, psychologically, intellectually, emotionally and spiritually. We want them to come to know the value of their own lives and so make a contribution for the betterment of the world in which they will live.

We are attempting to engage hearts and minds in the classrooms and other school activities. We recognise that the best learning and best learning outcomes are the result of good relationships among people. Good discipline, also, comes from good and healthy relationships among people in the school community. We enjoy celebrating our difference and we are aware that in all we do with the young people in our care, we are reaching out to the future - Strong in Faith, Mind and Spirit.

In simple terms: at Downlands we are about loving young people into the fullness of human life. To help us in this we have the most wonderful tools at our disposal: teachers passionate about teaching and learning; supportive parents; generous support staff; the key learning areas; extra-curricular activities and generally happy young people. Downlands and the students, teachers, staff and parents who make up the school community are all human and are 'works in progress' and therefore are not perfect. However, the aims are clear and each day is a contribution, again, to this 'work in progress'.



*To be on Earth the Heart of God*



# Philosophy and Aims

Downlands motto is **Fortes in Fide - Strong in Faith**

Our faith is based on a belief in and a commitment to a loving God. We value truth, learning and respect for the individual as essential features of the education process. In the search for truth, Downlands encourages students to integrate faith with life.

**In the light of this philosophy, the College aims:**

- To provide opportunities for students to grow in a real relationship with Christ, in an understanding of the tenets of the Catholic faith, and in commitment to service to others – in the context of their Australian Catholic heritage.
- To create a family atmosphere conducive to a sense of peace and belonging.
- To help students become life-long learners and to strive for the highest level of achievement of which they are capable.
- To nurture students' powers of reasoning and critical thinking.
- To meet the needs of all students as personally as possible and to help them realise their full potential.
- To create a climate of trust and freedom, openness and co-operation, which will foster the emotional and moral growth of students.
- To promote a spirit of reverence and respect for sacred things, and for one another, in a way that leads to gentle social relationships.
- To encourage a sense of personal integrity, responsibility, initiative and perseverance.
- To foster a sense of care and compassion for one another, especially for the less advantaged, in both the College and the wider community.
- To build up an esteem for family life as the cornerstone of the nation.
- To equip students for leadership in Church, public and private life.

Consequently:

- Effective Religious Education programs as well as school and small group liturgies are emphasised.
- Students are organised into Houses, based on the family model.
- Extensive opportunities for pastoral care are provided through the Community Living Program under the guidance of the Assistant Principal - Pastoral Care, Counsellors, Team Leaders and Year Group Leaders.
- An extensive range of study subjects is offered, with great flexibility of choice.
- Serious study is emphasised.
- A wide range of sporting, social, cultural, service and leisure activities are organised.
- Opportunities are provided for all students to be challenged and to experience a sense of achievement.
- Support is provided for those in emotional and financial need.
- Staff development programs are organised.
- Parents are welcomed as part of the school community and adult education opportunities are provided.



# Student Code of Conduct

- I will respect the right of all students to learn.
- I will strive to work to my potential in those subjects/activities I have undertaken.
- I am aware that any uniform is a distinguishing mark and therefore what I do and how I behave while I am in my Downlands uniform may reflect on our College community.
- I will respect the right of all College personnel to carry out their duties without interference.
- I will respect the rules and regulations of the College and will work within these guidelines.

## Leadership and Coeducation

Student Leadership at Downlands is characterised by alignment of philosophy, process and practices with the MSC Vision for enhancing student growth, and is characterised by a focus on servant leadership as core, relationship building, gentleness and affirmation.

Our student leaders are committed to upholding MSC values and acting as role models for the rest of the student community. They are expected to stand with and for the charism and be able to articulate it in their own words.

Numerous opportunities exist for students to develop leadership skills across all Year levels. Formal programs at the College include the Student Representative Council (SRC), where students are elected as spokespersons for their peers in matters that are of concern or relevance to their cohort. The SRC fosters problem-solving, community involvement, school pride and peer service.

Camps, Pastoral Care programs and Retreats are offered as development for our students. The focus is on self-reflection, identity, group interaction and spiritual development. All students participate; many comment that these days impact most strongly and number amongst their lasting memories of Downlands.

In recent years, subject-specific opportunities have evolved into real avenues for personal development and responsibility. An example of this is the Cattle Show team with its involvement in the Agricultural Shows. The success and enthusiastic reception of this program has meant a great increase in the number of students wanting to participate, and the College applauds this growth.

As members of the Downlands College community, we work towards enhancement of the life of each individual - physically, psychologically, intellectually, emotionally and spiritually in all facets of our College. We want all students to value their own lives and so make a contribution for the betterment of the world in which we live.

The Downlands Student Level System provides equity in the management of student growth and development. All students start at Downlands on Level 3 and may subsequently move to a level that most accurately reflects their involvement in their Academic application, meeting College expectations and involvement in the College community.

Once students reach Year 11, there is a shift in focus and expectation about what being a Downlander entails. Students are trained to understand that here, leadership is integrally tied to community development and service. The challenge is for them to discover what and how they may best contribute in the context of what it means to be a student in an MSC school. Towards the end of Year 11, students participate in a specific Leadership Program, inclusive of physical activities requiring teamwork, culminating in a process through which College Leaders are identified. The process aligns with the College Levels System. It requires nomination, initial voting, interview, presentation of speeches and final voting.

Year 12 provides daily opportunities for modelling what has been learned and all Year 12 students share this responsibility. While some earn more formal roles and represent the College officially, the Downlands difference is the cherished sense of community and belonging.

Students at Downlands are offered support and encouragement throughout their school life, within a rich learning environment.

# Coeducation

Students attending coeducational schools are provided with an invaluable opportunity to understand and appreciate the perspectives boys and girls bring to a school - and to recognise the sheer complexity of gender.

Downlands students have the opportunity to interact with a large range of individuals of both sexes, ensuring that they understand that gender is only one of many determinants of identity. Importantly, boys and girls develop good friendships over the years and learn to appreciate each other's strengths, without feeling self-conscious. Recognising how society 'constructs' gender, they learn to discard sexist attitudes and to realise their own individuality within a mixed sex school setting.

Whether one feels aligned to single sex schools or coeducation, it has to be accepted that coeducation recognises that society is made up of individuals, both male and female, living jointly as members of communities. This points to the undeniable fact that one of the core purposes of schooling is socialisation and that it is more naturally and fully achieved within the context of boys and girls being educated together.

What we gain from our education are 'patterns' – patterns of behaviour and patterns of interaction, and these patterns make up who we are. Schools can do much to develop those patterns of interaction between boys and girls in the formative years and these internalised strategies will stand students in good stead for life afterwards.

The social development of our students, including the formation of appropriate values and attitudes, are a prerequisite for the ongoing wellbeing of our society. It therefore appears anachronistic to opt for a segregated form of schooling in order to prepare young people for our ever changing society.

## Academic Policies and Procedures

Downlands College has a program of continuous, school-based assessment in each subject and reports in writing to parents at the end of each school term.

All international students are expected to demonstrate continuous improvement in the majority of their subjects and are expected to achieve satisfactory rating for Classroom Behaviour, Attitude to Subject, Application to Study and Homework.

**International students** are subject to academic and class attendance stipulations, non-compliance may impact on visa conditions. Please see **Downlands College International Student Course Progress, Attendance and Course Duration Policy**.

## Educational Outcomes

All subjects and courses offered to international students have state educational outcomes as specified in the individual subject work program. Curriculum Handbooks provide an overview of the subjects offered and these are available to international students prior to enrolment.

## Senior Education Profile

Students in Queensland are issued with a Senior Education Profile (SEP) upon completion of Senior studies. This profile may include a:

- statement of results
- Queensland Certificate of Education (QCE)
- Queensland Certificate of Individual Achievement (QCIA).

For more information about the SEP see: [www.qcaa.qld.edu.au/Senior/certificates-qualifications/sep](http://www.qcaa.qld.edu.au/Senior/certificates-qualifications/sep).

## Statement of results

Students are issued with a statement of results in the December following the completion of a QCAA-developed course of study. A new statement of results is issued to students after each QCAA-developed course of study is completed.

A full record of study will be issued, along with the QCE qualification, in the first December or July after the student meets the requirements for a QCE.

## Queensland Certificate of Education (QCE)

Students may be eligible for a Queensland Certificate of Education (QCE) at the end of their Senior schooling. Students who do not meet the QCE requirements can continue to work towards the certificate post-secondary schooling. The QCAA awards a QCE in the following July or December, once a student becomes eligible. Learning accounts are closed after nine years; however, a student may apply to the QCAA to have the account reopened and all credit continued.

## Senior subjects

The QCAA develops four types of Senior subject syllabuses - General, Applied, Senior External Examinations and Short Courses. Results in General and Applied subjects contribute to the award of a QCE and may contribute to an Australian Tertiary Admission Rank (ATAR) calculation, although no more than one result in an Applied subject can be used in the calculation of a student's ATAR.

Extension subjects are extensions of the related General subjects and are studied either concurrently with, or after, Units 3 and 4 of the General course.

Typically, it is expected that most students will complete these courses across Years 11 and 12. All subjects build on the P-10 Australian Curriculum.

## General syllabuses

General subjects are suited to students who are interested in pathways beyond Senior secondary schooling that lead primarily to tertiary studies and to pathways for vocational education and training and work. General subjects include Extension subjects.

## Applied syllabuses

Applied subjects are suited to students who are primarily interested in pathways beyond Senior secondary schooling that lead to vocational education and training or work.

## Senior External Examination

The Senior External Examination consists of individual subject examinations provided across Queensland in October and November each year by the QCAA.

## Short Courses

Short Courses are developed to meet a specific curriculum need and are suited to students who are interested in pathways beyond Senior secondary schooling that lead to vocational education and training and establish a basis for further education and employment. They are informed by, and articulate closely with, the requirements of the Australian Core Skills Framework (ACSF). A grade of C in Short Courses aligns with the requirements for ACSF Level 3. For more information about the ACSF see: <https://www.education.gov.au/australian-core-skills-framework>.

## Underpinning factors

All Senior syllabuses are underpinned by:

- literacy - the set of knowledge and skills about language and texts essential for understanding and conveying content
- numeracy - the knowledge, skills, behaviours and dispositions that students need to use mathematics in a wide range of situations, to recognise and understand the role of mathematics in the world, and to develop the dispositions and capacities to use mathematical knowledge and skills purposefully.

## General syllabuses and Short Courses

In addition to literacy and numeracy, General syllabuses and Short Courses are underpinned by:

- 21st century skills - the attributes and skills students need to prepare them for higher education, work and engagement in a complex and rapidly changing world. These include critical thinking, creative thinking, communication, collaboration and teamwork, personal and social skills, and information and communication technologies (ICT) skills.

## Applied syllabuses

In addition to literacy and numeracy, Applied syllabuses are underpinned by:

- applied learning - the acquisition and application of knowledge, understanding and skills in real-world or lifelike contexts
- community connections - the awareness and understanding of life beyond school through authentic, real-world interactions by connecting classroom experience with the world outside the classroom
- core skills for work - the set of knowledge, understanding and non-technical skills that underpin successful participation in work.

## Vocational education & training (VET)

Students can access VET programs through Downlands as a registered training organisation (RTO)

## Australian Tertiary Admission Rank (ATAR) eligibility

The calculation of an Australian Tertiary Admission Rank (ATAR) will be based on a student's:

- best five General subject results or
- best results in a combination of four General subject results plus an Applied subject result or a Certificate III or higher VET qualification.

The Queensland Tertiary Admissions Centre (QTAC) has responsibility for ATAR calculations.

## English requirement

Eligibility for an ATAR will require satisfactory completion of a QCAA English subject.

Satisfactory completion will require students to attain a result that is equivalent to a Sound Level of Achievement in one of five subjects - English, Essential English, Literature, English and Literature Extension or English as an Additional Language.

While students must meet this standard to be eligible to receive an ATAR, it is not mandatory for a student's English result to be included in the calculation of their ATAR.

# Senior Curriculum

The needs of the individual are at the centre of the Senior Curriculum. Downlands aims to help students strive for the highest level of achievement in learning of which they are capable. While excellence can be seen as an absolute, there is a relative level at which individuals should be challenged to perform excellently with their respective talents. We encourage all students to attain this level. Serious study is stressed, as well as critical thinking and openness to religious values.

The normal course for a Year 11 student includes six subjects. This must include a Religious Education, Mathematics and English subject, the other three subjects are very much a matter of personal choice. Students may choose from a range of academic and vocational education subjects. Downlands offers a particularly wide range of subjects from which to choose.

Further information is available in the Downlands College Years 11-12 Curriculum Handbook, available on the College website [www.downlands.qld.edu.au](http://www.downlands.qld.edu.au) Click on [PARENT ESSENTIALS > PUBLICATIONS](#)

# Middle School Curriculum

The Downlands Middle School Curriculum is innovative and exciting, challenging all students to reach a core understanding of a broad range of subjects before specialising in order to be prepared for the Senior curriculum. The Middle School Curriculum program is based on the Australian Curriculum. It involves units of study organised into Downlands College learning areas.

The Downlands College learning areas in Years 7 – 10 are as follows:

- Religious Education
- English
- Mathematics
- Science
- Humanities including History and Geography
- Languages (French or Japanese)
- Health and Physical Education
- The Arts
- Technology
- Business Studies
- Agricultural Education

At Downlands College, the concept of success is recognised in broad terms and in such a way as to build the academic strengths of all students. Encouraging students to develop a love of learning, as well as promoting student success at learning are central to the Middle School curriculum program. In essence, our aim is to engage students in learning processes which will help them to strengthen their learning gifts, talents and abilities.

The Downlands College Years 7-10 curriculum program is aligned to state and national developments in curriculum and it is therefore both relevant and current to today's adolescent learner. Our program reflects both a breadth and depth of learning and it prepares students well for study in Years 11 and 12 and beyond.

Further information is available in the Downlands College Years 7-10 Curriculum Handbook , available on the College website [www.downlands.qld.edu.au](http://www.downlands.qld.edu.au) Click on [PARENT ESSENTIALS > PUBLICATIONS](#)

Throughout these years of secondary schooling, the Middle School curriculum program aims to:

- implement the Australian Curriculum
- infuse teaching and learning with our MSC Pedagogy of the Heart

- promote and acknowledge academic excellence
- encourage all students to achieve to the very best of their ability
- continuously improve assessment and reporting processes
- embed Information Communication and Technologies (ICTs) in all learning areas
- regularly monitor and report on individual student academic progress
- allow students to have some choice in the design of their specific curriculum program
- adequately prepare students for transition into the Senior years of schooling.

### How is the Middle School Curriculum Structured?

The Middle School Curriculum Program spans eight semesters of study and extends from the beginning of Year 7 until the end of Year 10. Each semester, students experience a selection of units of study across a number of learning areas.

For each semester of study across Years 7 – 10, the typical student curriculum program involves the study of seven units of study. With the exception of Year 7, units of study in Technology and The Arts which are one term in length, all Years 8 – 10 units of study are one semester (two terms) in length.

Please note that adjustments to the typical student workload can be made for students with learning difficulties, for gifted and talented students, and for other circumstances particular to the needs of an individual student. Variations to a typical student workload should be discussed with the Assistant Principal – Teaching and Learning.

## Careers, Work Exposure, Enhanced Studies, Vocational Education and Training

There are an infinite number of career pathways for students of the 21<sup>st</sup> century. Today's workplace requires workers who view themselves as lifelong learners with ever-changing knowledge, skills and capabilities. No longer do students have only the one route to tertiary study or to further education and training. No longer do workers remain in the one workplace, or indeed in the one career, for the entirety of their working lives. Mindful of this, Downlands College aims to empower students as they move through secondary school and prepare for work and study beyond school.

### Career Education and Career Development

Career Education and Career Development are a valued part of the Downlands College curriculum. All students in Years 10, 11 and 12 experience school activities designed to assist them to better understand the many career choices and learning pathways available to them.

In Year 10, students participate in Careers and Learning Pathways classes which focus on future work and study possibilities. All Year 10 students complete career match profiles and follow a process for developing an individual Senior Education and Training (SET) Plan. The SET Plan aims to support students in their choice of senior subjects, their preparation for Years 11 and 12 and their completion of Years 11 and 12.

In Years 11 and 12, students participate in dedicated Careers and Learning Pathways classes. These classes highlight topics of specific relevance to students' planning for the future and are inclusive of the acquisition of career information and resources, the development of employability skills, the building of career aspirations and the preparation of career action plans.

Year 12 students prepare school-leaver portfolios and are assisted with such things as Queensland Tertiary Admissions Centre (QTAC) and tertiary scholarship applications and preparation for job and other selection interviews.

The Curriculum Leader - Careers and Learning Pathways is responsible for the career education and career development program of the College. In addition to the conduct of Career Education classes, the Curriculum

Leader - Careers and Learning Pathways provides individual career advice and career counselling to students and parents.

## Work Exposure

**Industry Placement** - is available to students studying vocational education subjects at school. In some Vocational Education and Training (VET) certificate courses, industry placement is a requirement of the course. If relevant, Downlands assists students to find suitable industry placements, liaising with the host organisation and obtaining feedback on students' experience and performance.

**Work Experience** - is actively supported for students in Years 10, 11 and 12. Work experience may be undertaken during school holiday periods or during suitable school hours as agreed to by the College. As part of their planning and preparation for Years 11 and 12, all Year 10 students undertake one week of work experience in Term Two of Year 10. This valuable activity provides students with insight into possible career and employment options for themselves. A number of students are offered part-time work as a result of their work experience performance and others have obtained school-based apprenticeships and traineeships as a result of this activity.

**Industry and Organisation Partnership Opportunities** - Downlands College is a member of the **Gateway to Agribusiness** Schools Program. Other involvement with Construction Skills Queensland and participation in the Food, Wine and Tourism Gateway to Industry Schools Program affords students valuable opportunities to work with and learn from industry leaders.

# Learning Support

The role of the Learning Support Unit is to provide support to all students in an effort to assist them achieve to the best of their abilities.

The Learning Support Unit is committed to:

**Promoting** the implementation of an inclusive education, to ensure that students with varying individual learning needs have access to a quality and holistic secondary education. We support special needs, gifted and talented, and socially and geographically isolated students;

**Meeting** individual needs and to ensuring the development of every student's potential;

**Providing** professional educational support and training for school personnel and teachers;

**Establishing** collaborative partnerships with parents to ensure individualised programs meet student needs;

**Participating** actively in the development, implementation and evaluation of inclusive education-related policies and programs.

# Co-curricular Opportunities

Beyond the classroom, Downlanders can choose from a range of interest-based activities to complement their academic studies.

These co-curricular activities provide a chance to develop the balance so essential for wellbeing in adult life. At Downlands all levels of ability are catered for.

Co-Curricular involvement is a chance to:

- Try something new in a supportive environment
- Have fun
- Learn new cultural or physical skills
- Develop an additional interest that may be lifelong
- Mix positively with a multi-age group
- It's through this co-curricular involvement that students develop skills that they can use for the rest of their lives

Co-Curricular choices currently available include a mix of cultural, sport, personal development and agricultural activities:

- Drama Club
- Debating
- DIVAS program (for girls)
- Cattle Show Team, Sheep Show Team
- Jules Social Justice
- Public Art Group
- Sport
- Choirs and ensembles



# The Arts

There is a rich tradition of excellence in the Performing Arts at Downlands College. Students are encouraged to participate in a variety of ensembles and events, all designed to bring out their natural creativity and to develop confidence.

**Dance** - Dance at Downlands allows students to explore the potential to use the body as an instrument of communication in a powerful and dynamic form of human expression. Students are exposed to learning experiences within the dimensions of choreography, performance and dance appreciation.

During the year, Dance students can be involved in:

- Interhouse Performing Arts Festival
- Biennial College Musical
- Toowoomba Eisteddfod
- Other regional Dance competitions

**Drama** - Students are given many opportunities both in and out of the classroom to develop their abilities in Drama. With modern facilities and the support of a committed staff, Drama continues to challenge students to explore and develop their talents.

**Drama in the Curriculum** - Drama is offered as an elective subject in both the Middle and Senior curricula, with students being challenged to strive for excellence in forming, presenting and responding to drama. Students undertake practical and theoretical studies in traditional and innovative art forms ranging from the drama of ancient Greece to the wonders of the short film. With an emphasis on group work, students are given many opportunities to develop their creativity while learning skills of negotiation, teamwork and organisation.

All students are encouraged to share their performances with audiences ranging from other classes through to the general public.

**Co-curricular Drama** - Drama at Downlands is put on show in several projects throughout the year. The biennial Musical has a well-earned reputation for excellence in the Toowoomba region. The production values and attention to detail that have become standard for Downlands musicals ensure a season of tremendous entertainment biennially. Students are encouraged to enter the Toowoomba Eisteddfod, Queensland Youth Shakespeare Festival and the Interhouse Musical and Drama Festival. For many years, they have performed very well, achieving excellent results and creating an enviable reputation. Drama presentations often form part of public concerts and build on established traditions.

Downlands has two well-established Drama Clubs. Our Middle School Drama Club provides the opportunity for Year 7 to 9 students with a passion for acting, directing and technical production to become involved in this year-long co-curricular activity working on a variety of projects, including our annual Drama Showcase evening at the Empire Theatre. Likewise, our Senior School Drama Club offers the same opportunity to our Year 10 to 12 students to explore their passion and love of drama, while striving for excellence. Their work for Shakefest and the Drama Showcase each year has always been exceptional.

## Co-curricular Dance

**Debating and Public Speaking** - Downlands enters teams into the Queensland Debating Union's local competition and has established an excellent record of success. Students from all year levels are encouraged to participate. The students also participate in a range of public speaking competitions such as the annual Constitutional Convention and oratory competitions for Junior and Senior students.

**Music** - Downlands College is justifiably proud of its musicians - students who consistently prove to be hard-working, keen and multi-talented. They are generous with their individual gifts and have gained an excellent reputation within

their community. Many of our past students become professional musicians and often return to the College to perform and to pass on their experience to our current students.

**Music in the Classroom** - Music is taught as part of the compulsory Foundation unit to all Year 7 students and is then offered as an Elective through to Year 12. In the Middle school, there are many units offered to cater for a wide range of experience and tastes in music. In the Senior school, Music is offered through two subjects, Senior Music and Senior Music Extension. In all units, students will be challenged to compose, play and analyse different music and to become familiar with music technology.

**Music Technology** - Music Technology is covered through the use of professional Digital Audio Workstation software, Noteflight and Sibelius as compositional tools with Musition used as a self-paced music theory and knowledge training program. This is further coupled with a wide variety of web-based resources, USB audio recording hardware, digital drum-kits and silent rock bands workstations, allowing our students to perform, compose and analyse using the latest technology and resources.

**Co-curricular Music** - The Music department offers the following choral and instrumental ensembles:

- Gyphon Chorale
- The Fortesmen (Male choir)
- Canticum Choir (Female choir)
- College Choir (the combined ensemble of The Fortesmen and Canticum)
- Symphonic Band
- Big Band
- Jazz Ensemble
- Percussion Ensemble
- String Ensemble
- Guitar Ensemble

**Private Tuition** - Private instrumental, vocal and drama lessons are available and are held in the Graham Centre practice rooms. All tutors are highly trained specialists and all instruments are catered for by the teaching staff. The Performing Arts department has a policy of hiring instruments owned by the College to individual students who then become responsible for the care and maintenance of the instrument. A small fee is involved.

**Major Events and Community Involvement:** During the year, the Performing Arts department is involved in:

- Biennial College Musical
- Grandparents Day
- Open Day
- Toowoomba and Queensland Eisteddfod
- Queensland Catholic Music Festival
- Annual Art Exhibition
- Paul Morton Memorial Choral Festival
- Take Note Music Camp
- Domestic and International Tours
- Battle of the Bands
- Various Instrumental and Choral Showcase Concerts
- State Honours Ensemble Program
- Queensland Youth Shakespeare Festival
- Drama Showcase
- Dance Showcase
- Arts Awards Night
- Other performances as scheduled and by invitation

## Agricultural Rural Centre

Downlands lies at the gateway to the Darling Downs and was founded with special commitment to country families and those facing the challenges of remoteness and distance. Commencing as a boys' boarding school in 1931 with 60 foundation students, this commitment to the importance of rural industries has significantly influenced the Downlands curriculum. Most obvious, perhaps, is the school's agricultural program.

The Downlands Agricultural curriculum sets high standards, continually challenging and inspiring agricultural students both in the pursuit of Agricultural Science and the Vocational educational program. The extracurricular program also provides students with opportunities to demonstrate their wide range of skills in these fields.

On-site projects include cattle handling and show preparation; beef, sheep and chicken feeding trials; beekeeping and honey extraction; vegetables and crop production; pasture management; fencing; egg production; citrus orchard; and an olive grove. Opportunities for aquaculture in redclaw, silver and jade perch production are also available.

Downlands currently holds the record for the heaviest sunflower in the University of Queensland Sunflower Growing competition.

Downlands is a proud partner and a **Gateway School to Agribusiness** which aims to help young people make a successful transition from school into further education and/or employment. The project encourages partnerships between schools, training (VET), universities and industry to provide career opportunities for young people.

The program provides opportunities for students and school communities to engage in the diverse range of careers across agriculture related businesses. Students are able to gain valuable experience in the industry while still at school, providing them with the tools and knowledge to make informed decisions about training and employment upon leaving school, by raising the profile of careers in the Agribusiness sector.

## Downlands Cattle Show Team

The Downlands College Cattle Show team attends local, regional and major Royal Agricultural Shows and specialist breeder shows, including Rockhampton Beef Week held every three years.

Downlands College students prepare stud cattle across a range of breeds, along with an extensive commercial feeding and showing program to exhibit in carcass competitions. Furthermore, Downlands operates a small commercial herd to breed its own animals for hook and hoof competitions.

Opportunities exist for students of all ages, including our Junior students, to participate in Judging, Paraders and Herdsman competition at all levels. Downlands students enjoy consistent success at national and international levels.

Students are involved in integrated beef production from choosing sires, artificial insemination, calving, animal husbandry (vaccinations, drenching, marking and weaning), monitoring growth rates and determining feed efficiencies, recognising market viability indicators and making decisions on which beasts are suitable for breeding or market. Students follow cattle from conception through to calving and on to the show ring then to the carcass competition and are able to observe, first hand, the results of breeding and feeding programs.

Team members are guided through cattle handling techniques from quietening to preparation to parading heifers and steers in the show ring. Small holding mustering and yard skills along with learning to observe and treat health issues of stock mean students are able to learn everything from the importance of a balanced feed regime to the importance of upholding WH&S standards.

# Sport

There is a rich tradition of excellence in Sport at Downlands College. Students are encouraged to participate in a variety of sporting programs designed to cater for athletes from beginner to elite level. Downlands recognises that many skills developed by students while participating in team sport remain with them throughout life and are applicable to all areas of endeavour.

Students are encouraged to maintain healthy fitness levels, define outcomes, develop and implement strategies, assess situations and respond accordingly, actively seek or create opportunities and develop character in the form of good sportsmanship.

Sporting tours to other venues in Queensland as well as interstate and overseas locations form part of the Downlands sporting tradition. Detailed information about tours, fixtures and training times are available on the Co-curricular >**SPORT** page of the College website: [www.downlands.qld.edu.au](http://www.downlands.qld.edu.au)

## Training

Training is provided by qualified coaches and students are encouraged to reach the highest level of expertise at which they are comfortable. The College welcomes back past students on a regular basis to pass on their expertise in their chosen field of excellence.

## Competitive Sports

Downlands participates in interschool and/or club competitions in the following sports:

**Athletics** - Inter-house, QCIS, TSSS, Darling Downs, Queensland State Championships

**AFL** - Darling Downs and Invitational matches

**Basketball** - Toowoomba Basketball Association competition, Invitational games

**Cricket** - First XI - Independent Schools Cricket Festival, selected GPS schools, Invitational matches, Central Downs Competition. All other teams compete in the Toowoomba Junior Cricket competition.

**Cross Country** - CSGSSA, QCIS, Darling Downs, Queensland State Championships

**Equestrian** - Equestrian Queensland Interschool Equestrian competition, Interschool Pony Club competition.

**Football (Soccer)** - Bill Turner Cup, Red Lion Cup, Football Toowoomba - Junior and Senior Soccer on the Downs, Wednesday afternoon Town Competition

**Futsal** - Interschool Futsal competitions and Toowoomba Futsal competition

**Golf** - Intra-school Golf competition, Club competition

**Hockey** - NAB Cup

**Netball** - Senior and Junior Vicki Wilson Cup, Merici Cup, QISSN, Toowoomba Netball Association, Invitational matches, Netball tour, Queensland Catholic Cup and Inter-district Carnivals

**Rugby** - Selected GPS schools, Invitational matches, John Elders Cup, O'Callaghan Cup.

**Swimming** - Inter-house, QCIS, TSSS, Darling Downs, Queensland State Championships

**Tennis** - Sacré Cœur Tennis Carnival, DPSA Social Tennis.

**Touch** - All Schools Touch Carnivals, Toowoomba Touch Association competition

**Volleyball** - Toowoomba Volleyball Association competition, Schools Cup competitions.

# Boarding at Downlands

Since 1931, Downlands College has been a home away from home for boarding students from Queensland, other areas of Australia and overseas. With the family as its model, Downlands offers a safe, secure environment which encourages growth - intellectually, spiritually and socially.

Boarding students at Downlands come from vast distances to attend our College - from Darwin in the Northern Territory through to Armidale in the south and the many towns and cities in between, from Brisbane to Kowanyama, Thargomindah to Longreach as well as from overseas.

Downlands boarders live in five separate boarding houses and are cared for by committed and qualified staff. Heads of House and their assistants ensure that each child is treated with love and respect.

In each House, students have individual cubicles within rooms housing two to four students. Each cubicle is equipped with bed, lockable drawers, wardrobe, desk and chair.

In accordance with the family model, girls reside in two Houses, Chevalier and Baker. Baker Houses girls from Years 7 to 10 while Chevalier Houses girls from Years 11 to 12. Boys from Years 7 to 9 reside in Cody and Copas Houses, while Harris House is home to boys from Years 10 to 12.

## Boarding Programs

The Boarding Program is structured to allow for the growth of the individual, aiming at encouraging boarding students to develop in maturity and independence.

Study is seen as vital to each child realising his/her potential for success. Through active supervision and guided assistance, boarding students are encouraged to develop skills to enable life-long learning. Students in Years 7 to 11 study in classrooms while Year 12 students, with parental permission, have the option of studying in their dormitories.

An Activities committee ensures that supervised, fun activities are available to boarding students each weekend. These activities include beach trips, rock climbing, movies, trivia and pool nights, trips to Brisbane to attend rugby, netball and basketball league matches, theme park visits, social events conducted with other Toowoomba and Brisbane-based boarding schools e.g. socials, sporting competitions such as volleyball, tennis, picnic games.

Boarding students are encouraged to become involved in all aspects of life at Downlands including school life, co-curricular cultural and sporting activities and life in the boarding House - there is much to do and many friends with whom to do it.

## Advantages

Family relationships are fostered, with brothers and sisters able to live on the one campus. Friendships are forged that last a lifetime.

Delicious, nutritionally balanced food, comfortable accommodation and access to all school facilities (including library, computers, swimming pool, Sacré Cœur Centre, sporting fields and courts) allow boarding students to feel supported and nurtured as they grow and develop.

# Pastoral Care

At the heart of Downlands College is the commitment to Pastoral Care. This comes from the Constitution of the Missionaries of the Sacred Heart with its emphasis on God as love, and our response in loving each other. To act in this way is not easy, to see beneath the surface, to the person's heart, requires empathy and a deep knowledge of ourselves. As a community, we are about teaching and growing, not just academically but also personally. We are not primarily about rules, conformity, control and punishment but about growth towards responsible choices. This is the philosophy that underpins Pastoral Care at Downlands.

## Organisation

The Assistant Principal - Pastoral Care is responsible for the Pastoral Care system at Downlands, supported by Team Leaders, Year Group Leaders, Counsellors and Pastoral Care (PC) teachers. Each student is placed in a PC group with approximately 20 others from the same year level. Two Team Leaders and Year Group Leaders, in consultation with the PC teachers, devise a program of personal development, allowing teachers the opportunity to gain a holistic understanding of each child's development.

A specialist group takes charge of Year 7, helping with orientation and development as students settle into secondary education. New groups and new teachers are then organised in Years 8, 9 and 10 consistent for the important middle years of schooling. Another regrouping occurs in Year 11 with this grouping remaining consistent for the important Senior years of schooling

These PC classes and their teachers form strong bonds as they work together throughout the student's schooling.

# Community Behaviour

## To know and proclaim God's Love

Downlands exists as a learning community so that its members may learn to know the love God has for each of them, witness to it in each other's company at times of worship and prayer and share it with each other in our relationships. Because we are created in the image and likeness of God's goodness, we choose to serve that goodness in others by living the Gospel values of concern, compassion, understanding, respect and acceptance. This choice will form the faithful witness of our lives.

We acknowledge God's love, and God's plans for our peace, by

- valuing prayer and worship in our daily lives
- participating to the fullest in College liturgies
- supporting wholeheartedly retreats and activities of a spiritual nature
- respecting sacred places, times and things
- valuing ourselves, others and our environment

## Gentle Relationships

Our community grows by the constant gift of God's grace that inspires the efforts of its members as they build it into one of faith and trust and knit it together by gentle social relationships where each is accepted, affirmed, listened to and challenged.

These relationships, that are witness to our love for God in others, are formed by:

- speaking politely and with a friendly tone
- listening to others, valuing their opinions
- affirming each other's efforts and achievements
- recognising excellence in each other's work and behaviour
- refraining from unfair criticism

- requiring of ourselves patient, thoughtful, honest and punctual collaboration
- respecting the rights of others to privacy and property
- dealing fairly at all times

### Spirit of Service

Jesus, who came to serve and not to be served, is the model for staff, students and parents/carers in their choiceto be available to help one another with openness, simplicity, encouragement and a sense of humour.

Acting spiritually in service of others is an essential part of our community. We serve others by:

- using our time well, developing our talents and assisting others to do the same
- honouring commitments, being organised and achieving to the best of our ability
- being ready to help others, especially if someone is finding things difficult
- sharing readily in common tasks and supporting community service programs
- welcoming guests, visitors and new-comers
- expressing gratitude

### Compassion in times of need

We belong to our community because we have chosen to, accepting, as Jesus accepted, that we will all know times of weakness and failure. When we need counsel, challenge and care for growth and development to occur, it is offered in a spirit of compassion and forgiveness.

Times of weakness and failure create the need to forgive, to accept forgiveness and to accept help compassionately offered. These needs suppose:

- a willingness to care, counsel and befriend
- a readiness to help in a way that communicates unreserved forgiveness
- an attitude which can accept and be grateful for help offered in this way

### Assisting growth and development in our Downlands College community

Becoming a member of our community indicates a free commitment to grow in faith and to develop our gifts in the service of others, whatever our role in the community. Members of the community strive to assist this growth and development through affirmation and unconditional positive regard.

*Affirmation* is the recognition of an individual's special worth and the naming of their contribution to the community. In making affirmation an integral part of daily community life, each individual feels a sense of belonging and acceptance.

*Unconditional positive regard* acknowledges the goodness of others, created in the image and likeness of God's goodness. Relationships forged in the unconditional acceptance of this goodness challenge us to grow in faith and to develop all our God-given talents to the fullest.

## Behaviour Management and Expectations

As members of the Downlands College community, we work towards enhancement of the life of each individual physically, psychologically, intellectually, emotionally and spiritually in all facets of College life. We want all students to come to know the value of their own lives and so make a contribution for the betterment of the world in which we live.

The Downlands College Behaviour Management framework provides equity in the management of student behaviour. Student behaviour is categorised into levels. All students start on Level 3 and may subsequently move to a level that most accurately reflects their behaviour. In addition to the Level System, Pastoral Care teachers encourage students to record their achievements and participation in College activities with a view to having these recognised through the Downlands Fortes awards.

Students on Levels 1-2 demonstrate continued positive growth. Students on Levels 4-7 are demonstrating inability to meet the College classroom and community rules and expectations.

To support decisions regarding students who display inability or unwillingness to co-operate with the College policies and Community spirit, a Support Group comprising the student's Pastoral Care teacher, Year Leader and Team Leader, with supervision from the Assistant Principal – Pastoral Care, will devise an intervention program to assist the student's growth and development. Parents and carers of the student are informed of the College's concerns and encouraged to contact the Middle or Senior Team Leader or Assistant Principal – Pastoral Care. The demonstrated response of the student to the intervention program will determine any changes made to the student's allocated level.

NOTE: The complete **Downlands College Behaviour Management policy** is available in **Links on Parent Lounge**.

**Respect** - Everyone will treat each other with dignity and respect. We will listen attentively when others are speaking. We will be courteous, polite and thoughtful of one another. We will acknowledge effort and applaud persistence. We will value all property.

**Order** - Everyone will accept the need for good order when working. We will follow directions as to seating, roll marking, movement in class, answering questions etc. We will come prepared with all necessary equipment for learning. We will form routines of appropriate behaviour that will be maintained even in the teacher's absence.

**Attitude** - Everyone will strive to work with a positive attitude towards learning. We will get involved in class work. We will work with each other to develop in the subject area. We will try to look for the humour in situations that are challenging. We will be forgiving when someone fails. We will practise what we preach.

**Effort** - Everyone will work towards making learning interesting and appealing. We will have a go even when we are struggling with the topic. We will applaud success, however small. We will think forward to "what happens next", "where to from here". We will look for connections across subjects and in the wider world. We will not give up learning.

## Behaviour at Co-curricular Activities

Downlands expects a high standard of behaviour from all students when participating in co-curricular activities (e.g. sporting team members and spectators, performing arts, tours, cattle shows etc). All school rules apply (e.g. banned items, uniform etc). If offences occur, a detailed report will be provided by the activity Coordinator/coach to the Co-curricular Leader.

A Co-curricular Behaviour Committee meets and discusses the incident and uses the Co-curricular Code of Behaviour Level System as a means of disciplinary action and aligns the incident within the Day school Behaviour Level System.

## Sports Behaviour

Downlands expects a high standard of behaviour from all sporting team members and spectators. Offensive behaviour, inappropriate language, arguing with referees/coaches/spectators and any other unsportsmanlike behaviour will not be tolerated.

Please refer to the [Downlands College Co-curricular Handbook](#) available on the [Downlands website: www.downlands.qld.edu.au](#)

## Bus Behaviour

Downlands College students travelling on buses must show respect to all other bus users: the driver, members of the public and fellow students. On public transport, Downlands students should give up their seat to adults if all the seats are taken. The primary concern of the College for students travelling on buses is safety. To achieve this, the following rules apply:



1. Students must remain seated while the bus is in motion.
2. If the bus is fitted with seat belts, then these must be worn for the entire journey.
3. All bags should be placed under seats - never in the aisle or on seats.
4. Food and drink is not to be consumed on the buses.
5. Senior students travelling on the bus are to take responsibility for:
  - modelling good behaviour.
  - assisting younger students.
  - reporting poor behaviour to the bus driver and/or Assistant Principal - Pastoral Care.
6. Seats are taken on a 'first come' basis. No student can save a seat for another student. No student should occupy two seats while others have none.
7. Students are financially responsible for any damage they cause to the bus or to the property of any other traveller through their actions.
8. The College uniform should be worn correctly at all times of travel to and from school.

Disruptive students may be removed from the bus service for a period of time to ensure the safety of others. Persistent misbehaviour may result in students being suspended from using the bus service. In these situations, the student will need to find his/her own way to/from school.

All students have a right to feel safe when travelling to and from school. If you feel harassed or you witness another student being harassed you have a responsibility to either try to support the student appropriately or notify the Assistant Principal - Pastoral Care.

## Student Behaviour Expectations at a College Social or Dance

At every social, students will:

1. uphold the College Code of Conduct.
2. dress appropriately; students who are not dressed appropriately (eg too revealing or inappropriate images/slogans on T-shirts), will NOT be permitted to enter the social.
3. produce a current School Student I.D. (identification)
4. leave bags, overcoats or other paraphernalia at home; bags and jackets must be cloaked in the student dining room and will not be accessible until the end of the evening.
5. arrange to arrive at 7:00pm and to be collected at 9:30pm; students who arrive late may not be admitted.
6. remain in the Graham Centre. Permission to leave early can only be granted by the Teacher-in-Charge; students are not permitted to leave the Social prior to 9:30pm, unless accompanied by a parent.
7. conduct themselves in a manner appropriate for a school function and avoid displaying physical contact that is inappropriate in the school context.
8. accept the direction of supervising staff; a student will be given ONE warning that behaviour is unacceptable; on the second occasion, the student will be asked to leave the dance floor and wait in the foyer until either a houseparent/parent/carer has been contacted, or the evening concludes.

NOTE: Certain inappropriate behaviours may preclude attendance at further socials.

## Social Media

Downlands College recognises that many students engage in social media on-line applications such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards that allow people to easily publish, share and discuss content. The College acknowledges the role and responsibilities of all parents in monitoring their child's use of such technology.

Downlands College expects that all members of our community who engage with each other (and wider society) within these forums do so in a manner that is appropriate, respectful and courteous at all times, in keeping with our Catholic and MSC Ethos and values.

In cases where social media content brings the College into disrepute (e.g. making inappropriate remarks, using images

taken on College premises or whilst wearing College uniform) the matter will be dealt with using the Behaviour Level system.

The complete **Downlands College Social Media Policy** is available in **Links on Parent Lounge**.

**Banned Items** - Because of the danger they pose to people's health, and the risk of damage to expensive uniforms and defacing of College, public and private property, the following items are banned from the College precincts, and should not be in students' possession on the way to or from school:

- Chewing/bubble gum
- Caffeine based energy drinks
- Aerosol sprays (this includes aerosol deodorants)
- Liquid paper in bottles
- Tobacco products including cigarettes
- Cigarette lighters/matches/other fire-starting devices
- Permanent marker pens
- Weapons, including knives
- Laser Pointers
- Alcohol
- Non-prescribed drugs

Students who infringe by having any of these items will have the item taken into trust by the teacher to be labelled and given to the Year Leader and Middle or Senior School Team Leader. The student will have to consult with the Assistant Principal - Pastoral Care to regain the item(s). Continued infringement will result in consultation with parents in an effort to resolve the problem.

## Classroom Expectations

It is expected that all students of Downlands College attend their lessons punctually, ready and willing to engage in learning activities. For each lesson students should have:

- Student Record Book (this College Diary)
- Writing equipment
- Laptop (fully charged at the beginning of the day)
- Correct attire (College uniform or subject-specific as required)
- A positive and cooperative attitude

## Engagement in the Classroom

1. Each day will commence with prayer in Pastoral Care as an invitation to become present to God in our midst.
2. Classroom management is the teacher's responsibility.
3. Students must meet the expectations of individual teachers in their various classes.
4. Students will use the Classroom and Community Rules and Expectations as the benchmark for all behaviour.

## Exclusion Room

If a student's poor behaviour choices result in continued disruption to the teaching and learning environment, and after behaviour management strategies have been exhausted by the teacher, that student may be excluded. They would be removed from the classroom and sent to the College Exclusion Room. Follow up and

consequences apply as outlined in Links on Parent Lounge.

## Assessment

Assessment enables students to demonstrate the knowledge, understandings and skills they have developed through their studies. The assessment work completed by students is the evidence which teachers use to make decisions about academic grades. Assessment should be seen as a task undertaken in partnership with teachers and for the benefit of students.

**Breach of Academic Policy:** Students must follow the requirements of the College Assignment Submission Policy. NB. Extensions can only be approved by a Curriculum Leader or member of the Executive and only if the extension is requested before the due date. Otherwise, consequences may be applied by the class teacher.

## Assignments

Students who are absent when the assignment is distributed should note that Absence on the day that an assignment is distributed is not grounds for an extension.

**Deadlines** - It is expected that students will meet the due dates given and extensions will only be granted under special circumstances.

**Extensions** - Extensions must be requested on the Extension Application form available under School Links My.Downlands and Parent Lounge.

- Extension requests for all reasons other than sickness should be made before the due date. This applies to all assignments. Valid reasons for extensions include: illness on or near the due date; representative commitments at a state or national level in co-curricular activities; and family bereavement.
- An extension due to illness on the due date may be negotiated with the Curriculum Leader.
- Applications based on sickness or compassionate grounds must be accompanied by appropriate documentation eg. a medical certificate.
- The breakdown of a computer or printer or loss of a USB is not acceptable as an excuse for the late submission of an assignment.

Extension Applications are to be submitted to the relevant Curriculum Leader/s.

**Submission of Assignments** - The task must be submitted as instructed on the Task Sheet. Students who are absent from the class on the due date (for any reason, including excursions, co-curricular involvement or illness) are required to have their assignment uploaded via My.Downlands on the due date or emailed to their classroom teacher. If required, a completed hard copy of the assignment must be delivered to the subject teacher as soon as the student returns to school.

**Failure to Submit** - Any student who does not have an official extension and fails to submit an assignment by the due date, will be asked to complete the assessment task during a detention with the classroom teacher. A grade will be allocated for this response. Students who fail to submit an assignment by the due date will also receive a detention/s as determined by the Curriculum Leader in consultation with the Year Leader. Parents will be advised of any students who fail to submit an assignment by the due date. Class teachers will advise the Curriculum Leader by the end of school on the due date of any assignments not submitted.

**Plagiarism/Ownership** - Students must be able to prove an assignment is their own work. This is best done through the use of drafts that show the development of the assignment. Only work considered to be the original will be used in determining the assignment's grade. Completing and submitting drafts provides the student with the opportunity to prove ownership. Students who have plagiarised work will receive an appropriate consequence as determined by the student's classroom teacher/Curriculum Leader, in consultation with the Year Leader.

## Examinations

It is the student's responsibility to check the date, time and specific arrangements for an examination. Students should be aware of the requirements for each examination and ensure they arrive, with all necessary equipment, at the nominated venue before the appointed starting time.

**Equipment** - Students should be aware of the necessary equipment prior to the examination. Only approved equipment will be permitted in the examination room.

**Calculators** - Teachers of subjects where calculators may be used are to nominate whether they are to be allowed. The type of calculator - programmable, scientific, or other - will also be nominated. This information will be specified on the examination paper.

**Mobile Phones, Smart Watches etc** - Students are not permitted to have mobile phones, smart watches etc on their person during an examination.

**Borrowing during Examinations** - Borrowing during examinations of any materials, calculators, rulers, paper etc. is not permitted.

### Absence from an Examination

Illness necessitating absence from school for an examination – The student or their Parent/Carer must telephone the Team Leader or Assistant Principal Teaching and Learning prior to the commencement of the exam. Medical evidence of the illness must be supplied to the College. The Team Leader shall negotiate an appropriate alternative to the missed assessment.

Absence from examination other than illness – The College is under no obligation to provide alternative arrangements as examination dates and times are noted in the School Calendar and Examination Timetable. The student may receive no credit for the missed examination.

**English as a Second Language (ESL)** - ESL students are entitled to Special Provisions as per QCAA guidelines.

**Learning Support Unit (LSU)** - Students who require support for the sitting of an examination may sit that examination in the LSU. This will be at the discretion of the Curriculum Leader LSU and Assistant Principal Teaching and Learning. In this instance, the classroom teacher and/or Curriculum Leader will be aware of the circumstances and make suitable arrangements.

**Cheating During Examinations** - If a student is suspected of cheating during an examination, the supervising teacher will note the student's name, the circumstances, and the point at which the suspected cheating occurred. The student will complete the examination. The supervising teacher will report this information to the Curriculum Leader/Assistant Principal Teaching and Learning, who will take appropriate action.

The complete College Assessment Policy is available in Links on Parent Lounge.

## Attendance

**Class attendance** - Students are to be present at all classes programmed. A student may not be absent from a class without the permission of the teacher concerned.

**College Records** - All students are assigned to a Pastoral Care group. Attendance rolls are kept. These rolls are marked each morning at 8:30am and become the official College Record of Attendance. Class rolls are marked during the day. A list of absentees is prepared each day for staff information. Total days absent are recorded on Semester reports.

## Non-Attendance:

**Absent** - a courtesy call is expected on the first day. Further correspondence to the Year Leader/Reception from the parent/carer is required if additional absence occurs. A note from a parent/carer is written in Student Record Book and shown to the PC teacher on return who indicates on the roll that a note has been received. If no note is received, the Year Leader will seek explanation from the student's parent/carer.

**Keeping abreast of my school work if I am absent** - it is the student's responsibility to consult with the teacher at a mutually convenient time regarding work the student has missed while absent and which must be 'caught up'. Where a student is aware that he/she is going to be absent, it is the student's responsibility to approach the classroom teacher for details of work which will need to be attended to by the student.

**Late to School** - report to student Reception to obtain a 'Late Arrival' slip, before going to class. This slip is to be given to the teacher of the first class you attend. In cases of significant lateness, written explanation from your parent/houseparent/carer is also required. This should be given to your Year Leader.

**Late to Class** - teacher will deal with unexplained lateness as a behaviour management issue.

**Truancy** - student will make up time; in addition, a consequence will be imposed.

**Early Departure** - If you have to leave early, then you must have a letter from your parent/carer or a red card from a house parent, and a 'white slip'. This authority must be signed by your Year Leader and presented to Reception before leaving the College grounds. Permission to leave school during the day is normally only given for an exceptional or unavoidable circumstance. As members of the Downlands College community, we work towards enhancement of the life of each individual: physically, psychologically, intellectually, emotionally and spiritually. We want all students to come to know the value of their own lives and so make a contribution for the betterment of the world in which we live.

## College Technology Policy

At Downlands, a laptop program has been established with the aim of providing the best possible environment to assist our students to be competent, effective and responsible users of technology in the pursuit of academic excellence. This program is equally available to all members of the College community.

**Acceptable Use** - Internet access must be in support of education and research and consistent with the educational and ethical objectives of Downlands College. The transmission of any material in violation of national or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. The use of the Downlands College network for commercial purposes is not acceptable. The use of the assigned laptop on other networks such as the student's home internet service or other computing resources must comply with the rules appropriate to that network.

If students choose to use the Internet for unacceptable purposes as above, then the privilege of access will be suspended or terminated by the appropriate College authorities.

**Access** - The use of the Internet at Downlands College is specifically for educational purposes. Students found to be accessing the Internet through other channels such as proxy servers and not through the school designated gateway will have their College accounts suspended or terminated by the appropriate College authorities.

**Network Etiquette** - Students will abide by the generally accepted rules of network etiquette.

- Be polite. Do not be abusive in your messages to others.
- Use suitable language. Do not use profanity, vulgarities, sexually-oriented or other inappropriate language.
- Do not reveal your personal address or phone number, or that of anyone else.
- Remember that electronic mail messages are not guaranteed to be private. Those who operate the various

on-line services have access to all messages and can report to the authorities messages which support illegal activities.

- Do not use the network in a way that would disrupt the use of the network by others.
  - Assume that all communications, programs, and information which are accessible on-line are private property. As such, do not download any files without prior authorisation
  - Do not upload or download any software unless it is free from any computer virus.
- BE AWARE: All messages are able to be traced to a particular student. Once a message is sent, it cannot be recalled.

### Best Practice for Technology Use in the Classroom and at School:

- Ensure your laptop is fully charged for the commencement of the school day.
- Access the daily notices when appropriate.
- Ensure your laptop is set to sleep when lid is closed.
- Establish good practice when designing your folder/file structure.
- Employ good practice when naming your files. Use versioning to prevent complete loss of file.
- Be familiar with the Helpdesk personnel and location and when you are permitted to access the Helpdesk.
- Use the Learning Management System –My.Downlands often to gather information on learning modules, homework and assessment.
- Learn to be familiar with MS Office, particularly Word, Excel and Outlook.
- Establish folders in Outlook and redirect mail from familiar sources to these folders.
- Be familiar with how to download Apps and printer/scanner drivers.
- Do not plagiarise (the use of intellectual property which is not of your own making).
- Secure your own intellectual property (data).
- Never reveal your password.
- Always check downloaded files for viruses.
- Secure your laptop.
- Ensure that the Name label supplied by the College remains affixed to the laptop and is not removed.
- Always transport the laptop in the case or bag provided by the College.
- Do not leave it in heavy traffic areas.
- Always place it securely in your locker at breaks.
- Do not use proxy servers or other methods to access the internet whilst at school.
- The school system provides you with the most secure internet access – use it.
- Always have backups of your data, particularly assessment items. You are encouraged to also email copies of assessment to yourself as a failsafe.
- Be familiar with the Downlands Acceptable Use policy.
- Be familiar with the Downlands Bullying / Cyberbullying Policy.

### Mobile Phones and other Technical Devices

Mobile phones and all portable music players (iPods, MP3s etc) must be switched off, out of sight and not used in any capacity whilst on College grounds between 8:30am and 3:00pm on school days. This policy covers any mobile phone, SMS, camera technology, musical device or any technical communication device which may interrupt or distract the individual's or group's attention from College activities.

The College has in place appropriate means, through Reception and Boarding staff, for parents to contact students.

- The College accepts no responsibility for mobile phones, cameras or portable musical players that are brought to school. Any loss or theft is the responsibility of the student.
- Silent or discreet settings on any device are not acceptable.

- Should a device be misused it may be confiscated by teachers and given to Team Leader. The student's parents or boarding house staff will be notified and need to collect the phone from the front office at a time convenient to them.

Use of these devices on excursions arranged by the College will be at the discretion of the teacher in charge of the activity.

# College Uniform

## Expectation relating to the College Uniform

1. Students are expected to arrive and depart each day in the appropriate full College uniform as it is intended and with pride. Whilst off campus, students are expected to wear the College uniform to the standard expected on campus.
2. Students are expected to be neatly and appropriately dressed and, at all times, to wear their uniform with pride.
3. The correct Sports or P.E. uniform is to be worn on Sports Day, for all sports activities and P.E. lessons.
4. All items of uniform must be the correct size for the student at all times.
5. All items of uniform should be clearly and permanently marked for ease of identification.
6. School shoes should be kept clean and polished. Shoes are to be maintained in good condition.
7. Students are to wear the College socks. Socks must be pulled up and secured so that they remain in position throughout the day.
8. A note, signed in the Parent Correspondence and counter-signed by the Year Group Leader, must explain variations to the wearing of the uniform. Parents may also email the student's PC teacher or Year Leader.
9. Incorrect uniform or presentation will be addressed initially with the student, then with the parent/carer.
10. Failure to correct breaches will result in the student being sent home until resolved.
11. All uniforms must be worn complete, including appropriate shoes and hats, and not mixed (eg. students are not permitted to wear tracksuit tops with their day uniform).
12. Belts should be worn where the uniform allows - only College regulation belts are acceptable;. Hats must be kept clean and in good condition or be replaced.

**Assemblies / Liturgies / Formal Ceremonies** - Students are to arrive at Assemblies, Liturgies and formal ceremonies wearing the uniform as it is intended and with pride. This includes wearing the College blazer during the winter months and at all times if receiving an award, speaking at assembly or participating in liturgies.

## Girls Uniform

### SUMMER & WINTER

Black leather lace-up school shoes

Royal blue jumper with College crest

Dark charcoal felt hat with College hatband

### SUMMER - OPTION 1

Dress; length - meet the knee

Girls dress tie or Year 12 - Senior dress tie

White ankle turnover socks

### SUMMER - OPTION 2

Blue shirt with College crest (Years 1 - 9);

White shirt with College crest (Years 10 - 12)

Dark charcoal mid-knee length shorts with College crest

Plain black belt

College striped tie or Year 12 - Senior tie

Black or grey business socks



## SPORT & PE

Sports shirt College crest and House colours  
Downlands sports shorts  
Royal blue and red tracksuit pants with College crest  
Downlands white sport socks only  
Conservatively coloured runners; non-marking soles  
Royal blue bucket hat with College crest  
Royal blue hoodie with College crest  
*Optional for Year 12: Senior jersey*  
*Not permitted: Co-curricular uniform, tour or training apparel*

## WINTER

Royal blue blazer with College crest  
The College blazer must be the first outer garment worn during the winter months.  
College Scarf (Term 2/3) when worn with College jumper or blazer.

### WINTER - OPTION 1

Blue shirt with College crest (Years 1 - 9); white shirt with College crest (Years 10 - 12)  
College striped tie; Year 12 - Senior tie  
Dark charcoal pleated skirt; length - below knee  
Opaque black stockings

### WINTER - OPTION 2

Blue College shirt with crest (Years 1 - 9); white College shirt with crest (Years 10 - 12)  
Dark charcoal long pants with College crest  
Plain black belt  
College striped tie; Year 12 - Senior tie  
College charcoal socks with College stripes or black/grey business socks (*Novelty socks not permitted*)

## Boys Uniform

### SUMMER & WINTER

Black leather lace-up school shoes  
Royal blue jumper with College crest  
Dark charcoal felt hat with College hatband

### SUMMER

Blue shirt with College crest (Years 4 - 9);  
White shirt with College crest (Years 10 - 12)  
Dark charcoal mid-knee length shorts with College crest  
Plain black belt  
College striped tie;  
Year 12 - Senior tie  
College charcoal socks with College stripes

## SPORT & PE

Sports shirt with College crest and House colours  
Downlands sports shorts  
Royal blue and red tracksuit pants with College crest  
Downlands white sports socks only  
Conservatively coloured runners; non-marking soles  
Royal blue bucket hat with College crest  
Royal blue hoodie with College crest  
*Optional for Year 12: Senior jersey*

*Not permitted: Co-curricular uniform, tour or training apparel*

## WINTER

Royal blue blazer with College crest

The College blazer must be the first outer garment worn during the winter months.

College Scarf (Term 2/3) when worn with College jumper or blazer.

Blue College shirt with crest (Years 4 - 9);

White College shirt with crest (Years 10 - 12)

Dark charcoal long pants with College crest

Plain black belt

College striped tie; Year 12 - Senior tie

Black or grey business socks (*Novelty socks not permitted*)

**Hats** - In keeping with the College Sunsafe Policy, all students must wear a College hat. The hat should be worn when travelling to and from school, during breaks and whenever the student is outside. The hat must be kept in a respectable condition and must be named.

**Sports attire** - Downlands expects a high standard of dress for all sports. Students participating in College sport should always look presentable. Sports coaches will indicate to students the uniform required for their particular sport. The specified uniform should be worn without variations. In keeping with the College Sunsafe Policy, students must wear a College hat when participating in outdoor sport.

**Casual / Recreational Attire:** This applies to all students on 'free dress' occasions and also outside normal school hours:

- Dress may be casual but never untidy, dirty, tatty, extreme or immodest
- No football shorts, jerseys or socks - these are for the football field only
- No shirts with rude or offensive designs or language, or exploitative advertising logos
- Footwear must enclose the whole foot - no thongs, scuffs, Masseurs, etc
- Tattered or 'silly' hats are not to be worn
- No midriff, strappy or revealing tops or dresses
- No very short skirts, dresses or shorts

Students who do not meet uniform or grooming expectations may be sent home or may be required to remain in the boarding house until the situation is addressed to the satisfaction of the College.

## Hair

- Hair must be neat, tidy and clean and must be kept off the face for both boys and girls
- Hairstyles must allow for the correct wearing of the College hat (no high pony-tails). Hairstyle and colour for all students needs to be conservative and natural looking and must be of one even colour only. The use of hair products such as gel, wax or mousse must be minimal.
- Girls with hair below the collar must tie it back with a royal blue, red or white ribbon/scrunchie.
- Boys must ensure that their hair is cut in such a style as to be out of their eyes, above the lower part of the ears, reasonably uniform in length and off the collar. Boys' hair must be longer than gauge 2, if crew cut. Mullets, rat's tails and cut-ins are not permitted.
- Boys are to be clean-shaven at all times.

## Cosmetics

Makeup (foundation, mascara, eyeliner and lipstick, or equivalent), nail polish and other decorations must not be worn with the College uniform. Lightly tinted moisturiser is permitted.

## Jewellery and body art

Apart from a plain watch, jewellery is not to be worn at school. Neither promotional wristbands, other than those

issued by the College, nor anklets are permitted. In the event that girls have their ears pierced, one pair of plain, silver or gold, small studs or sleepers may be worn in the lower ear lobe only. No other piercing is permitted, including clear piercings, spacers/stretchers and tongue studs. Jewellery worn in contravention of this requirement will be held in trust by the Year Leader in a sealed envelope with the student's details recorded on the outside. All care but no responsibility is taken with such items.

Permanent body art (tattoo) is not permitted by law for Minors under 18 years of age in Queensland. If a student has a tattoo, this must be covered at all times by clothing items or a skin coloured sleeve, including whilst at sporting fixtures where the student is representing the College.

**Inappropriate Uniform:** Teachers, and in particular, PC teachers, will deal initially with inappropriate uniform. If the situation is not rectified, the student will be sent to the Assistant Principal - Pastoral Care. Our uniform and dress standards apply from the first day of each term. If a student chooses to adopt a hair style or colouring outside the College policy during the holiday period, enough time must be allowed for the hair to return to normal before the commencement of term.

# Student Wellbeing

To maintain a safe, spiritually and psychologically healthy community and to enforce legislative obligations, this community:

- does not tolerate bullying in any form
- aims to prevent all forms of harassment, abuse and threat to personal safety against the members of the community
- prohibits the use of drugs which are considered to be detrimental to health and well-being
- establishes rules and procedures with regard to boundaries, illness and absence.

**Bullying** is not tolerated at Downlands. Downlands aims to develop gentle relationships inspired by faithful recognition of the unique giftedness of every member of the community.

## What is bullying?

Bullying is a systematic and repeated abuse of power. It may be planned and organised or it may be unintentional. In general, bullying may be defined as:

- dominating or hurting someone
- unfair action by the bully(s) and an imbalance of power
- a lack of adequate defence, and feelings of oppression and humiliation. Some examples of bullying include:
- physical violence such as hitting, pushing, tripping or spitting on others
- interference with another's property by stealing, hiding, damaging or destroying it
- threatening, manipulating, harassing or stalking someone
- using offensive names, insults, teasing, put-downs, belittling someone's abilities, appearance or achievements
- making suggestive comments, or other forms of sexual abuse/harassment
- making degrading comments about someone's culture, or religious or social background
- playing a nasty joke or spreading rumours about someone or their families
- hurtfully excluding others from a group
- forcing others to act against their will
- using technology, such as email, mobile phones, chat rooms, social networking sites to bully verbally, social or psychologically.

If we are bullied:

- we may feel frightened, unsafe, embarrassed, angry or unfairly treated
- our work, sleep and ability to concentrate may suffer
- our relationships with our family and friends may deteriorate
- we may feel confused and not know what to do about the problem.

## Harassment

Harassment may focus on a range of characteristics including racial and cultural background, gender, religious beliefs, age, disability, marital status, pregnancy, sexual orientation and socio-economic circumstance.

Harassment can occur in many forms - persistently negative attacks or humiliating, cruel, vindictive, tormenting or irrational behaviour that undermines another person. It may include peer pressure and may be obvious or subtle.

Regardless of the focus and form of harassment, no member of the Downlands community is expected to tolerate unfair treatment, either personally or of another person.

Downlands acknowledges that not all behaviours may be deliberate attempts to threaten someone else's personal safety; however, the focus must be on understanding how the behaviour, whether intentional or not, has impacted on the recipient(s) of the behaviour and on how the problem is resolved.

## College process when dealing with Bullying and Harassment

The College will endeavour to investigate any situations involving bullying and harassment, once reported in person or via a third person (friend) to any staff member at the College. The forms of reporting can include in person or via email. The details of the bullying or harassment will be provided to the Team Leader for investigation.

Once the Investigation starts ...

- You might be asked to write a statement of the events that occurred
- If physical, the Downlands College Health Centre will provide a report
- Any text messages/ emails may be copied as evidence
- Your phone might be temporarily confiscated
- You might be asked to identify witnesses
- Witnesses might be asked for a statement too
- The alleged bully is also interviewed (remember there are two sides to every story)

Once the investigation has occurred, the procedure to manage ongoing Bullying and Harassment is through the use of a three Stage reporting phase, which includes a restorative process in the first instance. The parents/ carers of the alleged bully are also involved in this process. If ANY major acts /repeated minor acts continue after Stage A or B Bullying and Harassment process is followed, the enrolment of the alleged bully may be jeopardised. The Downlands Student behaviour Management System will also be used in conjunction with the Bullying and Harassment three stage procedure.

## Sexual Harassment - Student Protection

Both the Federal Sex Discrimination Act and the Queensland Anti Discrimination Act identify sexual harassment as unlawful. Sexual harassment may include:

- physical contact (direct and indirect) such as fondling, touching, brushing against another person
- indecent exposure; offensive body and hand gestures
- using another person's clothing to cause that person pain and /or embarrassment
- blocking another person's entry to or exit from an area
- having contact of a sexual nature with another person in the presence of a third person
- invading the personal space of another person
- using intimidating looks such as leering or ogling or engaging in inappropriate/offensive whistling
- verbal (written and oral) intimidation such as referring to another person's sexuality, appearance, body and private life
- persistent or continual invitations, requests or telephone calls
- offensive telephone calls, SMS, and other forms of telecommunications such as faxes, emails and messages sent by computer; offensive letters
- sexual propositions
- following another person (which may constitute the criminal offence of stalking)

It is important to understand that some of the above behaviours may also constitute sexual abuse or assaults - which are criminal offences. Downlands College staff have a clear legal and moral responsibility under the Child Protection Act 1999 (amended legislation January 2015) to mandatorily report sexual abuse or likely sexual abuse under the Education (General Provisions) Act 2006.

The complete College Student Protection Policy is available in Links on Parent Lounge. Section 3.4 - Intervention Procedural Steps.

## When bullying or sexual harassment occurs:

- refuse to be involved
- if appropriate, take some form of preventative action
- report the incident or suspected incident to a teacher and help break down the code of secrecy

- staff endeavour to assist in ways that improve the situation and minimise further problems.

## What parents can do to maintain a safe community:

Parents are asked to encourage students to talk to their Pastoral Care teacher, Year Leader, Counsellor, or member of the College Executive if they have concerns about safety. Parents are encouraged to contact the school if they observe any of the following:

- any signs of distress such as, unwillingness to go to school, patterns of illness, missing equipment, damaged clothes or bruising
- changes in behaviour, mood, motivation or friendships that may cause concern.

## Drugs

### 1. Prescribed drugs

- Downlands College is not permitted to administer medication other than that prescribed by a doctor
- prescribed medication will be administered by the Health Centre, except for asthma medication which students may self-administer

### 2. Restricted drugs - While on College premises or on any occasion when representing the College, students are not permitted to:

- smoke or possess tobacco products
- possess or consume or be under the influence of alcoholic beverages.

### 3. Prohibited substances - While on College premises or on any occasion when representing the College, students are not permitted to:

- possess drug-related equipment
- possess or use or be under the influence of drugs prohibited by law
- possess or use performance-enhancing drugs.

## Guidelines regarding Drugs

The students, parents and teaching staff will be informed at the beginning of each year of the College's position on drugs. Training will be provided for teaching and auxiliary staff as required. At all levels of the school, a comprehensive education program and associated activities will attempt to circumvent student involvement in drug related activities.

Counselling within the school and access to appropriate community agencies will be used to help those students who show signs of being in conflict with the above policy statement. Disciplinary action will be taken to protect the health and safety of all students. Where violations occur, all dealings will be fair and aimed at protecting as much as possible the welfare of the student body and the integrity of the school. The document "Guidelines for Managing Drug Related Incidents in Catholic Schools" will serve as a guide in such instances. The Principal will have the right to make the final decision in regard to the status of those students involved in activities contrary to this policy.

## Medication

The only medication a student may have during the school day is an asthma puffer. Other medication needed during school hours must be handed in to the Health Centre, along with a note from the student's parent/carer. The medication will be held at the Health Centre where the student is to report when it is due. The College is not permitted to administer medication other than that prescribed by a doctor.

# A Student's Code for Keeping Safe

1. **Unwanted Touching** - Hugs, kisses and touching that make me feel uncomfortable, embarrassed or scared must never be kept secret.
2. **Body** - My body belongs to me and no one can touch it in ways that make me feel uncomfortable, embarrassed or scared.
3. **NO** - It's OK to say 'NO' if someone tries to touch me in ways that make me feel uncomfortable, embarrassed or scared. It doesn't matter who they are even if it is a teacher, coach, priest, minister, pastor, youth worker, parent, relative, an older person or another child or young person.
4. **YELL** - It's OK to yell out loud if I am scared and need help, just the same as if there was a fire, a car accident or any other emergency. Touching can be one sort of personal emergency where it is OK to yell and tell.
5. **TELL** - I must tell an adult if someone has told me to keep a secret about a touch that has made me feel uncomfortable, embarrassed or scared. Never keep secrets about these kinds of touch.
6. **SECRETS** - Unsafe secrets are those secrets that someone says, 'you mustn't tell'; they last a long time; they make you feel uncomfortable, embarrassed or unsafe; they can involve a threat that something bad will happen if you tell.

Safe secrets are those which can be kept for a short time and are safe; usually have a happy outcome; are always told eventually; do not involve someone touching your body.

## Act Smart

### Follow the code for keeping safe

We all have the right to feel safe all of the time. Sometimes young people don't feel safe around other young people and adults. There are times when other students and adults act in a way that might make them feel unsafe, embarrassed, scared and/or confused.

**Remember:** Nothing is so awful (or a problem so big) that we can't talk to someone we feel safe around and who we believe will help us to be safe.

Some adults I can tell and go to for help: parents; family members; teachers; school counsellors.

Sometimes we can't tell people in our family about feeling unsafe because it is too embarrassing or we feel scared.

At school there are PARTICULAR PEOPLE who look after students who are feeling unsafe or scared. They are called Student Protection Contacts. They know how to get help for students.

If you need help in any way about a personal protection or safety issue, speak to a staff member you trust or the College Student Protection contacts:

- Assistant Principal - Pastoral Care and Wellbeing
- College Counsellors
- Deputy Principal
- Middle School Leader, Senior School Leader
- Principal
- Head of Boarding

# Downlands College Behavioural Management Policy - Student Level System

As members of Downlands College, we are guided and informed by our shared Values, with belief and commitment to: Community, Personal Growth, Relationships, Spirituality, and Learning in all facets of our College. We want our students to come to know the value of their own lives and so contribute for the betterment of the world in which we live.

Our Vision is that the broader community will recognise that a Downlands educational journey is one that will develop selfless leaders who are advocates for values-based communities.

The Downlands College Student Level System framework provides equity in the management of student behaviour. Student behaviour is categorised into levels. All students begin on Level 3 upon enrolment and may subsequently move to a level that most accurately reflects their behaviour.

Students are encouraged to record their community and co-curricular participation in College activities with a view to striving towards constant improvement.

Students on Levels 1-3 demonstrate continued positive growth. Students on Levels 4 – 7 are demonstrating inability to meet the College and Community rules and expectations. These Levels are interconnected across all aspects of College life, including the Day school (classrooms and yard), Boarding, Cocurricular and broader Community involvement.

To support students who display an inability or unwillingness to co-operate with the College policies and Community spirit, the student's Pastoral Care teacher, Year Leader and Team Leader, with oversight from the Assistant Principal - Pastoral Care, will assist through creating a support plan to assist the student's growth and development. Parents and carers of the student are informed of the College's concerns and encouraged to contact the Pastoral Care teacher or Year Leader in the first instance.

Student Levels, behaviours associated with those Levels, and the Downlands community's responses are outlined in the Downlands Behaviour Management Policy – Student Level System available on the Downlands College website: [www.downlands.qld.edu.au](http://www.downlands.qld.edu.au) or by following this link: [Student Level System](#)

**International students** are subject to academic and class attendance stipulations, non-compliance may impact on visa conditions. Please see Downlands College International Student Course Progress and Attendance Policy.



# College Counsellor

The College Counsellor is responsible for the provision of quality counselling and support for students when needed. The creation of trusting and respectful relationships, characterised by confidentiality and the use of professional judgement is at the heart of the counsellor's work.

Tasks of the counsellor include:

- Individual and group counselling.
- Facilitation of groups involved in the discussion of concerns.
- Carrying out proactive strategies as appropriate or required.
- Initiating contact with parents where possible and / or necessary.
- Referring to other professionals and agencies as required.

Appointments can be made directly by students, their families and staff by contacting the College Office.

## Confidentiality

Contact with the counsellor will be kept **strictly confidential**. This is explained to each student when he / she visits the counsellor. The student's permission is required by the counsellor before any information about the student is released to anyone - this includes friends, parents and staff. It also means that if a student wishes the counsellor to provide information to someone else, the counsellor cannot do so unless the student has given permission.

However, there are three situations when the counsellor is required to release information:

1. If a minor is at risk of being abused or neglected, the counsellor would be required to report that information to the appropriate agency to ensure the safety of the child.
2. If a student presents an imminent risk of serious injury to himself / herself. In this case, the counsellor would take action to ensure the student's safety, releasing only the information necessary to do this.
3. If a student threatens serious harm to another person. Again, the counsellor would have to take action to protect the other person, releasing only the information necessary to ensure the person's safety.

**Consistent with the Downlands Student Protection Policy which is informed by Child Protection Legislation.**

Please feel free to contact the counsellor if you would like more information about confidentiality

## Other people you can talk to:

- **Kids Help Line: 1800 551 800**
- **Police: Juvenile Aid - 4639 1333**
- **Department of Child Safety: 4616 1800**
- **Commission for Children and Young People and Child Guardian: 07 3211 6700 or freecall (within QLD) 1800 688 275**
- **IN AN EMERGENCY YOU CAN PHONE 000**

# Emergency Procedures

## Evacuation Procedures

If there is an emergency on the College campus and staff and students are required to evacuate the site, the following procedures will apply:

1. The signal will be a continual bell ringing. You must then very quietly listen to and follow instructions.
2. In your working environment or classroom, your teacher will ask you to help close all windows, turn off heaters, fans, lights, computers, electrical appliances, etc.
3. When instructed by your teacher: leave the room leaving your books behind. Close the doors and proceed calmly and quietly with your class to Main Oval. If your normal closest route is blocked, or is too close to potential hazard, proceed by the nearest, safest alternative route.
4. At the oval, your teacher will take your class to their year group area. There you will line up in alphabetical order in your PC group. When your roll has been marked, you will be asked to sit down.
5. Remain on the oval until told to return to class by the teacher in charge of your year.
6. DO NOT engage in any communication with the Media, (i.e. this statement includes text messages).

## Lockdown Procedures

In some emergency situations, an evacuation of a building and/or classroom is not advisable. These may include a hostile intruder, terrorist attack, or criminal activity near the school. General emergency Lockdown procedures are as follows:

1. The signal will be a continuous ringing of the school bell.
2. Remain calm – teacher will say “LOCKDOWN”
3. Move to the nearest classroom if outdoors
4. Graham Centre - Assemble out of sight within the Graham Centre.
5. Outdoor classes - Calmly make your way to the nearest accessible classroom.
6. Teachers and students - If you are out of class – Calmly make your way to the nearest accessible classroom.
7. Everyone to remain silent.
8. All students are to switch off mobile phones. DO NOT PHONE/TEXT ANYONE during the lockdown.
9. Assemble students and other College personnel in or near your room. Sit on the floor in a sheltered area of the room. (NOTE: the sheltered area should be out of sight from doors and windows.
10. Close and lock all external doors and windows and close window coverings. Do not attempt barricades. Under NO circumstances during the lockdown open door/windows to any person.
11. Your teacher will ask if you have any medications that can safely be retrieved (eg asthma and diabetes)
12. Turn off the lights and sit quietly.
13. Teachers will log onto computer and communicate with Lockdown Coordinators
14. The All Clear will be given over the PA and by email with a password.
15. Do not speak to the media after the event.

# General

## If a student becomes ill

If a student becomes ill during the day, the student must obtain permission from his/her class teacher to go to the Health Centre; the student must take the written permission slip with them. If it is necessary that a day student needs to go home, then permission must be obtained from the Health Centre staff or Year Leader. Parents will be contacted and asked to collect the student from school.

## The student has money or valuables at school

The student should place the money or valuables in a clearly labelled envelope and leave this at College reception or with his/her Year Leader.

## Changes to personal details

This includes a student's address, phone contact details, parent/carer or any other details of which the College should be aware. Please notify the College immediately in writing so that the student's and family records can be updated accordingly.

## The student has lost property

Firstly, the student should retrace his/her steps and search thoroughly! Lost property should be reported to the student's Pastoral Care teacher or Year Leader, as a notice can be published in the Daily Notices. Check Lost Property, which is held in the Bookroom and also at College Reception. To help minimize loss of property, ensure that all belongings, textbooks and clothing are clearly marked with the student's name.

## The student is unable to participate in sport or Physical Education

The student must bring a note from his/her parent/houseparent/carer, which explains the reason for his/her inability to participate and gives an indication as to how long the student will be incapacitated.

## Student Lockers

Lockers will be allocated by Year Leaders at the start of the year. Student use of lockers is permitted in accordance with the following:

1. The locker is secured with either a keyed or combination style lock.
2. The locker is provided for the sole use of the student to whom it has been allocated.
3. The locker is to be maintained in a hygienic manner at all times.
4. The locker is not to be defaced or damaged in anyway

## Health Centre Services

The Health Centre services boarding students and is staffed by qualified registered nurses to provide:

- primary health care
- emergency care
- referrals to medical and allied health professionals.

Students' parents/guardians will be contacted if students require more than basic treatment in the health centre. Our school nurses work closely with other staff in the school to:

- Foster care
- Encourage students to take responsibility for their own health
- Promote healthy life choices
- Provide health information and education to individuals and groups.
- Assist students and their families to manage acute and chronic health conditions.

Parents or guardians will be contacted if you require more than basic treatment in the Health Centre. The

College Health Centre will make all medical appointments for you.

In order to provide appropriate, effective and safe care it is a requirement that a student Health Form is completed at the commencement of each school year and submitted **at the time your child returns to his or her boarding house.**

## Overseas Student Health Cover (OSHC)

Overseas student health cover (OSHC) is insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia and is mandatory for international student visa holders. OSHC will also cover the cost of emergency ambulance transport and most prescription drugs.

# Fee Information for International Students 2024

This information should be read in conjunction with the Downlands College Enrolment Guidelines for Parents/LegalGuardian.

## International Fees 2024

Annual fees are to be paid in advance. Fees are due before the commencement of the student's enrolment at Downlands College. All international bank fees are payable by the parent/legal guardian.

### International Enrolment Fee (AUD\$)

Payable to Downlands College when lodging an Application for Enrolment. The International Enrolment fee is non-refundable in all circumstances.	150
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### International Confirmation Fee (AUD\$)

Payable to Downlands College to confirm acceptance of an Offer of Enrolment. This is a non-refundable fee. The International Confirmation fee is only refundable where a visa is refused.	1,500
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### Years 7 - 10 Tuition Fees (AUD\$)

**2024**

Semester One	14,900
Semester Two	14,900
<b>Total Annual Middle School Tuition Fees</b>	<b>29,800</b>

### Years 11 and 12 Tuition Fees (AUD\$)

Semester One	14,900
Semester Two	14,900
<b>Total Annual Senior Tuition Fees</b>	<b>29,800</b>

### Compulsory Annual Non-Tuition Fees (AUD\$) per annum

Overseas Student Health Cover (OSHC) (approximate)	500
Year level camps and retreats	500
Extra-curricular activities	1000
Stationery	200
Boarding Fees - Middle School (Years 7 – 10)	21,900
Boarding Fees - Senior School (Years 11 – 12)	22,300
QCAA fee (per annum for Years 11 and 12)	830.00
Estimated cost of school uniforms (approximate)	1000
<b>Total Annual Non-Tuition Fees</b>	<b>to be confirmed</b>

# Conditions of Enrolment

Please note that fee accounts are issued prior to the beginning of each year and are payable to Downlands College on or before the commencement date of Term One.

## Special Notes

- Fees are payable 12 months in advance.
- All fees must be paid in Australian dollars.
- If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full international student's fees for the duration of that calendar year.
- Any refund of tuition fees in the event of visa refusal or school default is prescribed by legislation (Education Services for Overseas Students (ESOS Act 2000 and Regulations 2001))
- Any refund of tuition fees or non-tuition fees for student default will be paid as per Downlands College Refund Policy, which forms part of the Enrolment agreement.
- Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless otherwise requested in writing.
- Refunds will be paid to the student or the person specified in the written agreement.
- Additional fees may be applicable. Further information is available from the College.
- EFTPOS facilities are available for Visa and MasterCard.
- In the event of cancellation of enrolment, neither the Enrolment Fee nor the International Confirmation Fee is refundable. This does not apply where a visa is refused.

## Increases to Fees

The scale of charges in respect of fees for boarding and tuition and other levies is fixed by the College Board annually, and such fees are payable in advance at the commencement of each year.

Fees are subject to annual review and may therefore change.

The College reserves the right to increase fees and charges to reimburse the College the cost of any Goods and Services Tax which may be imposed on the College during the currency of the student's enrolment at the College in respect of services and goods supplied to the students of the College.



## What is included in Downlands school fees?

### Tuitions Fees:

*General classroom resources*  
*School-based tutoring and additional academic support*  
*After hours teaching tutorials*  
*Text books*  
*Examination stationery*  
*Subject levies*  
*Art work materials*  
*Food Technology ingredients and materials*  
*Industrial Technology materials*  
*Careers advice*  
*Senior Education Training (SET) Planning*  
*ATAR Handbook and ATAR Tests*  
*Compulsory academic excursions*  
*Bus transport for all academic excursions*  
*Subject Selection Handbooks*

**Information and Communication (ICT)** - (Middle and Senior Schools) assists in updating resources, device maintenance, and purchasing site licenses and provision of a one to one computer program including wireless internet access and IT technical support for school related laptop issues

### Boarding Fees include:

Accommodation  
All meals and supper (GST applies)  
In House and Inter Boarding House activities  
Supervised study sessions  
Health Centre and nursing services  
Fully staffed commercial laundry facilities  
Residential and supervisory staff services  
Boarder Parent Dinner  
Boarder Parent Network Lunch  
Boarder Activities Levy  
Fully equipped common rooms  
Cleaning and catering  
Desk lamps  
Equipment and resources

### Compulsory Non-Tuition Fees

*Co-curricular activities including supervised training and sporting competitions and performing arts involvement*  
*Retreats and Camps*  
*Additional Annual Downlands College Magazines*  
*QCAA fee (per annum for Years 11 and 12)*

### Non-compulsory fees:

*Private music and performing arts lessons e.g. Music private lessons - AUD \$350 per term approximate*  
*Hire of school Musical Instrument - AUD \$150 per semester*  
*Annual School Photo*  
*Sporting and Music tours*  
*Tennis private lessons - AUD \$350 per term*  
*Year 12 jersey*  
*Valedictory tickets*  
*Costs associated with optional activities and non-mandatory excursions*  
*School uniforms*  
*Sports uniforms*  
*Industrial technology safety equipment - Years 11 and 12*  
*Dry cleaning*  
*Other professional services are available to students by special arrangements e.g. Speech and Drama, Instrumental Music, these will incur extra fees, for example*

# Education Agents

Education agents are not engaged to formally represent Downlands College.

The College responds to all enrolment enquiries and to applications for enrolment according to established procedures.

Individuals making enrolment enquiries or assisting in any way with enrolment applications are not remunerated for doing so.

## Other Relevant Information

Curriculum Handbook Middle School – Years 7 - 10

Curriculum Handbook Senior School – Years 11 - 12

Boarding Information Supplement

Co-curricular Handbook

Downlands College Application for Enrolment

Downlands College Enrolment Guidelines

Downlands Privacy Policy

Each of the above listed are available on our website: [www.downlands.qld.edu.au](http://www.downlands.qld.edu.au)

## International Policies

The following is a list of College policies relevant to International Students:

- International Student Enrolment Policy and Entry Requirements
- Downlands Behavioural Management Policy - Student Level System
- International Student Accommodation and Welfare Policy
- International Student Refund Policy Full Fee Paying Students
- International Student Transfer Request Policy
- International Student Course Progress and Attendance Policy
- International Student Complaints and Appeals Policy
- International Student Deferment, Suspension and Cancellation Policy
- The ESOS Framework - Providing Quality Education and Protecting your Rights



## International Student Enrolment Policy and Entry Requirements

While recognising that the College was initially established as a boarding College for Catholic boys of the Diocese of Toowoomba, it is now considered that the student and parent community should reflect something of the rich diversity that characterises Australian society. Thus, in more recent years the College has become fully coeducational in both the day and boarding Colleges. Acknowledgment of diversity is also shown in enrolling students from other countries, non Catholics as well as Catholics, the very gifted in study, sport or the arts, as well as the less able.

The Downlands College Enrolment Policy derives from the Gospel values that are stressing the statement of the College's philosophy: community, faith, respect for the individual and support for the disadvantaged.

Consideration always must be given to the number of international students accepted at the College, keeping in mind that the basic character of the College is not to be put at risk.

- all international students enrolled at Downlands College are to be FULL TIME students only.
  - all international students enrolled at Downlands College will be boarding students and reside in one of the College's boarding house, under the care of our boarding staff unless the student lives with a parent or relative as permitted by the Immigration Authority.
  - the objectives that would be achieved by increased involvement in the education of overseas students and how this would complement the mission and ethos of Downlands College we monitor.
  - support at the College for the pastoral and learning needs of overseas students (English language, cultural and understanding) is ensured.
  - A suitable arrangement for the professional development of staff to have them understand the purpose of international enrolments and ways to effectively meet students' needs in the classroom are established.
  - a range of duty of care responsibilities including those relating to accommodation, parent and student information, behavioural expectations and sanctions, registration and investigation of student complaints and quality control has been established.
  - arrangements for the preparation of students and parents regarding the purpose of international enrolments, and understanding the needs of overseas students are in place.
  - the necessary registrations and administration arrangements for compliance with State and Federal legislation are monitored.
  - arrangements for screening students on English language level before enrolment is accepted have been formalised.
  - training to ensure staff, non-teaching and administration, know the requirements of the Education Services for Overseas Students Act, so that they can identify and respond to non-compliance, and report if necessary is conducted.
1. Downlands College will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the College, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.
  2. Applications for enrolment must be made on the online Application for Enrolment form. This must be correctly completed, and must be accompanied by the following documents to support the application:
    - a) Copies of Student Report from the previous 2 years of study, including a copy of the latest Student Report;
    - b) A completed Reference Form from the student's current or most recent College Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
    - c) Appropriate proof of identity and age E.G birth certificate and passport;
    - d) Written evidence of proficiency in English as a second language
    - e) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
    - f) Enrolment Application Fee
  3. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.

4. An application for enrolment can only be processed when all of the above are in the hands of the Enrolment Officer.
5. Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits. Failure to disclose details required as part of the application process may later result in cancellation of enrolment.
6. Assessment procedures include an evaluation of reports from previous Colleges and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the College may require relevant testing of the applicant to assess the application.
7. Onshore applications for Years 11-12, where the student is transferring from another CRICOS registered provider, will only be considered where the transfer, if accepted, allows the student to achieve a successful study outcome at the end of the enrolment.
8. Offshore applications for enrolment in Years 11-12 will not be considered after the Year 11 course has commenced/ unless the student can complete course assessment before the end of the first semester of Year 11.

*Downlands College* requires evidence that the applicant's academic ability and English proficiency is sufficient to successfully meet the entry and curriculum demands of the intended course. Students undertaking a package of courses will have their academic and English language capabilities re-assessed prior to the commencement of each course I their enrolment. This is a requirement under the 2018 National Code of Practice, Part B Standard 2.

Minimum academic and English language requirements are as follows:

#### **Academic Requirements**

1. Students must provide evidence of satisfactory academic performance appropriate to entry to the Year level requested on the Application for Enrolment or offered as an alternative point of entry by the College in a Letter of Offer.
  - a) For Year 7 – 12 students:
    - i) A pass level or "C" grade or better for the majority of core subjects

#### **English Language Proficiency Requirements**

1. Applicants are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the College.
2. If supplied, Downlands College will assess evidence of English language proficiency presented by a student at the time of application, but reserves the right to confirm the student's English language proficiency through additional tests.
3. If not presenting appropriate evidence of English language proficiency at the time of application, Downlands College will assess the student's application for entry based on satisfactory test results as follows:

Acceptable Test	Minimum Test Result	For Entry to Year
IELTS	5	Year 7
IELTS	6	Year 8 and Year 9
IELTS	7	Year 10, Year 11 and Year 12

4. Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.

5. Students wishing to enter the College below Year 10 level are assessed individually based on the contents of their report cards and personal references and may also be required to undertake a language proficiency test set by the College.
6. Note that where a student cannot, or will not, meet the English language or academic requirements for entry into their first mainstream course, Downlands may choose to apply the *Conditions of Enrolment* outlined the student's written agreement and the provisions of this *Entry Requirements Policy* – the outcome of which may result in the withdrawal of offer for enrolment on the grounds that entry requirements have not been met.

**POLICY ON ENTRY REQUIREMENTS WAS LAST UPDATED BY Debbie Carpenter ON  
14/02/2024**

## International Student Deferment, Suspension and Cancellation Policy

### 1. Communicating with families about changes in enrolment status

- a) All communications regarding changes to enrolment status will be made directly with students and parents, in accordance with the latest contact details provided to the school.
- b) Parents must therefore keep *Downlands College* informed of their current contact details, as per the conditions of the student visa.
- c) Where relevant and where approved by the parents, the school may also share copies of correspondence with the child's education agent to help facilitate communication about any changes in enrolment status. However, the parents with whom the school has a formal written agreement are the primary contact for the school in such matters. The school will not act on any decision affecting the student's enrolment that is not made by the parents.

### STUDENT-INITIATED CHANGES IN ENROLMENT

### 2. Deferment of commencement of study requested by student

- a) *Downlands College* will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
  - i) illness, where a medical certificate states that the student will be unable to attend classes
  - ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
  - iii) major political upheaval or natural disaster in the home country that has impacted on expected commencement of studies
  - iv) a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).
  - v) after undertaking ELICOS studies, the student has not/will not meet the English language benchmark required for entry into the desired course, and the school is willing to defer the student's commencement in the course until a later date when the required benchmark is achieved.
- b) All applications for deferment will be considered within 10 working days.
- c) The final decision for assessing and granting a deferment of commencement of studies lies with the Principal. Where a student's request to defer his/her commencement of studies is refused, the student has a right of appeal (see International Student Complaints and Appeals policy).
- d) Deferment will be recorded on PRISMS within 14 days of being granted.

### 3. Suspension of study requested by student

- a) Once the student has commenced the course, *Downlands College* will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
  - i. illness, where a medical certificate states that the student was unable to attend classes
  - ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
  - iii. major political upheaval or natural disaster in the home country requiring emergency travel that has/will impact on studies

- iv. a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).
  - v. Student return to their home country to sit a university exam (or similar assessment) which impacts upon their education
- b) Where there is a significant issue impacting upon a student's attendance or course progress, it is essential that the student or parents contact the school as soon as possible to discuss the concern so that appropriate support can be put in place. Where deemed necessary, this may involve temporarily suspending the student's enrolment so that matters can be resolved without having a negative impact on the student's ability to satisfy their visa conditions.
  - c) Temporary suspensions of study cannot exceed 6 months duration.
  - d) Suspensions will be recorded on PRISMS within 14 days of being granted if the student is under 18 years of age, and within 31 days if the student is over 18 years of age.
  - e) The period of suspension will not be included in attendance calculations.
  - f) Applications will be assessed on merit by the Principal.
  - g) Some examples of circumstances that are not considered compassionate and compelling at *Downlands College* include:
    - i. Requests for early departure or late return from vacation, including inability to secure cheap flights
    - ii. Leaving early or returning late from holidays in order to attend festivals in the student's home country
    - iii. Returning home to attend family gatherings that occur during term time.
  - h) As part of any assessment of a request to defer or temporarily suspend studies, the impact of the request on the student's ability to complete their intended course of study in accordance with their CoE/s and student visa will be considered. Any implications will be communicated to students.
  - i) All applications for suspension will be considered within 10 working days.
  - j) The final decision for assessing and granting a suspension of studies lies with the Principal. Where a student's request to suspend studies is refused, the student has a right of appeal (see *International Student Complaints and Appeals policy*).

#### **4. Student-initiated cancellation of enrolment**

- a) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal. Please see *Downlands College International Student Refund Policy* for information regarding refunds and cancellation fees.
- b) A student will be deemed to have inactively notified *Downlands College* of cancellation of enrolment where:
  - i. the student has not yet finished his/her course/s of study with the school, and
  - ii. does not resume studies at the school within [14 days] after a holiday break, and
  - iii. the student has not previously provided the school with written notification of withdrawal.

- c) Student-initiated cancellation of enrolment, including “inactive” cancellation of enrolment in 4.b), above, is not subject to *Downlands College* Complaints and Appeals Policy.

#### **SCHOOL-INITIATED CHANGES IN ENROLMENT**

##### **5. School-initiated exclusion from class or suspension from attending school (no impact on CoE)**

- a) *Downlands College* may exclude a student from class studies or suspend attendance from school on the grounds of misbehaviour by the student. Temporary exclusion or suspension will occur as the result of any behaviour identified as resulting in exclusion in *Downlands College* Behaviour Management Policy/Code of Conduct.
- b) Students may also be excluded from class or suspended from school for failure to pay fees that he/she was required to pay in order to undertake or continue the course, as stated in the written agreement.
- c) Where *Downlands College* intends to exclude a student from class or suspend a student from school, it will first issue a letter (email) which notifies the student and parents of this intention. The letter (email) will provide details of the reason/s for the intended exclusion, as well as information about how to access *Downlands College’s* internal appeals process. Further information about the appeals process in the event of a school-initiated exclusion from class is outlined below.
- d) Excluded or suspended students must abide by the conditions of their withdrawal from studies or school, and must adhere to any welfare and accommodation arrangements in place, as determined by the Principal.
- e) Where the student is provided with homework or other studies for the period of the exclusion or suspension, the student must continue to meet the academic requirements of the course.
- f) Exclusions from class or suspensions from school under this section of the policy:
- will not be included in attendance calculations for the study period,
  - will not impact the CoE or study, and
  - will not be recorded on PRISMS
  - will not be visible to the Department of Home Affairs (Immigration)..

##### **6. School-initiated suspension of enrolment (CoE will be impacted)**

- a) *Downlands College* may initiate a suspension of enrolment for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in *Downlands College* Behaviour Management Policy/Code of Conduct.
- b) Student enrolment may also be suspended for failure to pay fees that he/she was required to pay in order to undertake or continue the course, as stated in the student’s written agreement.
- c) Where *Downlands College* intends to suspend the enrolment of a student, it will first issue a letter that notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended suspension, potential impact on the CoE and study path, as well as information about how to access *Downlands College’s* internal appeals process. Further information about the appeals process in the event of a school-initiated suspension is outlined below.

- d) Suspended students must abide by the conditions of their suspension of enrolment and must adhere to any welfare and accommodation arrangements in place, as determined by the Principal.
- e) Students whose enrolment have been suspended for more than 28 days may need to contact Department of Immigration. (Please see contact details at: <https://immi.homeaffairs.gov.au/help-support/contact-us> .)
- f) Where applied, a suspension of enrolment will impact the student's CoE and will be recorded on PRISMS. The suspension will therefore be visible to the Department of Home Affairs (Immigration).
- g) The period of suspension will not be included in attendance calculations.

**7. School-initiated cancellation of enrolment (CoE will be impacted)**

- a) *Downlands College* will cancel the enrolment of a student under the following conditions:
  - i) Any breach of an agreed condition of enrolment as outlined in the student's written agreement, including failure to disclose information required by the school at the point of application or a pre-existing condition requiring a high degree of specialised support or care
  - i) Failure to pay course fees
  - ii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
  - iii) Any behaviour identified as resulting in cancellation in *Downlands College* Behaviour Management Policy/Code of Conduct
- b) Where *Downlands College* intends to cancel the enrolment of a student it will first issue a letter which notifies the student and parents of this intention. The letter will also provide details of the reason/s for the intended cancellation, as well as information about how to access *Downlands College* internal appeals process. Further information about the appeals process in the event of a school-initiated cancellation is outlined below.
- c) *Downlands College* is required to report any confirmed breach of course progress and attendance requirements to the Department of Immigration. Where a student is reported for breach of visa condition, his/her enrolment at *Downlands College* will be cancelled and this may impact on the student's visa. Further information can be found in *Downlands College* Course Progress and Attendance Policy.
- d) For the duration of the internal appeals process, *Downlands College* will maintain the student's enrolment and the student will attend classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If a student decides to access *Downlands College* complaints and appeals process because they have been notified of a school initiated suspension or cancellation of enrolment under Standard 9, the change in enrolment status will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply (see Definitions below).
- f) Where extenuating circumstances are deemed to exist, a student may still access the complaints and appeals process, but *Downlands College* need not await the outcome of this process before changing the student's enrolment status in PRISMS. If the school has issued a CAAW for such a student, welfare provisions under Standard 5.6 are applicable.

- g) The use of extenuating circumstances by *Downlands College* to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h) The final decision for evaluating extenuating circumstances lies with the Principal.

#### **8. Student to seek information from Department of Immigration**

- a) Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students can visit the Department of Home Affairs (Immigration) Website <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500> for further information about their visa conditions and obligations.

#### **9. Definitions**

- a) CoE – 'Confirmation of Enrolment' - The CoE provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before Home Affairs will issue a student visa. The CoE contains information about the Provider, agent (if involved), course and duration of study in which the student has enrolled.
- b) Deferment of enrolment - To defer or suspend enrolment means to temporarily put studies on hold (adjourn, delay, postpone). Providers do this by notifying the Department of Education, PRISMS of the deferment of enrolment. A student may request a temporary deferment to his or her enrolment on the grounds of compassionate or compelling circumstances. A provider may also initiate suspension of a student's enrolment due to misbehaviour of the student.
- c) Exclusion from class – when a student is not allowed to attend classes for a period of time but may access learning material offline.
- d) Suspension from attending school - when a student is removed from school or class for a period of time. After a suspension, they will return to school or class. When considering suspending a student, the Principal must take into account the disruption to your child's learning, their disability, home circumstances, educational needs.
- e) Suspension of enrolment - To suspend enrolment means to temporarily put studies on hold (adjourn, delay, postpone). Providers do this by notifying the Department of Education, through PRISMS of the suspension of enrolment. A student may request a temporary suspension to his or her enrolment on the grounds of compassionate or compelling circumstances. A provider may also initiate suspension of a student's enrolment due to misbehaviour of the student. It is important to note the meanings of the terms for this context – suspension of enrolment is not necessarily due to misbehaviour – suspension of enrolment may also be initiated by the student.
- f) Cancellation of enrolment - The provider notifies the Department of Education through PRISMS that it wishes to permanently cancel (terminate) the student's enrolment. Once this process is complete, the student's CoE status will be listed as 'cancelled'.
- g) PRISMS - The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Secretary of DEST by registered providers.
- h) Day – any day including weekends and public holidays in or out of term time



i) Extenuating circumstances - if the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Examples include:

- the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
- 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.

**POLICY FOR DEFERRING, SUSPENDING OR CANCELLING ENROLMENT WAS LAST UPDATED BY Debbie Carpenter ON 15/03/2022**

## International Student Complaints and Appeals Policy

*A copy of this policy will be provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed, and again during orientation or within 7 days of the commencement of student attendance of the enrolled course.*

1. Purpose
  - a) The purpose of *Downlands College* Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint involving *Downlands College*, or an education agent or third party engaged by *Downlands College* to deliver a service on behalf of *Downlands College*.
  - b) The internal complaints and appeals processes are conciliatory and non-legal.
2. Complaints against other students
  - a) Grievances brought by a student against another student will be dealt with under the school's Behaviour Management Policy/Code of Conduct.
3. Informal Complaints Resolution
  - a) In the first instance, *Downlands College* requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
  - b) Students should contact the [*the student's teacher/Head of House/Head of Boarding/Assistant Principal – Pastoral Care*] in the first instance to attempt mediation/informal resolution of the complaint.
  - c) If the matter cannot be resolved through mediation, the matter will be referred to the:  
Assistant Principal – Teaching and Learning for academic issues  
Assistant Principal – Pastoral Care for student complaints  
Head of Boarding – for boarding issues  
and *Downlands College* internal formal complaints and appeals handling procedure will be followed.
4. Formal Internal Complaints Handling and Appeals Process
  - a) **The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.**
  - b) The student must notify the school in writing of the nature and details of the complaint or appeal.
  - c) Written complaints or appeals are to be lodged with the Principal.
  - d) Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.
  - e) Complaints and appeals processes are available to students at no cost.
  - f) Each complainant has the opportunity to present his/her case to the Principal.
  - g) Students and / or the School may be accompanied and assisted by a support person at all relevant meetings.
  - h) The formal internal complaints and appeals process will commence within 10 working days of lodgement of the complaint or appeal with the Principal and will be finalised as soon as practicable.
  - i) For the duration of the internal complaints and appeals process the student's enrolment will be maintained, as required under the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* and the student must continue to attend classes.

However, if the Principal deems that the student's health or well-being, or the well-being of others is at risk he/she may decide to suspend or cancel the student's enrolment before the complaints and appeals process has been accessed or fully completed. In such cases, the student may still

lodge a complaint or appeal, even if the student is offshore.

- j) Once the Principal has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome, and a copy will be retained on the student's file.
- k) If the complaints and appeals procedure finds in favour of the student, *Downlands College* will immediately implement the decision and any corrective and preventative action required, and advise the student of the outcome and action taken.
- l) Where the outcome of a complaint or appeal is not in the student's favour, the school will advise the student within 10 working days of concluding the internal review of the student's right to access the external appeals process.

However, the school is only obliged to await the outcome of an external appeal if the matter relates to a breach of course progress or attendance requirements. For all other issues, the school may take action (including making changes to the student's enrolment status in PRISMS) in accordance with the outcome of the internal appeal.

5. External Appeals Processes

- a) If the student is dissatisfied with the conduct or result of the internal complaints and appeals procedure, he/she may contact and / or seek redress through the Overseas Students Ombudsman at no cost. Please see: <http://www.ombudsman.gov.au/How-we-can-help/overseas-students> or phone 1300 362 072 for more information.
- b) If the student wishes to appeal a decision made by *Downlands College* that relates to being reported for a breach of course progress or attendance requirement (under Standard 8), the student must lodge this appeal with the Overseas Student Ombudsman's office within 10 working days of being notified of the outcome of his/her internal appeal.
- c) If the student wishes to appeal a decision made by *Downlands College* that relates to:
  - i) refusal to approve a transfer application (under Standard 7), or
  - ii) suspension or cancellation of the student's enrolment (under Standard 9)any choice to lodge an external appeal with the Overseas Student Ombudsman is at the student's discretion. The school need not await the outcome of any external appeal lodged, before implementing the outcome of the internal appeal.

6. Other legal redress

- a) Nothing in the School's Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.

7. Definitions

- a) Working Day – *any day other than a Saturday, Sunday or public holiday during term time*
- b) Student – *a student enrolled at Downlands College or the parent(s)/legal guardian of a student where that student is under 18 years of age*
- c) Support person – *for example, a friend/teacher/relative not involved in the grievance.*

COMPLAINTS AND APPEALS POLICY WAS LAST UPDATED BY **Debbie Carpenter**

ON **15/03/2022**

## Student progress, attendance and course duration policy

This policy is available to staff and to students.

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

### 1) Course Progress

- a) The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed at the end of each study period /semester of enrolment according to *Downlands College* course assessment requirements.
- c) Students who have begun part way through a study period / semester will be assessed according to *Downlands College* course assessment requirements after completing *one full study period/semester*.
- d) Students will need to demonstrate satisfactory course progress in any study period.

#### For Junior Secondary Years 7-10

Overseas students must pass all core subjects and fail no more than 2 elective subjects studied in any semester.

#### For Senior Secondary Years 11 & 12 – full duration

To demonstrate satisfactory course progress for the Senior Secondary Course, students must: progressively accrue sufficient credit in Units in Years 11 and 12 to remain eligible for a Queensland Certificate of Education (QCE). Students enrolled for all four Units of a Senior Secondary Course will be identified and notified as being at risk of not achieving satisfactory course progress when their results indicate that the Learning Options available to them to remain eligible for a QCE are becoming limited.

#### For Senior Secondary – less than full duration (for example, study abroad programs)

To demonstrate satisfactory course progress for the Senior Secondary Course, students *achieve a satisfactory result (e.g., a “C”, or “Satisfactory” result) in a minimum of two Learning Options in a Unit.*]

- e) If at the end of a study period a student does not achieve satisfactory course progress as described above, the Assistant Principal – Teaching and Learning will formally contact the parent(s) to advise that the student is at risk of breaching the course progress requirement and that there will be a meeting with the Assistant Principal – Teaching and Learning and the student to develop an intervention strategy for academic improvement. This may include:
  - i) *After hours tutorial support*
  - ii) *Subject tutorial support in class time*
  - iii) *Mentoring*
  - iv) *Additional ESL support*
  - v) *Change of subject selection, or reducing course load (without affecting course duration)*
  - vi) *Offer to repeat a year level (requiring an extension of course duration under item 2c) ii) of this policy)*

- vii) *Counselling – time management*
  - viii) *Counselling -academic skills*
  - ix) *Counselling - personal*
  - x) *other intervention strategies as deemed necessary*
- f) A copy of the student’s individual strategy for academic improvement and any relevant progress reports will be forwarded to parents/guardians. Parents will be advised if the proposed strategy has any implications for fees payable, the student’s progression through a package of courses, or the student’s visa. Where a proposed intervention plan has significant implications for the student’s course of study (as originally agreed), a new written agreement will need to be established. A new CoE may also be required.
- g) The student’s individual strategy for academic improvement will be monitored over the following study period by Assistant Principal – Teaching and Learning and records of student response to the strategy will be kept. Parents will be kept informed of the student’s academic progress while the student is receiving formal intervention.
- h) If the student does not achieve satisfactory course progress by the end of the next study period, *Downlands College* will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school’s internal complaints and appeals process. The notification of intention to report will be issued to the student prior to the commencement of the next semester. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by *Downlands College*, he/she may contact the Overseas Student Ombudsman at no cost. Please see *Downlands College Complaints and Appeals Policy* for further details.
- i) The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
- i. the student does not access the complaints and appeals process within 20 days, or
  - ii. the student withdraws from the complaints and appeals process by notifying the *Principal of Downlands College* in writing, or
  - iii. the complaints and appeals process results in a decision in favour of the school.

**2) Completion within expected duration of study**

- a) As noted in 1.a., the school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) Part of the assessment of course progress at the end of each study period will include an assessment of whether the student’s progress is such that they are expected to complete their studies within the expected duration of the course.
- c) The school will only extend the duration of the student’s study where it is clear the student will not be able to complete their course by the expected date because:
- i. the student can provide evidence of compassionate or compelling circumstances (see Definitions below)
  - ii. the student has, or is, participating in an intervention strategy as outlined in 1.e.
  - iii. an approved deferment or suspension of study has been granted in accordance with *Downlands College Deferment, Suspension and Cancellation Policy*.

- d) Where the school decides to extend the duration of the student's study, the school will report this change via PRISMS within 14 days and/or issue a new COE if required. In this case, the student will need to contact the Department of Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

### 3) Monitoring Course attendance

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- b) Student attendance is:
- i. checked and recorded daily
  - ii. assessed regularly
  - iii. recorded and calculated over each study period.
- c) Late arrival at school will be recorded but will not be included in attendance calculations.
- d) All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal.
- e) Any absences longer than 5 consecutive days without approval will be investigated.
- f) Student attendance will be monitored by Middle School Team Leader (Years 7 – 9) or Senior School Team Leader (Years 10 – 12) every 5 weeks over a study period to assess student attendance using the following method:
- i. Calculating the number of days the student would have to be absent to fall below the attendance threshold for a study period e.g. a 20 week study period with 5 days a week would equal 100 school days. 20% of this is 20 school days.]
  - ii. The monitoring process will include a review of the reasons given for student absence, including a determination of whether compassionate and compelling circumstances apply (as per Definition, below)
  - iii. Where a student's absences represent grounds for the student to apply and be approved for a deferment of study or temporary suspension of enrolment, those absences will not be included in the student's attendance calculations for that study period (see *Downlands College's* Deferment, Suspension and Cancellation Policy)
  - iv. Attendance for any period of exclusion from class will be assessed under *Downlands College* Deferment, Suspension and Cancellation Policy.
- g) Parents of students at risk of breaching *Downlands College* attendance requirements will be contacted by *email and/or 'phone* and students will be counselled and offered any necessary support when they have absences totalling 10 % in any study period.
- h) If the calculation at 3.f. indicates that the student has fallen below the 80% attendance threshold for the study period, *Downlands College* will assess the student against the provisions of Item 3.i. (below). Where the student has failed to meet the minimum attendance requirement, and Item 3.i. does not apply, the school will promptly advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process
- i) The school will notify the ESOS agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:

- i. the student does not access the complaints and appeals process within 20 days
  - ii. the student withdraws from the complaints and appeals process by notifying the *Principal of Downlands College* in writing,
  - iii. the complaints and appeals process, including any external appeal made by the students, results in a decision in favour of the school.
- j) *Students will not be reported for failing to meet the 80% attendance threshold for a study period where:*
- i. *the student produces documentary evidence in a timely manner clearly demonstrating the presence of compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below, and*
  - ii. *the student's attendance has not fallen below 70% for the study period.*
- k) *The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x number of days per week x 30%.*
- l) *If the student's attendance falls below the 70% threshold for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h – 3.i.*

#### 4) Definitions

- a) *Compassionate or compelling circumstances* - circumstances beyond the control of the student that are having an impact on the student's progress or attendance through a course. These could include:
- i. serious illness, where a medical certificate states that the student was unable to attend classes
  - ii. bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)
  - iii. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
  - iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
  - v. where the school was unable to offer a pre-requisite unit
  - vi. inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's course progress or attendance through a course.

- b) *Expected duration* – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- c) *School day* – any day for which the school has scheduled course contact hours.
- d) *Study period*
- for the purpose of monitoring attendance, a study period is a semester

- for the purpose of monitoring course progress in a Junior Secondary School course, a study period is a semester
- for the purpose of monitoring course progress in a Senior Secondary School course, a study period is a Unit of a subject or course of study (i.e., Unit 1 or Unit 2 in Year 11 or Units 3 and 4 in Year 12)

e) Core Subjects - English and Mathematics

*Learning Options* – the range of subjects and programs as outlined in *Learning Options 1.2.2* of the Queensland Curriculum and Assessment Authority (QCAA) [QCE and QCIA Handbook 2019](#).

**THE POLICY AND PROCEDURES FOR MONITORING COURSE DURATION, PROGRESS AND ATTENDANCE WAS  
LAST UPDATED BY Debbie Carpenter ON 01/04/2022**



## International Student Transfer Request Policy

*Downlands College* Overseas student transfer policy and processes apply to:

- overseas students requesting to transfer prior to completing the first six months of their first registered school sector course or
- where the student has completed the first six months of their enrolment in their first registered school sector course and wishes to transfer but the provider holds welfare responsibility via a CAAW.

Overseas students requesting to transfer prior to completing the first six months of their first registered school sector course:

1. Overseas students are restricted from transferring from their first registered school sector course of study for a period of six months. This restriction also applies to any course(s) packaged with their first registered school sector course of study. Exceptions to this restriction are:
  - a) If the student's course or school becomes unregistered
  - b) The school has a government sanction imposed on its registration
  - c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
  - d) If the student is granted a release in PRISMS.
2. Students can apply to be released by submitting a Student Transfer Request Application at no charge to enable them to transfer to another education provider. However, if a student has not completed the first six months of the first registered school sector course of study or is under 18 years of age, conditions apply.
3. *Downlands College* will only release a student before completing the first six months of their first registered school sector course in the following circumstances:
  - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school.
  - b) The student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with *Downlands College's* intervention strategy to assist them in accordance with Standard 8 (Overseas student visa requirements).
  - c) The student provides evidence of compassionate or compelling circumstances.
  - d) *Downlands College* fails to deliver the course as outlined in the written agreement.
  - e) The student provides evidence that their reasonable expectations about their current course are not being met.
  - f) The student provides evidence that he / she was misled by *Downlands College* or an education or migration agent regarding *Downlands College* or its course and the course is therefore unsuitable to his/her needs and/or study objectives.
  - g) An appeal (internal or external) on another matter results in a decision or recommendation to release the student.
  - h) Any other reason stated in the policies of *Downlands College*.
4. Students under 18 years of age MUST also have:
  - a) Written evidence that the student's parent(s)/legal guardian supports the transfer application
  - b) Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative
5. *Downlands College* will NOT agree to the transfer before the student completes the first six months of their first registered school sector course in the following circumstances:
  - a) The student's progress is likely to be academically disadvantaged
  - b) *Downlands College* is concerned that the student's application to transfer is a consequence of the adverse influence of another party
  - c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer

### **International Student Transfer Request Policy**

Downlands College

CRICOS Provider No. 00494F

- d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services
  - e) School fees have not been paid for the current term/semester.
6. To apply for transfer to another provider, students need to:
- a) Complete an Application for Student Transfer Form available from *the Principal's Assistant*.
  - b) Give this completed application form and a valid offer of enrolment from another provider to the Principal's Assistant for assessment.
  - c) If under 18 years of age, attach written confirmation of the parent/s or legal guardian/s support for the transfer to the nominated provider.  
In this case, the valid offer of enrolment must also confirm the new provider's acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from *Downlands College*, in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
7. *Downlands College* will assess the student's transfer request application and notify the student of a decision within 10 working days.
8. If *Downlands College* grants the student's transfer request, the student will be notified and the decision will be reported to the Department of Immigration via PRISMS.
9. If *Downlands College* intends to refuse the student's transfer application request, *Downlands College* will provide the student with reasons for refusal in writing and include a copy of *Downlands College's* complaints and appeals policy (available at: [www.downlands.qld.edu.au](http://www.downlands.qld.edu.au) ). The student has the right to access *Downlands College's* complaints and appeals process and has 20 working days to do this. The student's transfer request application will only be finalised in PRISMS after one of the following occurs:
- a) the student confirms in writing they choose not to access *Downlands College's* complaints and appeals process, or
  - b) the student confirms in writing they withdraw from any appeals process they have commenced, or
  - c) the appeals process is completed and a decision has been made in favour of the student or *Downlands College*.
10. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) office as soon as possible to discuss any implications: <https://immi.homeaffairs.gov.au/help-support/contact-us>.

Student who are no longer subject to the transfer restriction but where Downlands College holds welfare responsibility via a CAAW.

11. Students under 18 years of age MUST have:
- a) Written evidence that the student's parent(s)/legal guardian supports the transfer application
  - b) Written confirmation that the receiving provider will accept responsibility for and communicate with the student about approving the student's accommodation, support, and general welfare arrangements from the proposed date of release where the student is not living with a parent / legal guardian or a suitable nominated relative
12. To apply for transfer to another provider, students need to:
- a) Complete an Application for Student Transfer Form available from Principal's Assistant
  - b) Give this completed application form and a valid offer of enrolment from another provider to Principal for assessment and response within 10 working days.
  - c) If under 18 years of age, attach written confirmation of support for the transfer to the nominated provider by a parent/s or legal guardian/s.  
In this case, the valid offer of enrolment must confirm acceptance of responsibility for approving the student's accommodation, support and general welfare arrangements from the proposed date of the student's release from *Downlands College* in accordance with Standard 5 (Younger overseas students) of the 2018 National Code of Practice for Providers of Education and Training for Overseas Students.
13. *Downlands College* will negotiate the welfare transfer date with the receiving provider and will advise the student of the welfare transfer date within 14 working days.

**International Student Transfer Request Policy**

Transfers to another registered provider may have visa implications. The student is advised to contact the Department of Home Affairs (Immigration) office as soon as possible to discuss any implications:  
<https://immi.homeaffairs.gov.au/help-support/contact-us>.

**THE TRANSFER POLICY WAS LAST UPDATED BY Debbie Carpenter ON 15/03/2022**

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## College International Student Refund Policy

**A copy of this policy is provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed as well as comprising part of student's written agreement.**

1. This policy outlines refunds applicable to course fees paid to the school.
2. Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.
3. The enrolment application fee is non-refundable.
4. Payment of Course Fees and Refunds
  - a) Fees are payable according to the International Student Enrolment Information document and are payable yearly, prior to the commencement of the College year unless a prior arrangement has been made with the College Business Manager.
  - b) An itemised list of school fees is provided in the school's written agreement.
  - c) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
  - d) Refunds will be paid to the person who enters into the written agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.
5. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal.
6. Student default because of visa refusal
  - a) If a student produces evidence of visa refusal (or provides permission for the school to verify visa refusal with the Department of Immigration) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the school will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the school before the student's default day, minus the lesser of
    - o 5% of the amount of course fees received, or
    - o AUD 500.

If a student whose visa has been refused withdraws from the course after it has commenced, the school will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund of any unused tuition fees\* received by the school with respect to the student within the period of four weeks after the day of student default.

*\*Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).*

7. **Student default**
  - a) Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).
  - b) Non-tuition fees will be refunded *e.g. boarding fees*, on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
  - c) If the student, does not provide written notice of withdrawal, and does not start the course on the agreed starting date, up to 50% of tuition fees will be retained from tuition fees received by the school and the remainder will be refunded.
  - d) If tuition fees for up to 2 semesters have been received in advance by the school and the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the school will:
    - i. Retain an administration fee of \$200 and refund the balance of the tuition fees if written notice is received up to four weeks prior to commencement of the course.
    - ii. Refund 50% of the tuition fees received if written notice is received less than four weeks prior to commencement of the course.
    - iii. Refund 25% of any tuition fees received, if written notice is received **before** one (1) semester of the payment period has passed.

- iv. *Refund 0%* if written notice is received **after** 1 semester of the payment period has passed.
- e) If tuition fees have been received for more than 2 semesters, refund provisions under (d) will apply for the first 2 semesters and any balance of unused tuition fees after this will be refunded.
- f) No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
  - i. Failure to maintain satisfactory course progress (visa condition 8202).  
Please see Downlands International Student Course Progress and Attendance Policy.
  - ii. Failure to maintain satisfactory attendance (visa condition 8202).  
Please see Downlands International Student Course Progress and Attendance Policy.
  - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532). *[If applicable]*: Please see International Students Accommodation and Welfare Policy
  - iv. Failure to pay course fees.
  - v. Any behaviour identified as resulting in enrolment cancellation in *Downlands College* Behaviour Policy/Code of Conduct. Please see Code of Conduct policy and Downlands Behavioural Management Policy – student Level System, available on the College Website: [www.downlands.qld.edu.au](http://www.downlands.qld.edu.au)
- g) If *Downlands College* cancels a student's enrolment for failure to maintain agreed conditions as outlined in the student's written agreement, including failure to disclose required information at the point of application or a pre-existing condition requiring a high degree of specialised support or care, any refund of tuition fees will be at the discretion of the school

8. Provider default

*[Any default by the school must be compliant with the current provisions of the ESOS Act 2000 and the ESOS Regulations 2019.]*

- a) If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees\* received by the school with respect to the student will be made within 14 days of the agreed course starting day.
- b) If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees\* received by the school with respect to the student will be made within 14 days of the school's default day.
- c) In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian government's Tuition Protection Service. For information on the TPS, please see: <https://tps.gov.au/StaticContent/Get/StudentInformation>.

*\*Calculation of the refund due in this case is prescribed by a legislative instrument (s.7 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).*  
<http://www.comlaw.gov.au/Details/F2014L00907>.

- 9. This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Definitions

- a. **Non-tuition fees** – fees not directly related to provision of the student's course, including boarding fees, non-return of textbook/library books.
- b. **Tuition fees** – fees directly related to the provision of the student's course, including text book hire, ICT Levy.
- c. **Course fees** – the sum of tuition fees and non-tuition fees received by the school in respect of the student in order for the student to undertake the course.
- d. **Term** - a period of up to 10 weeks; between College holiday breaks.
- e. **Semester** - the period of up to 20 weeks of study time either in the first half on the calendar year or second half of the calendar year.

If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to

pay full overseas student's fees for the duration of that year.

**THE REFUND POLICY WAS LAST UPDATED BY Debbie Carpenter**

**ON 15/03/2022**

## International Student Accommodation and Welfare Policy

### Care for younger students under 18 years

*Downlands College* is a CRICOS-registered provider which enrolls younger students under 18 years of age.

As part of its registration obligations *Downlands College* must satisfy Commonwealth and state legislation, as well as any other regulatory requirements, relating to child welfare and protection for any overseas student enrolled who is under 18 years of age.

These obligations include ensuring that all overseas students under 18 years of age are given age- and culturally-appropriate information on:

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

*Downlands College* has documented procedures relating to child welfare and safety, and will implement these procedures in the event that there are any concerns for the welfare of a student under 18 years of age.

### Accommodation and care options for overseas students under 18 years

*Downlands College* approves the following accommodation and care options for overseas students:

**1) The student will live with a parent or relative approved by the Department of Home Affairs (Immigration).**

In this case:

- i. The School does **not** provide a welfare letter (CAAW) via PRISMS. The student's family completes Form 157N and provides proof of relationship to Department of Immigration at the time of visa application for approval of these arrangements. The Department of Immigration must also approve any further change of welfare arrangements.
- ii. If the adult responsible for the welfare, accommodation and other support arrangements for a student under 18 years holds a [Student guardian Visa \(subclass 590\)](#), all obligations and conditions of this visa must be met, including:
  - a) not leaving Australia without the nominating student unless there are compassionate and compelling circumstances and the School has first approved alternative welfare and accommodation arrangements for the student for the adult's period of absence, and
  - b) advising the Department of Immigration of any change of address, passport or other changes of circumstances.

*Downlands College* requires holders of Student Guardian Visas to:

- i. maintain Overseas Visitor Health Cover for themselves and any dependent children living with them in Australia
- ii. immediately advise the School of any change to address or contact details
- iii. immediately advise the School if there are any compassionate or compelling reasons to travel overseas or not be at home for an extended period of time to care for the student.

If there is a valid reason for travelling overseas, and the School is able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the School will provide documentation approving temporary care arrangements for the student to the student's guardian and for the Department of Home Affairs (Immigration) via PRISMS.

If there is not a valid reason for travelling overseas, or if the School is not able to approve alternative accommodation and care arrangements for the student for the period of student guardian visa holder's absence, the student will need to travel overseas with the holder of the student guardian visa. In this case, the School will advise if compulsory attendance requirements will or will not be affected by the student's absence.

**2) The Secondary school-aged students will live in school approved accommodation and welfare arrangements and *Downlands College* will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).**

Accommodation options that may be approved by *Downlands College* for full fee paying 500 visa subclass students under 18 years of age include:

- i. School Boarding House

*Downlands College* will maintain approval of accommodation and care arrangements until:

- i. The student completes the course and departs Australia
- ii. the student turns 18 years
- iii. any appeals processes in relation to *Downlands College* intentions to cancel the student's enrolment has been finalised (including suspensions, cancellations, course progress and attendance)
- iv. the student has alternative welfare arrangements approved by another registered provider
- v. a parent or nominated relative approved by the Department of Immigration assumes care of the student
- vi. *Downlands College* has notified the Department of Immigration that it is no longer able to approve the student's welfare arrangements and has taken the required action after not being able to contact the student.

Any adult involved in or providing accommodation and welfare arrangements to the student have a blue card as appropriate (<http://www.bluecard.qld.gov.au/>).

Any changes to approved arrangements must also be approved by the College. This includes any requests by students under 18 years of age to attend "Schoolies Week" on completion of Year 12.

If a student cannot be located and *Downlands College* has concerns for his/her welfare, the School will contact the student's parents / legal guardian and notify the police and any other relevant authorities.

If a student for whom *Downlands College* has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Immigration and advise the student to contact the Department of Immigration to ensure visa implications are understood. (See Department of Immigration office addresses at : <https://immi.homeaffairs.gov.au/help-support/contact-us>

In the event of a significant or critical welfare issue involving the student, and if determined necessary by the school, a parent, legal guardian or approved relative agrees to travel to a designated location within 3 days to assume care of the student until the situation has been resolved to the school's satisfaction.

If a parent / nominated guardian wishes to assume welfare responsibility, the parent / nominated guardian must notify the school as soon as practicable of their intentions and must provide the school with written evidence of a guardian visa grant.

**3) For School vacation periods, students under 18 years of age for whom *Downlands College* has issued a CAAW will:**

- i. return home to parents, or
- ii. apply for approval to spend the vacation with relatives or a friend's family, or
- iii. apply to attend a supervised excursion, camp, etc., if all requirements are met in order to attain school approval.

**4) Accommodation options for students 18 years and older include:**

- i. School Boarding House



**5) For School vacation periods, the following accommodation options are available to students 18 years or older:**

- i. Student returns home to parents
- ii. Student may spend vacation with friend's family or relatives, provided details are given
- iii. Student may attend a supervised excursion, camp, etc., provided details are given
- iv. Student may travel unaccompanied during vacation periods, provided details are given.

**6) Downlands College does not offer Homestay / private accommodation arrangements:**

**\*Note:**

As of 31 August 2020, "No card, No start" blue card requirements apply for providers of child accommodation services, unless an exemption applies.

The following staff member / department is responsible for reviewing and updating the School accommodation and welfare policy and documents:

*Name of Department / Officer(s)*

*Principal's Assistant*

This policy should be checked and updated whenever there is a change in regulations about NC Standard 5, in Department of Immigration regulations, or when existing policies need to be adapted or strengthened.

**THIS SECTION LAST UPDATED BY Debbie Carpenter**

**ON 16/03/2022**

## **INTERNATIONAL STUDENTS FACTSHEET**

The Department of Education, Skills and Employment has released a factsheet for international students containing important information about their rights and responsibilities while studying in Australia.

[Access the International Students Factsheet here](#)