WESTALL
Secondary College

International Student Program Orientation Handbook

CONTENTS	PAGE No.
Map of Australia	3
About Australia	4
Melbourne Fact and Figures	5
Melbourne City Map	6 & 7
Melbourne Train Network	8
Money, Finances and Shopping/Travel and Transport Systems	9
Directions and Local Area	10
Westall Secondary College Map	11
Personal Information, Overseas Student Health Cover (OSHC)/ Visa information.	12
Emergency Contacts	13
Feeling Safe For Secondary School Students	14 & 15
Personal Safety Tips	16
Pedestrian Safety Tips	17 & 18
Homestay Policy	19 & 20
Homestay Rules/ Expectations and Personal Hygiene in the Homestay	21
Dispute Resolution Procedure	22
College Requirements and Expectations	23
Student Timetable/College Diary	24
Education in Australia	25
Melbourne Activities and Entertainment/Need to Know Information	26
Hobbies and Sports/ Australia Customs and Culture	27
My family	28

Map of Australia

CAPITAL CITIES

VICTORIA—Melbourne
NSW—Sydney
ACT—Canberra
QUEENSLAND—Brisbane
SOUTH AUSTRALIA—Adelaide
WESTERN AUSTRALIA—Perth
NORTHERN TERRITORY—Darwin

About Australia

Melbourne, one of the world's most liveable cities, is the capital of Victoria, Australia

Melbourne enjoys a temperate climate with warm to hot summers, mild and sometimes balmy springs and autumns, and cool winters

Melbourne's appeal is the emotion, feeling and memory of experience built around the city's distinctive physical characteristics:

- an unusual street and laneway network
- the Yarra River
- parks and gardens of renown
- transport infrastructure which includes an extensive tram network
- beautiful heritage buildings and cutting-edge new structures

Melbourne has a population of 4.25 million, it is home to people of 140 different cultures: indigenous Australians, post war European migrants, and recent arrivals from India, Vietnam, China, Cambodia, Somalia, Malaysia and beyond.

MELBOURNE FACTS AND FIGURES

This page provides a snapshot of the City of Melbourne and greater Melbourne, including facts and statistics on its population, residents, economy and employment.
Melbourne is Victoria's capital city and the business, administrative, cultural and recreational hub of the state.

The entire Greater Melbourne area covers 9992.5 km^2 and has a population of around 4.5 million.

The City of Melbourne municipality covers 37.7 km^2 and has a residential population of over 148,000 (as of 2016). It is made up of the city centre and a number of inner suburbs, each with its own distinctive character and with different businesses, dwellings and communities living and working there.

The people of Melbourne

The City of Melbourne's population is made up of many groups of people of all ages and from many different cultures. Residents include young professionals, international students and older couples looking to enjoy everything the city has to offer.
On an average weekday around 903,000 people use the city, and each year Melbourne hosts over a million international visitors.
For more information about the people who live in and use Melbourne every day, visit City residents and Daily population estimates and forecasts.

Melbourne and government

The City of Melbourne as a council (Melbourne City Council) oversees the municipal area that includes Melbourne's city centre and several inner suburbs. As a capital-city council, it also speaks on behalf of Melbourne in local, national and international forums.
The City of Melbourne works with other local councils and the Victorian Government to ensure that Melbourne is one of the safest, healthiest and cleanest cities in the world. It supports Melbourne's position as Australia's pre-eminent centre for arts and culture, education, dining and shopping.
The City of Melbourne's seven neighbouring councils are Hobsons Bay, Port Phillip, Stonnington, Yarra, Moreland, Moonee Valley and Maribyrnong. To find out more about other councils, see the Victorian Government's Guide to councils.

Location and climate

The City of Melbourne municipality is located at latitude 37 degrees 49 minutes south and longitude 144 degrees 58 minutes east on the south-east edge of Australia.
Focused around a central business district, metropolitan Melbourne's suburbs spread more than 40 km to the south, are hemmed in by the Dandenong ranges 30 km to the east, extend up to 20 km to the north and sprawl across vast, flat basalt plains to the west.
Melbourne residents enjoy a temperate climate influenced by its location at the apex of one of the world's largest bays, Port Phillip Bay. Read more about Melbourne's weather and climate.

Language

The official language is English, but more than 100 languages are spoken by the city's residents. Read more about the city's Aboriginal culture and multicultural communities.

For more information, please visit

http://www.melbourne.vic.gov.au/about-melbourne/melbourne-profile/Pages/facts-about-melbourne.aspx

Getting around

Getting around Melbourne is easy. Our roads are a shared network of cars, trams, buses, bike riders and walkers. This guide will help you plan your trip, understand the road rules and move confidently around the city.

Here is some key road information particular to Melbourne:

- **Bike lanes** – these are marked on-road lanes designed to improve safety for bike riders. Cars can only drive in bike lanes for 50 meters or less and only in certain circumstances.

  Drivers must give way to cyclists, and cyclists must give way to walkers if the lane is a shared space.
- **Trams and tram stops** – whether you are on a bike or in a car, you must wait at the rear of a tram at a stop, until the doors close and the road is free of crossing passengers.
- **Swanston Street** – this has a unique elevated road for cyclists and accessible tram stops. A yellow line separates walkers from bike riders. It is a road and safety rules still apply for everyone. Riders must stop and allow passengers to get on and off trams. Passengers need to stay behind the yellow line until the tram arrives and its doors are open. When getting off the tram, passengers must move immediately across the yellow line and off the elevated road.
- **Hook turns** - at some intersections in Melbourne where trams operate, to turn right you must do a 'hook turn'. A hook turn is a right turn from the left lane. These intersections are clearly signed.

SHARE OUR STREETS

Some of our favourite Melbourne destinations are shared spaces, and walkers and riders need to get along. Look out for the signs and be ready to share your space.

Share Our Streets is the City of Melbourne's road safety program which encourages all road users in Melbourne to show courtesy and respect to each other and make their journey around the city safer and more enjoyable – for everyone.

Tips for shared spaces

When riding a bike:

- **R** ride at a relaxed speed
- **I** indicate to others when you're about to pass – ring your bell or say 'passing'
- **D** give way to people walking
- **E** enjoy the ride

When walking:

- **W** walk to the left
- **A** always stay alert and keep left when cyclist are passing
- **L** look out for bikes before changing direction
- **K** keep enjoying the walk

Tips for crossing the street

- **L** look and listen – mobile phones and headphones can distract you
- **O** only cross on the green
- **O** only cross the street when you have looked both ways
- **K** keep to the crossings where possible.

MELBOURNE IS FOR EVERYONE – SHARE OUR STREETS
melbourne.vic.gov.au/shareourstreets

Bus routes on this map

- **200** **City to Bulleen** via Kew Junction
- **207** **City to Donvale** via Doncaster Road
- **216** **Caroline Springs to Brighton Beach** via City
- **219** **Sunshine Park to Gardenvale** via City
- **220** **Sunshine to City to Gardenvale** via City
- **223** **Yarraville to Highpoint Shopping Centre** via City
- **232** **Altona North to Queen Victoria Markets** via Westgate Freeway
- **234** **Garden City to Queen Victoria Market** via Port Melbourne
- **235** **City to Fishermans Bend** via Williamstown Road
- **236** **Garden City to Queen Victoria Market** via South Melbourne
- **237** **City to Fishermans Bend** via Lorimer Street
- **246** **Elsternwick to Clifton Hill** via St Kilda Junction
- **250** **City to La Trobe University**
- **251** **City to Northland Shopping Centre**
- **302** **City (Queen Street) to Box Hill** via Belmore Road and Eastern Freeway
- **304** **Southern Cross to Doncaster Shopping Centre** via Eastern Freeway
- **305** **City to The Pines Shopping Centre** via Andersons Creek Road
- **309** **City (Queen Street) to Donvale** via Eastern Freeway and Reynolds Road
- **318** **City to Deep Creek** via Eastern Freeway and Victoria Street
- **350** **City (Queen Street) to La Trobe University** via Eastern Freeway
- **401** **North Melbourne to University of Melbourne** via Royal Melbourne Hospital
- **402** **Footscray to East Melbourne** via North Melbourne
- **404** **Footscray to Moonee Ponds** via Newmarket
- **406** **Keilor East to Footscray** via Avondale Heights and Maribyrnong
- **409** **Yarraville to Highpoint Shopping Centre** via Footscray
- **410** **Sunshine to Footscray** via Ballarat Road
- **411** **Laverton to Footscray** via Altona Meadows, Altona, Millers Road
- **412** **Laverton to Footscray** via Altona Meadows, Alton, Mills Street
- **414** **Laverton to Footscray** via Geelong Road
- **415** **Laverton to Williamstown** via Altona, North Williamstown
- **467** **Aberfeldie to Moonee Ponds** via Holmes Road
- **471** **Williamstown to Sunshine** via Newport, Altona Gate Shopping Centre
- **472** **Williamstown to Moonee Ponds** via Footscray
- **503** **Essendon to East Brunswick** via Albion Street
- **504** **Moonee Ponds to Clifton Hill** via East Brunswick
- **505** **Moonee Ponds to Melbourne University** via Parkville Gardens
- **506** **Moonee Ponds to Westgarth Station** via Brunswick
- **508** **Alphington to Moonee Ponds** via Northcote and Brunswick
- **546** **Heidelberg to Melbourne University/Queen Victoria Market** via Clifton Hill and Carlton
- **600** **Southland Shopping Centre to St Kilda Light Rail Station** via Sandringham
- **605** **Gardenvale to City** via Kooyong Road
- **606** **Elsternwick to Fishermans Bend**
- **623** **Glen Waverly to St Kilda** via Mount Waverly, Chadstone, Carnegie
- **684** **Eildon to Melbourne** via Lilydale Station
- **922** **Southland Shopping Centre to St Kilda Light Rail Station** via Sandringham
- **923** **Southland Shopping Centre to St Kilda Light Rail Station** via Sandringham
- **905** **City to the Pines Shopping Centre** via Templestowe (SMARTBUS Service)
- **906** **City to Warrandyte Bridge** (SMARTBUS Service)
- **907** **City to Mitcham via Doncaster Road** (SMARTBUS Service)
- **908** **City to the Pines via King Street** (SMARTBUS Service)

For more information, visit **ptv.vic.gov.au** or call **1800 800 007** (6am to midnight daily).

Car sharing

Why buy a car when you can share one?
Car share gives you 24/7 access to clean, new cars whenever you need them. There's no registration, petrol or maintenance to pay – just a simple sign up process and fee, based on your use. Join one of Melbourne's car share programs to receive an access card or key, then book a car online. Car share bays are conveniently located across Melbourne's central city area and surrounding suburbs.

Sharing a car isn't just good for the environment, if you drive less than 15,000km per year, it will save you money as well.

- CarNextDoor.com.au phone 03 9946 4106
- Flexicar.com.au phone 1300 36 37 80
- GoGet.com.au phone 1300 769 389
- GreenShareCar.com.au phone 1300 575 878
- ShareCar.com.au phone 03 9008 5440

Taxi services

Melbourne's taxis are a convenient way to get around. If you are planning to catch a taxi it's recommended that you book in advance. You can also use a taxi rank or hail a taxi safely from the side of the road.

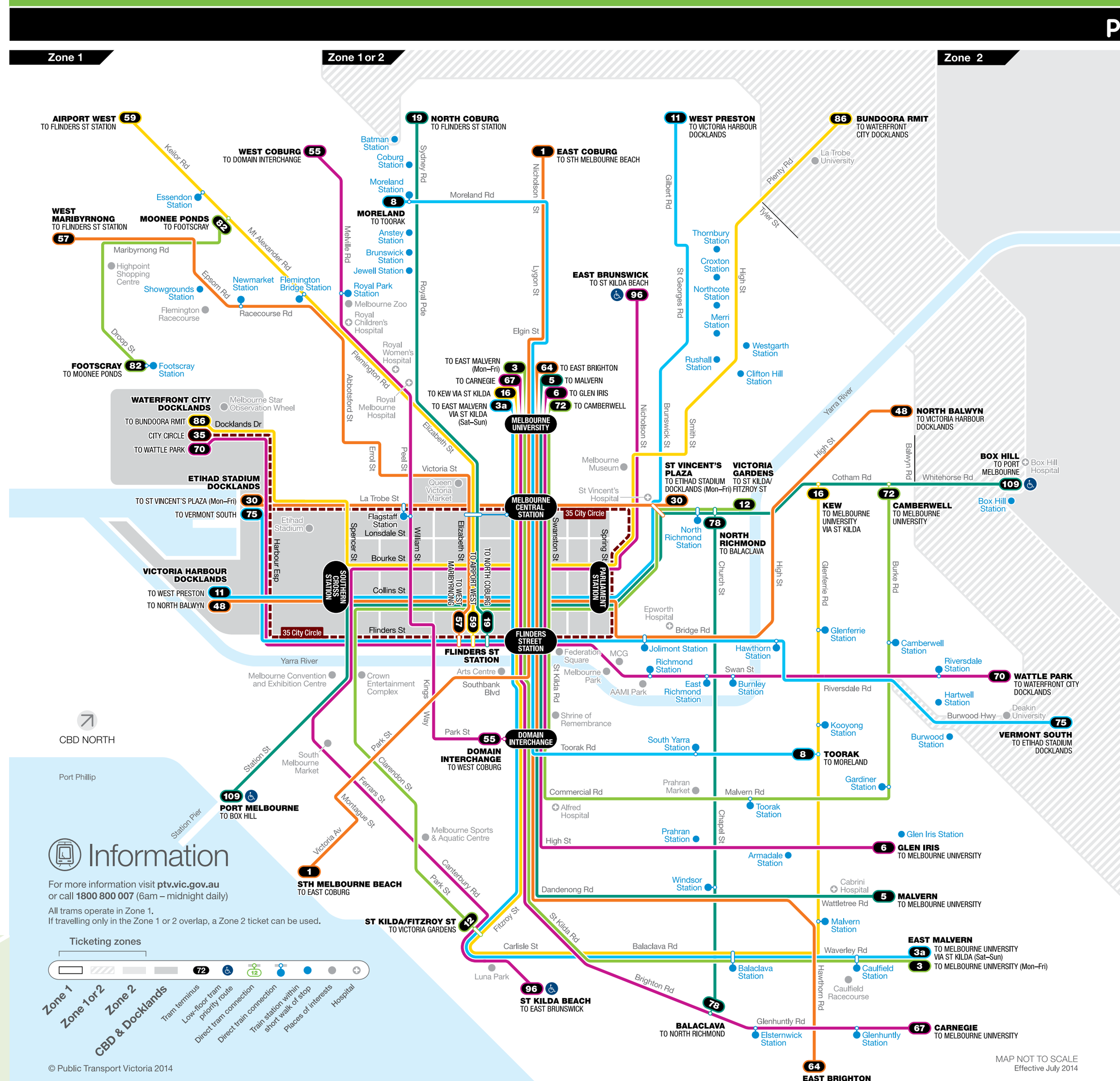
Always get a receipt at the end of your trip.

Prepaid fares apply between 10pm and 5am.

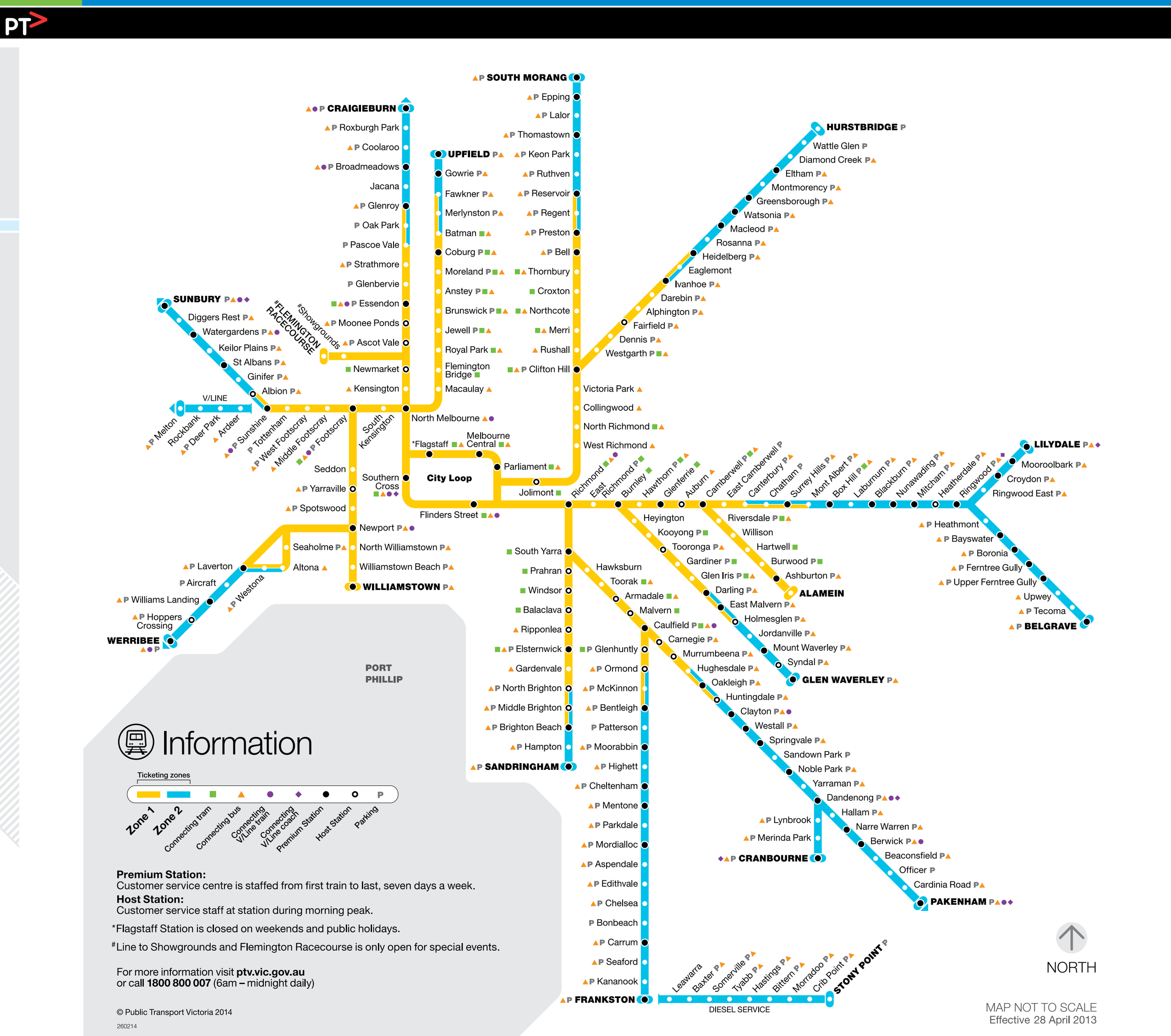
Estimate the cost of your trip at **taxi.vic.gov.au/fareestimator**.

For more information on Victoria's taxis visit **taxi.vic.gov.au** or call **1800 638 802**.

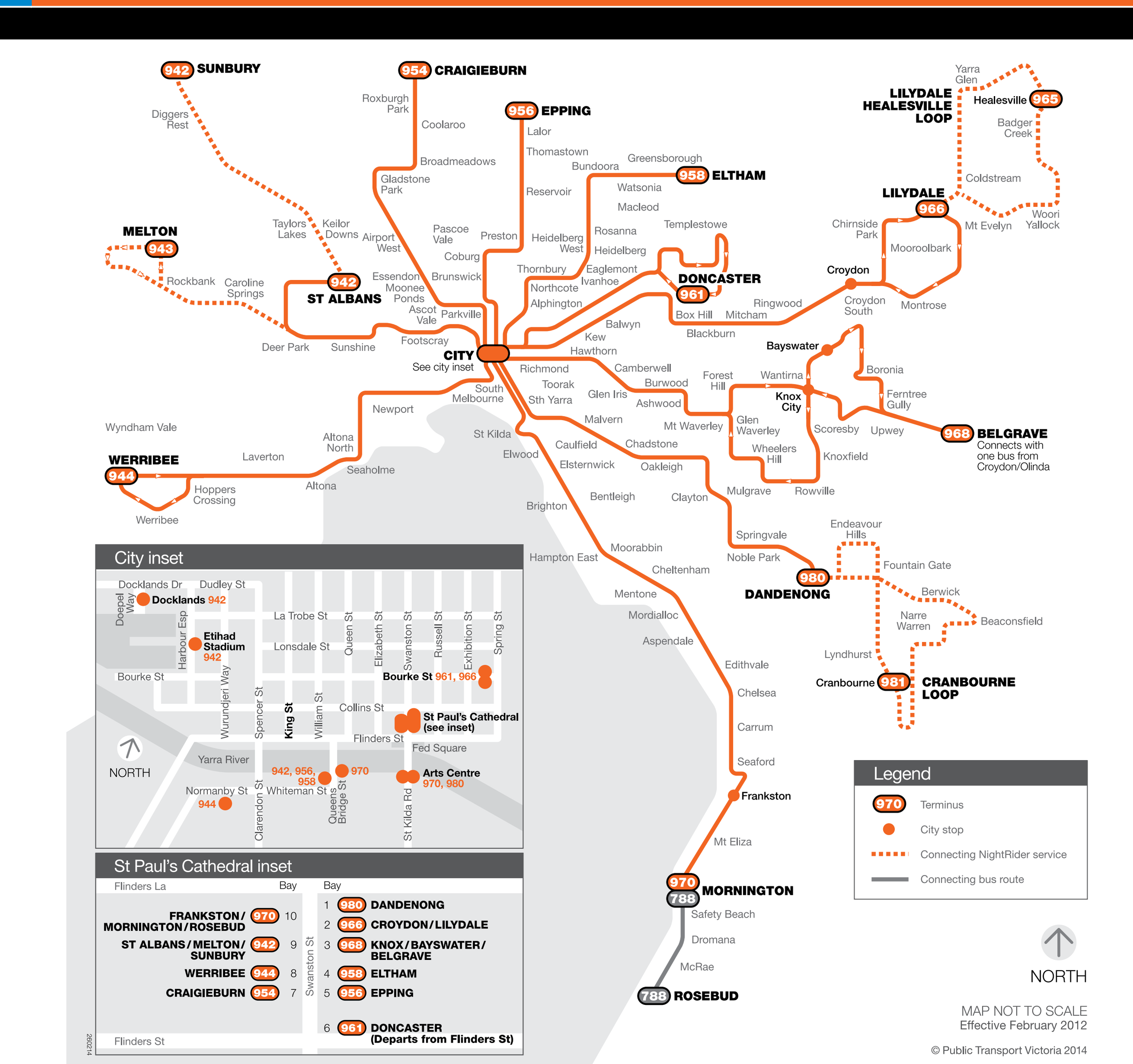
yarra trams



METRO



NightRider



NightRider buses provide a safe, easy and inexpensive alternative for late night travel on weekends – all you need is a valid myki.

Buses travel between the city (Swanston Street) and Melbourne's outer suburbs every half hour between 1.30am and 4.30am on Saturdays, and between 1.30am and 5.30am on Sundays, with additional services on some routes.

There are more than 460 NightRider stops along routes to Bayswater, Belgrave, Craigieburn, Cranbourne, Croydon, Dandenong, Doncaster, Eltham, Epping, Frankston, Healesville, Lilydale, Melton, Mornington, Rosebud, St Albans, Sunbury and Werribee.

NightRider buses have phones on board so you can arrange for a taxi to meet you at your bus stop and take you home. Or for $1 you can use the phone to call a friend and ask them to come and pick up.

For more information, visit **ptv.vic.gov.au** or call **1800 800 007** (6am to midnight daily).

CITY OF MELBOURNE TRAVELSMART MAP

walking, cycling and public transport

Transport and visitor services

Tram services
Melbourne's tram network stretches across the central business district and into the suburbs. Regular services and conveniently located stops make trams an easy option for travel.

City Circle tram
The City Circle Tram travels the perimeter of the central city, taking in many of Melbourne's landmarks every day of the year except Christmas Day and Good Friday.

Catch the free tram at the specially marked tram stops. Services run approximately every 12 minutes.

For more information, visit **ptv.vic.gov.au** or call **1800 800 007** (6am to midnight daily).

Melbourne Visitor Shuttle
The shuttle stops at 13 key city locations. It runs every 30 minutes, 7 days a week (except Christmas Day). Purchase tickets from the Melbourne Visitor Centre at Federation Square or from ticket machines at each stop.

For more information, please visit **thatsmelbourne.com.au/shuttle**

Skybus
Skybus runs a regular express service between Melbourne Airport and the city centre, 24 hours a day, seven days a week. The service takes approximately 20 minutes to get from the airport to the city centre.

For more information and to purchase tickets, visit **skybus.com.au**

Access and mobility

Trains
All metropolitan trains and stations (except Heyington) are wheelchair accessible.

Passengers who need help boarding trains should wait on the platform near the front of the train. The driver can help you board and depart the train by placing a ramp between the platform and the front carriage.

Trams
There are over 100 low-floor trams, which offer allocated spaces for passengers using wheelchairs or mobility aids. This area is inside the double-door and marked with a wheelchair symbol.

Some low-floor trams have buttons that alert the driver to activate a plate to bridge the gap between the tram and the platform. Other trams have a call button that will override the automatic door closing mechanism to allow extra time to enter and exit the tram.

Buses
More than 80 per cent of Melbourne's bus services are wheelchair-accessible on weekdays, including SmartBus, SkyBus and NightRider services. Some bus routes are fully wheelchair-accessible and others partly. At the stop, the bus driver places a ramp between the front door of the bus and the kerb of the road.

For more information, visit **ptv.vic.gov.au** or call **1800 800 007** (6am to midnight daily).

Mobile apps

There are a number of mobile apps available to provide personalised train, tram and bus information directly on your smartphone.

metroNotify
metroNotify allows you to personalise Metro's live service updates to receive the information you want at the times that you need it, by providing push notifications with information about your selected train lines directly from Metro's control centre.

For more information, visit **metrotrains.com.au/metronotify**

tramTRACKER
With tramTRACKER®, you can check real-time tram arrival information for any tram stop in Melbourne.

Users can personalise their results to see individual routes, or only show low-floor trams.

For more information, visit **yarratrams.com.au/tramtracker**

Public Transport Victoria app
The free PTV app lets you view service times, use the journey planner and set your favourite stops throughout Victoria for faster access to public transport information on the go. The app also provides real-time departure and arrival information for all tram stops.

For more information, visit **ptv.vic.gov.au** or call **1800 800 007** (6am to midnight daily).

Travelling on public transport

Melbourne's trains, trams and buses are an easy way to see all of the city's best attractions, sporting venues and shopping precincts.

Train and tram services operate between approximately 5am and midnight, Monday to Thursday, with extended hours on Friday and Saturday. On Sundays, trains and trams generally operate between 7am and 11pm.

Bus services operate between approximately 7am and 11pm Monday to Friday, 8am and 11pm Saturdays, and 9am to 9pm Sundays.

For more information, visit **ptv.vic.gov.au** or call **1800 800 007** (6am to midnight daily).

Public Transport Victoria
Public Transport Victoria (PTV) is your central stop for information about public transport services, tickets, improvement projects and to provide customer feedback.

For train, tram and bus information, visit **ptv.vic.gov.au** or call **1800 800 007** 6am – midnight daily.

Journey planner
The journey planner on the PTV website allows users to plan their travel in advance. Enter your origin and destination, and you'll be provided with a travel plan including maps, connections and estimated travel times.

For more information, visit **ptv.vic.gov.au** or call **1800 800 007** (6am to midnight daily).

myki
myki is your ticket to travel on Melbourne's trains, trams and buses – a reusable smartcard that stores value and can be used over and over again. Keep your myki topped up and you'll always be ready to travel.

You can buy and top up your myki at over 800 locations around Victoria, including all 7-Eleven stores, ticket office windows at Premium Stations and staffed V/Line commuter stations, from a myki machine (full fare myki cards only) located at all train stations and major tram and bus interchanges, at **ptv.vic.gov.au** or by calling **1800 800 007** (6am to midnight daily).

Using your myki/ touching on and off
Whenever you enter or exit a train station or board a metropolitan bus, you must touch on at the myki reader at the start of your journey and touch off at the end. Doing so ensures you pay the lowest fare based on your journey.

When travelling on metropolitan trams, you only need to touch off if your entire trip is within Zone 2 to pay the lowest fare.

myki money
With myki money, you pay as you go. Once topped up, your myki will automatically calculate the lowest fare possible according to the zones you travel within as you touch on and off.

General information

You can also set Auto Top Up and link to a nominated credit card or bank account, and automatically top up your credit whenever your myki money balance falls below a nominated amount.

myki pass
myki pass is a great option if you're planning to travel regularly. Choose the zone/s you wish to travel in and the number of consecutive days of travel you need. You can buy a 7-day myki pass, or anywhere between 28 and 365 consecutive days of travel.

Once you have a myki pass, you can travel as many times as you want in your chosen zone/s for the duration of your pass.

For more information, visit **ptv.vic.gov.au** or call **1800 800 007** (6am to midnight daily).

Information in other languages
Public transport information is available different languages. For public transport telephone enquiries, dial the number next to the language in the table.

Arabic	9321 5440
Cantonese	9321 5441
Croatian	9321 5442
Dinka	9321 5452
Greek	9321 5443
Italian	9321 5444
Macedonian	9321 5445
Mandarin	9321 5454
Somali	9321 5446
Spanish	9321 5447
Sudanese	9321 5453
Turkish	9321 5448
Vietnamese	9321 5449
All other languages	9321 5450

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melbourne.vic.gov.au

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09/2014

This TravelSmart map is a handy pocket sized street map with standard Melway references. It highlights local sustainable transport options designed to help you get around Melbourne's shared networks of cars, trams, buses, bike riders and walkers.

CITY OF MELBOURNE TRAVELSMART MAP

Cycling

On the road – tips for bike riders

Bikes are classified as legal vehicles. This means that you have the same rights and responsibilities when riding a bike as when driving a car.

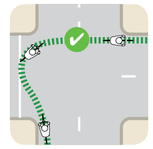
Cycling in traffic
When cycling in traffic, it's important to remain visible and confident at all times.

Take or share the lane
Depending on the lane width and traffic speed, keep left or take the lane.

Always cross tram and train tracks at a wide angle

Keep your distance
Maintain a safe distance between you and traffic hazards. Ride away from obstacles to increase your visibility to others.

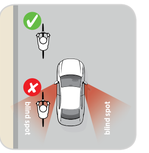
Use hook turns
If a normal right-hand turn leaves you exposed in an intersection, use a hook turn.



A hook turn is a right turn from the left lane. You need to stop and wait for the green light to proceed.

Don't hug the gutter
Hugging the gutter will get you squeezed out. Never weave in and out of empty car parking spaces to stay close to the gutter – keep in a straight line and avoid the car door zone.

Positioning in traffic
Be aware of drivers' blind spots particularly when cycling alongside the rear of the car.



Trucks have larger blind spots than cars, so leave extra room. Don't assume truck drivers can see you and do not pass on the inside of a truck that is turning left.

Not all bike lanes are green. Green paint is used to highlight problem areas and to encourage riders and drivers to take extra care.

Cycling

Roundabouts

Take the lane
As you approach the roundabout, move into the middle lane.

Single lane roundabouts
Give ways to cars already on the roundabout.

On a roundabout, cyclists can turn right from the left lane, but must give way to exiting drivers.

Multi-lane roundabouts
Watch out for cars travelling straight behind or beside you.

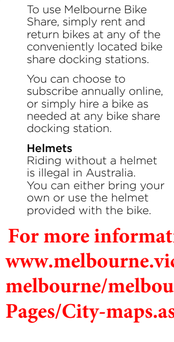
A hook turn can be used to break the turn into stages if you need to.

Two cyclists can legally take the lanes. Where possible consider avoiding the roundabout by taking another route.

Turning right use hand signals to let cars know you are turning.

Car doors

It's illegal to open doors into traffic
A person must not cause a hazard to any person or vehicle by opening or leaving open the door of a vehicle, or when getting off, or out of a vehicle.



To avoid doors, look out for heads in car windows or mirrors, vehicles that have just parked and vehicle tail lights.

Watch the door zone
If you can't see into vehicles, ride slower and move out of the door zone. Be aware of what's behind you in case you have to move across. Take the lane if you are being forced into the door zone.

If the door opens use your brakes and slow down. Move out of the door zone but don't swing into the traffic.

If you get hit by a door and injury or damage results, it's a traffic accident and details must be exchanged.

Cycling

Ready to ride

Bike boxes
These line markings are designed to increase visibility and safety of bike riders by placing them in front of a traffic queue when stopped at a red light. Drivers of motor vehicles may be fined for allowing any part of their vehicle to enter the designated bike box while waiting at the lights.

Riders must stop within the bicycle box before the second stop line, nearest the intersection.

Bike signal
Some intersections have a special bike signal. Riders should only ride through when the bike signal lights up.

Shared paths
Some of our paths are shared with walkers. Ride at a relaxed speed, ring your bell or say 'passing' when you are about to pass others. Always give way to people walking.

Cyclists must stop at pedestrian crossings, red lights and stop signals.

Tips for turns
Look over your shoulder for cars and signal before making a turn or changing lanes. Double check!

Use hand signals to tell divers where you are going.

Don't change lanes abruptly. Signal your intended route well in advance of your turn.

If you feel uncomfortable merging or turning, pull over to the side and wait until cars have passed.

Bikes are allowed to pass other vehicles on the left except when those vehicles are indicating a left turn.

Signaling helps drivers and other cyclists to anticipate your next move. Talk with your hands and make eye contact with other drivers.

Riding in the wet
Watch out for slippery tram tracks, grates and metal covers especially when turning. Squeeze your brakes gently before stopping to clear water off the rims. You and others have a longer stopping distance in the wet.

Whether on path or road, you must wear a **bicycle helmet** that is fastened properly and meets Australian safety standards.

Visibility
It's not a legal requirement but it is advisable to make yourself more visible on the road. Wear reflective gear on moving parts of your body, such as your ankles.

Cycling

Ready to ride

Night ride
If you are riding at night or in low-light conditions you must have a white light on the front of your bike and a red light and red reflector on the back. These lights may be flashing or static. Use a flashing light to be seen in traffic and a static light to see your way at night.

Lock your bike

- lock your bike to designated hoops where available
- lock all quick release parts
- lock your wheels to your frame
- lock your bike with a D-lock or heavy chain.

Melbourne Bike Share

Bike bells it is mandatory to have a bell, horn or similar warning device in working order.

Tips for travelling on public transport

- avoid peak times
- hold your bike at all times
- carry your bike on stairs or use the lift.

Melbourne Bike Share offers a quick, healthy and affordable transport alternative for travel within Melbourne.

To use Melbourne Bike Share, simply rent and return bikes at any of the conveniently located bike share docking stations.

You can choose to subscribe annually online, or simply hire a bike as needed at any bike share docking station.

Helmets
Riding without a helmet is illegal in Australia. You can either bring your own or use the helmet provided with the bike.

Fees
Annual subscriptions are available for purchase online; or you can buy a weekly or daily subscription at any bike share docking station. If you return your bike within the first half hour then usage is free. After the first half hour, fees will be charged according to how long you ride.

For detailed information and to subscribe visit **melbournebikeshare.com.au**

This is not a full statement of the road rules – For further information visit **vicroads.vic.gov.au**

For more information, please visit www.melbourne.vic.gov.au/about-melbourne/melbourne-profile/Pages/City-maps.aspx

Legend

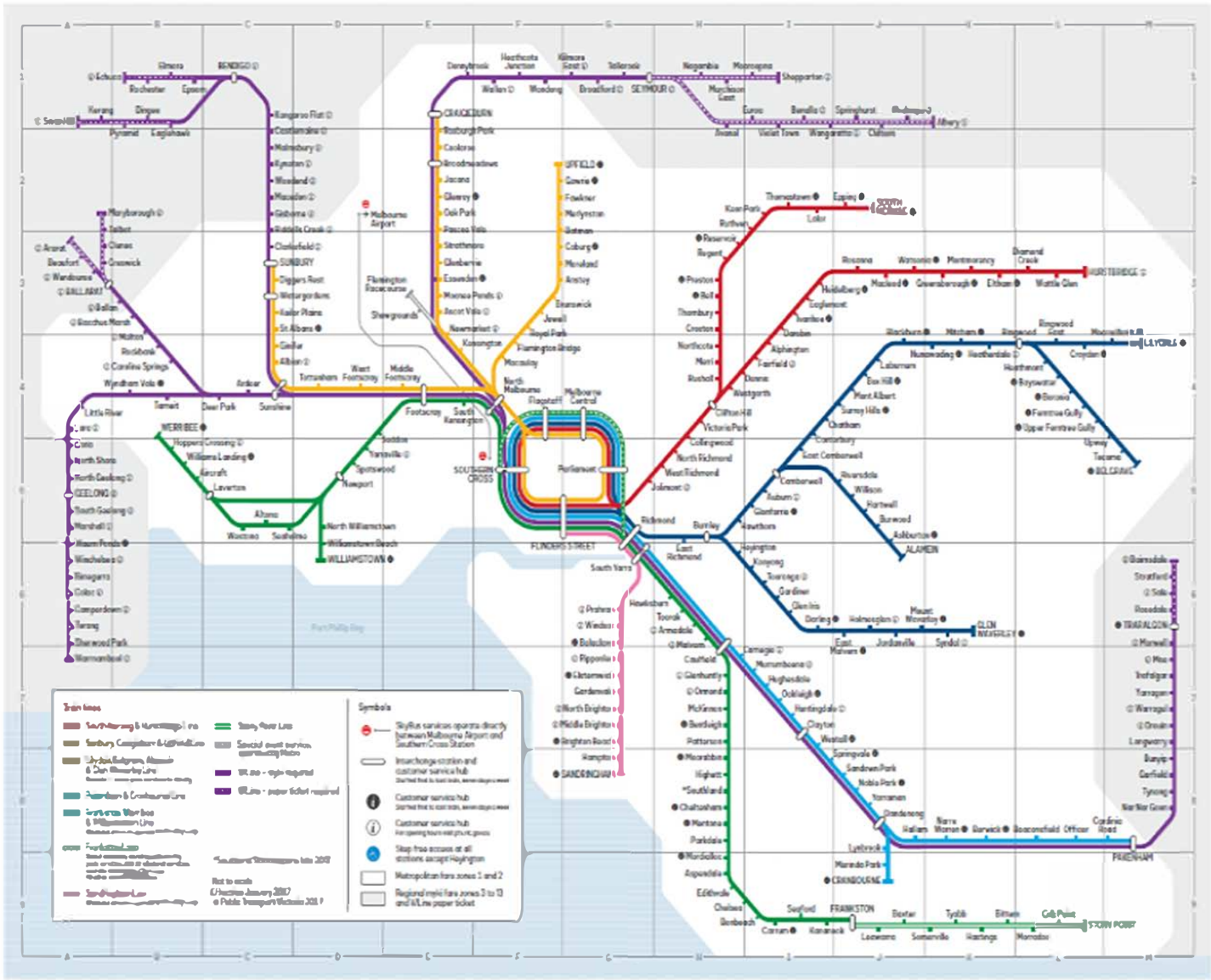
- Walking Track
- Off-Road Shared Path
- On-Road Bike Lane
- Informal Bike Route
- Bus Route, with terminus
- Visitor Shuttle Bus, with stop
- Tram Route, with stop & terminus
- Railway Station, with distance to City
- Traffic Light or Pedestrian Crossing
- Bike Shop
- BikeShare Location
- Melway Street Directory map grid & number

0 500m 1000m

15min 4min

Melway CITY OF MELBOURNE

Victorian train network



Money, Finances and Shopping

Australian Currency:

Notes: _____ _____ _____ _____ _____

Coins: _____ _____ _____ _____ _____ _____

Travel & Transport Systems

Access to Westall Secondary College
88 Rosebank Ave, Clayton South VIC, 3169 Tel: 95463233 by Public Transport.

See Melbourne Train Network on Page 8

Visit Melbourne public transport web site : www.ptv.vic.gov.au

Public Transport near Westall Secondary College:

_____ _____

_____ _____

Myki Card: The card price for a daily full fare is $8.60 and $4.30 for a concession. You can buy your Myki at Premium Stations or from a Myki machine located at all train stations. Myki is your ticket to travel on Melbourne trains, trams and buses. The reusable smart card is easy to use. Simply top up before your journey and then touch on and touch off at a Myki reader as you travel.

International Student visa holders are not eligible to hold travel concession cards. Students who do purchase a travel concession card are breaking the law and those students who hold a forged travel concession card are committing an act of fraud. Any breach of the law is a violation of an international student's visa condition and the student must be reported to the International Education Division and will be reported to DIBP directly.

Students who are 19 years of age or under can purchase concession fares.

For more information, please visit: https://www.ptv.vic.gov.au/tickets/fares/metropolitan-fares

Travel from Homestay to College:

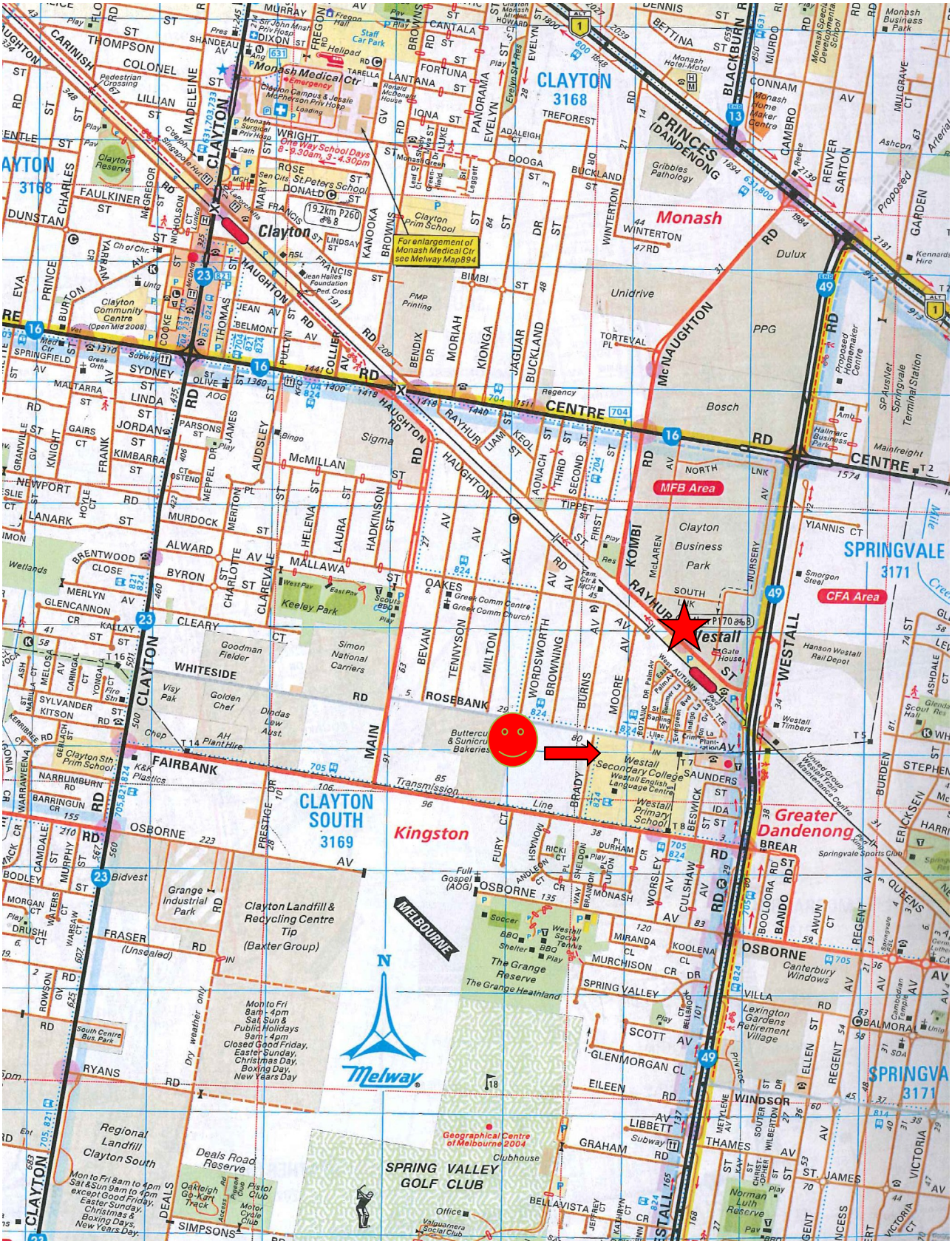
_____

Travel from College to City:

_____

Directions and Local Area

Please mark on the map the street where your homestay is



Westall Secondary College

Westall Train Station

Westall Secondary College Map

MELWAYS 79 – G7

Personal Information and Contact Details

My Name:_____

Date of Birth:_____

Nationality:_____

Passport number: _____

Homestay/Guardian's name:_____

Address:_____

Telephone:_____

Mobile Number: _____

My mobile phone and email address: _____

OVERSEAS STUDENT HEALTH COVER (OSHC)

As an International Student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia.
OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health. It is your responsibility to make sure this has not expired. If you need to see a doctor the step are:

1. Make the appointment
2. See the doctor and pay the fee in full
3. Take the receipt and your OSHC card to the Insurance Company and you will be given a refund for most of the amount you paid.

Visa Information

Section 8202

- Personal details – we must always have your correct details on file
- Study program – you must be engaged in a full time study program and you must maintain satisfactory grades Attendance – you must attend a minimum of 80% of classes, and college program activities. Your attendance is checked eve-ry lesson and this is entered onto the computer system.
- Homestay changes – you must not make any arrangements to change your homestay. We must be sure that you are staying in the place we have allocated at all times.
- Changes to school or study program – changes may only be made by the college. If you want to make changes, you must see the International Student Coordinator.

❖ **Changes to Visas or Extending the visa :**

- Changes can only be made with the help of the International Student Coordinator

Emergency Contacts

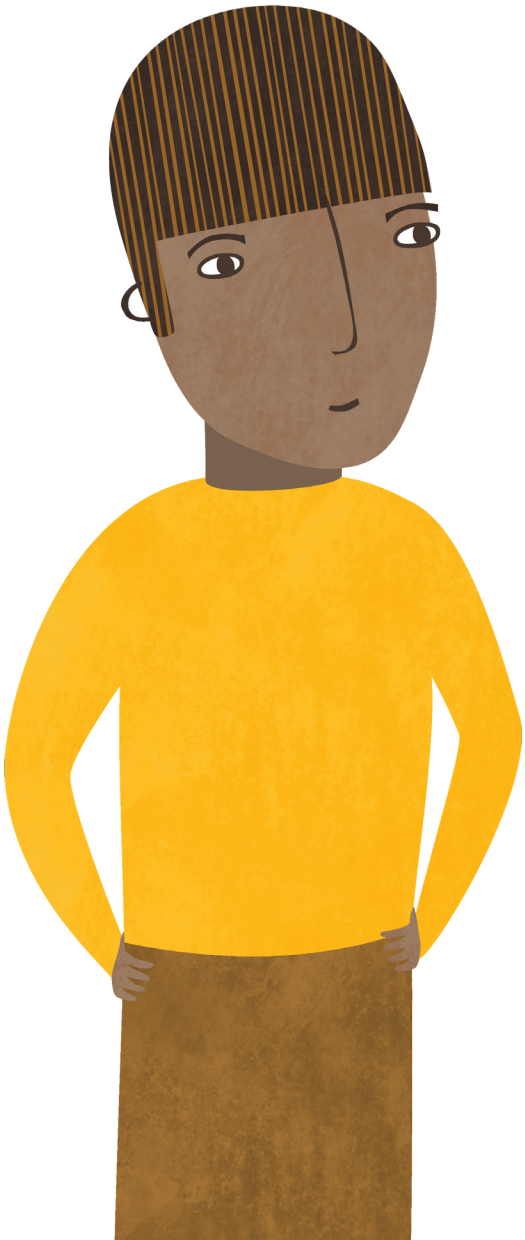
Emergency	000 Ambulance Fire Police	
Wellbeing Counsellor	Ms Kristianne Lynch	Email: lynch.kristianne.i@edumail.vic.gov.au Office: B10
International Coordinator	Mrs. Po Sim Ngian	Mobile: 0457 569 361 Email: png@westallsc.vic.edu.au
Westall Secondary College	WESTALL Secondary College	Telephone: (+613) 9546 3233 Facsimile: (+613) 9547 5785
Homestay		Telephone: Mobile:
College Principal	Mr. Tristan Lanarus	Mobile: 0408 551 471
College Assistant Principal	Mrs. Sue SIMADRI	Mobile: 0405 122 658

PROTECT

Feeling Safe:
For Secondary School Students

Get the facts

This fact sheet has been designed to give you the facts about child abuse. It includes advice on what to do if you have been abused, are being abused, or are at risk of being abused. This fact sheet also provides you with advice if you know someone who has been abused, or is at risk of being abused.



What are your rights?

- Everyone has the right to feel safe and be protected from abuse.
- No one is allowed to threaten you, hurt you, or touch you in a way that makes you feel uncomfortable, unsafe or afraid.
- This includes all adults, other teenagers and children – it includes everyone from family members, coaches, teachers, to friends and strangers.
- Every relationship should be respectful.
- No one should ever involve you in sexual activity without your consent, and no one should behave in a way that makes you feel unsafe or afraid.
- You don't have to deal with abuse on your own. Talk to a trusted adult. Teachers and other adults at your school can support you to get help.

What is child abuse?

- Child abuse includes physical abuse, sexual abuse, emotional or psychological harm, neglect, and family violence.
- Child abuse can also include grooming. This is behaviour where an adult tries to establish a relationship or other emotional connection with a child, to prepare them for a sexual relationship.
- Child abuse does not have to involve physical contact or force. It can include:
  - controlling a child through threats
  - exposing a child to sexual material and sexual acts
  - exposing a child to family violence.
- Child abuse can be perpetrated by any member of a community or a family member. Abuse can impact anyone and it is never the victim's fault.

For more information on sexual abuse and sexual assault visit Youth Central: http://www.youthcentral.vic.gov.au/know-your-rights/sexual-assault .

What should I do if I have been abused or I feel unsafe?

- You should talk to an adult you trust.
- If you have been abused, or feel unsafe or threatened in any way you don't have to deal with this on your own.
- Abuse is never your fault and you should tell a trusted adult so you can get the help and support you need to feel safe and protected. Talking to someone won't get you in trouble.
- You can tell a teacher or any adult at your school. They will be able to help you.

What should I do if I think someone I know has been abused or is unsafe?

- You should talk to an adult you trust. Any staff member at your school will be able to help.
- You can also help your friend by encouraging them to tell a trusted adult.

What if my friend doesn't want to tell an adult?

- You should still tell an adult you trust on your friend's behalf.
- Even if your friend has specifically asked you not to tell an adult, you still should. It is more important to make sure that your friend is helped and feels protected.

What will happen if I tell an adult at the school that I feel unsafe, or that I know someone who is unsafe?

- You will be helped.
- Teachers and other adults at your school must listen to your concerns and help you.
- The information will not be shared with the person who is making you feel unsafe.
- Information will only be shared with people who can support and protect you.
- In some cases the people helping you are required by law to tell the police, the Department of Health and Human Services' Child Protection services and/or your family to prevent any further abuse, or risk of abuse.

What if I don't feel like I can talk to anyone at my school?

- You should still find a trusted adult to talk to.
- Abuse or feeling uncomfortable is too big to deal with on your own.

There are many people who can help you. Here are some other suggestions:

- visit eHeadspace (which provides an online and a 9am-1am telephone support service) www.eheadspace.org.au or **1800 650 850.**
- call KidsHelp Line on **1800 55 1800** or visit www.kidshelpline.com.au for 24 hour support)
- call or visit your local police station or call **000**
- Talk to your doctor, psychologist, social worker, welfare officer, or another trusted adult.

WESTALL
Secondary College

PERSONAL SAFETY TIPS

While Australia is generally a safe place to live and study, it is still important that you take precautions to reduce the chance of an incident occurring

- Remember key street names.
- Do not cover both ears with headphones, keeping one ear free will ensure you can hear anyone coming up behind you.
- Pairing up with a friend or walking in a group is a good way to improve your safety.
- Do not carry large sums of money. You can access your money at ATMs found in shops, supermarkets, petrol stations, shopping malls, bars, shop fronts and many other public places.
- Do not carry your passport with you. Leave this at home.
- Do not give out personal details.
- Do not open the door to people you don't know.
- Do not leave home without your mobile phone, if out of range, the emergency number from mobile phones is 112.
- Avoid discussing your personal affairs in public.
- Avoid dark areas, roads and paths without working streetlights, try to walk in groups.
- Avoid catching public transport late in the evening or when you are by yourself.
- It is important to take extra precautions when there is no-one around, late at night or early in the morning.
- If you find yourself left in a train carriage on your own or with only one other person you may feel more comfortable moving to another carriage.
- Make sure you can be seen, choose a clear, well lit walking path to and from the station and stand where you can be seen at all times.
- Walk away from dangerous or conflict situations. Your own safety should be the priority.
- Always let your homestay know where you are going and when you will be returning.
- In case of an emergency such as when you are lost, have been questioned by the police, have been in accident, you are not able to get any transport home (train, bus or taxi) and you are not able to contact your homestay, you can contact your International Students Coordinator.
- Call the police on Triple Zero (000) if you are feeling threatened or when you reach a safe place. Remember, calls to 000 are free of charge.

WESTALL
Secondary College

PEDESTRIAN SAFETY TIPS

1. CROSSING THE ROAD SAFELY

Pedestrians have to share the road with vehicles so it is important they take care when crossing the road. As a pedestrian, plan where you will walk and always choose the safest place to cross a road.

- **STOP, LOOK, LISTEN, THINK**
  - STOP one step back from the kerb or shoulder of the road if there is no footpath.
  - LOOK in all directions for approaching traffic.
  - LISTEN in all directions for approaching traffic.
  - THINK about whether it is safe to cross the road – when the road is clear or all traffic has stopped.
    When crossing, walk straight across the road. Keep LOOKING and LISTENING for traffic while crossing.

- **SAFE PLACES TO CROSS**
  - Whenever possible, cross at a pedestrian crossing, traffic signal or pedestrian refuge.
  - Make sure you have a clear view of approaching traffic, and where drivers can see you.
  - If you cannot cross the whole road in one attempt, wait on the pedestrian refuge or median strip.
  - Even at crossings you still need to remain alert and check whether vehicles are stopping for you. Always make sure traffic has actually stopped before stepping onto the road.
  - Remember children's crossings are legally active only when the flags are displayed. If a school crossing supervisor is on duty, cross only when he or she indicates that it is safe.

- **USING A SIGNALISED PEDESTRIAN CROSSING**
  - A green man means you can cross, if it is safe to do so.
  - A flashing red man means you can continue to cross but should not start crossing.
  - A steady red man means do not start to cross - wait for the green man before beginning to cross.

- **CROSSING THE ROAD AT OTHER PLACES**
  - Walk straight across the road – don't jay-walk.
  - Keep checking in both directions to make sure the way is clear.
  - Try not to cross the road from between parked cars or near trees and bushes as drivers may not see you.
  - Avoid crossing near a bend or crest in the road. Give yourself a good chance to see vehicles coming from both directions.
  - Avoid crossing on roundabouts, particularly multi-lane roundabouts as they are very busy and complex and cars are not required to give way to you, unless there is a pedestrian crossing. Find somewhere further away from the roundabout to safely cross the road.

2. CROSSING AT RAILWAY LEVEL CROSSINGS

- At railway level crossings, don't cross the level crossing if there are warning lights, or if the boom gates are closed (or closing or opening). Wait for the bells and lights to stop and the boom gates to be raised before crossing. Many crashes occur because pedestrians cross immediately after a train, not realising a second train is coming.

3. CROSSING AT TRAM STOPS

- At tram stops, don't cross the road to get on a tram until the tram has stopped at the tram stop. Make sure traffic has seen you and is stopping before you step out onto the road to get on or off the tram. When you get off the tram you must cross to the nearest footpath by the shortest safe route. Walking around the front or rear of a tram to cross a road is extremely risky as other road users cannot see you.

4. STAYING VISIBLE

- Pedestrians can be hit by vehicles because the driver doesn't see them until too late.
  - When you are crossing a road, never assume a driver has seen you just because you have seen them.
  - Avoid crossing roads near the crest of a hill or a bend, because it is harder for drivers to see you in these places.
- If you are walking at night or on dark days it is important to be easily seen, so:
  - wear light and bright coloured clothing
  - wear something reflective and carry a light at night
  - Cross the road near street lights.

Homestay Policy

Statement

Westall Secondary College is committed to providing quality homestay accommodation for our International students.

Rationale:
Where parents opt for the DEECD to arrange accommodation, the DEECD together with the school, is responsible for provision of accommodation, support and general welfare to the student. These arrangements shall be in place for the period that the student will be under 18 years of age while in Australia. This policy has been developed to meet the requirements of the ESOS National Code 2007 and Student Visa Condition 8532, which require that appropriate arrangements have been made for the accommodation, welfare and support of students under 18 years of age.
This policy is designed to be consistent with the Program, Planning and School Support Unit guidelines.

	Guidelines:		**Programs:**
1.1	The College will organise high quality homestay accommodation which provides a safe, comfortable and caring environment.	1.1.1	The homestay accommodation will be provided by a host which may be a family, a couple or a single person.
		1.1.2	Working with Children checks will be organised prior to the student moving in.
		1.1.3	The maximum number of students per homestay is 3, regardless of provider.
		1.1.4	The College will monitor progress of homestay arrangements, with at least twice yearly visits and/or contact.
		1.1.5	Student must have written permission from their parents, if they wish to stay away from their homestay overnight. Students must provide relevant contact details to the International Student Coordinator.
		1.1.6	Complaints that cannot be resolved by either the homestay provider or the students, should be referred in writing to the International Student Coordinator.
1.2	There are a number of costs associated with homestay which parent/guardian must cover.	1.2.1	A weekly fee of between ***$280 and $300*** will be charged. This amount is reviewed annually. This covers expenses associated with the provision of the following homestay services: • Single bedroom for the student's exclusive use • Three meals per day, seven days per week (cooked evening meal) • Facilities, including a bed, wardrobe, towels and linen • Gas, electricity, heating and water costs • Cleaning services of common living areas • Use of living areas within residence Study facilities, including a desk, study light and bookcase

Homestay Policy (cont.)

	1.2.2	Internet usage and payment must be clearly negotiated.
	1.2.3	Homestay payment will be made by the student by prior arrangement with the homestay. Students pay either fortnightly or 4 weekly in advance (as arranged) and must be receipted by the homestay.
	1.2.4	Students and/or parents/guardians are required to reimburse homestay provider for any damage to property caused by student, or costs incurred by student during the time of residence.
1.3 Obligations of the homestay providers.	1.3.1	Students will have their own key to the residence. Privacy and personal possessions and space of students should be respected.
	1.3.2	Students and homestays will be asked to sign a Homestay Responsibility Agreement. This will outline the house rules and requirements as well as homestay costs and methods of payment.
1.4 There are specific requirements if a student and/or their parent/guardian decides to terminate a homestay arrangement.	1.4.1	Students are required to stay at the homestay for a minimum of one term. Only in exceptional circumstances will students be allowed to move earlier.
	1.4.2	If a homestay provider wishes to terminate the homestay agreement, written notice is required at least two weeks prior and is given to the student and College.
	1.4.3	Where a student moves out of a homestay at least two weeks' notice in writing must be given to the homestay provider and the College. This can only be done with the approval of the International Student Coordinator.

Links: www.study.vic.gov.au

Evaluation:
This policy will be reviewed as part of the school's three year review cycle or as required.

Homestay rules and expectations

Did you understand the homestay agreement which you signed? Yes No Please circle

- If 'No', then this is your homework for tonight.
- If 'Yes', list the most important rules or expectations:

_____

_____

_____

_____

To stay overnight in your friend's or relative's house you must obtain a written permission from your parents show it to the International Student Coordinator for her endorsement and inform the homestay provider of your friend's address and date of overnight stay.

Personal hygiene in the homestay

- Showering:
  - More common to shower than to bath
  - At least daily
  - Always ask the homestay to set a convenient time for you to shower
- Use of Water:
  - Conserve Water Usage
  - Take 3 – 4 minutes showers
  - Sharing facilities: Cleaning of facilities after use
  - Time in the bathroom – consider others in the home

Dispute Resolution Procedure

Disagreements or disputes may occur from time to time between a student and their homestay provider or a student and the International Student Coordinator.

Westall Secondary College is committed to having all complaints and disputes resolved in a confidential and impartial manner. In case of a complaint or dispute, the following steps will be taken:

Conflict with Homestay Provider

- Verbal or written complaint communicated to the ISC by either student or homestay.
- ISC requests a verbal or written response from the other party.
- ISC will provide information and advice to relevant party, which will resolve the issue.
- Feedback from ISC to the complainant and follow up to ensure matter is resolved.
- In case of issue not being resolved, both parties will meet with ISC and Assistant Principal and mediation will take place.
- If mediation is unsuccessful, the POSS will be informed and a new homestay provider will be sought to accommodate the stu-dent, in accordance with homestay guidelines and policies. In urgent circumstances, temporary accommodation may be ar-ranged with appropriate school staff.

Conflict with ISC

- Where a student feels unsupported or is disgruntled with the ISC, the student is to see the Assistant Principal.
- The Assistant Principal will establish the grounds of the complaint or dispute after speaking with the ISC. Depending on the nature of complaint, appropriate action will be taken or advice given to both parties. In case of issue not being resolved, the Appeal Process will commence and the Principal will be involved, and appropriate ad-vice/action will be taken.
- The POSS will be informed, should the issue not be resolved internally
- Students are referred to the Complaints and Appeals Policy Section of the Key Policies documentation signed when they first enrolled at the College and also as part of the pre-departure package sent before arrival.

College Requirements and Expectations

Attendance Requirement

International students are expected to attend at least 95% of scheduled classes. If you are going to be absent please inform the International Coordinator or get your guardian/homestay to inform the College on 95463233.

If you are absent you must bring a note from your guardian/homestay or a medical certificate on the day you return to school.

Late arrival and early leaver

- ***If you are late to school for any reason:***
  - You must go straight to class where the teacher will record your attendance.
  - You must give a note to the Year Level Coordinator and have your reason for late arrival recorded. Otherwise your absence will be mared as unexplained, which could affect your attendance record.
- ***If you need to leave the school early:***
  - You must bring a note from your guardian/welfare provider stating the time and reason for leaving early. (For options 3 and 4 students, the school is your welfare provider and the ISC will be responsible for writing this note).
  - Present the note to your form teacher before the school begins.

Homework Sessions:

Students are expected to attend Home work Club from 3.30pm to 4.45pm every Tuesday and Thursday. Appropriate support will be provided. This is an opportunity for you to access additional assistance and clarification for the tasks set in class.

Holiday Plans

- To fulfil the 95% attendance requirements, it is expected that you will attend all scheduled classes. Holiday plans must be made as not to interfere with school days.
- If there is an emergency at home in your home country, when you are required to miss some time at school, **you must sub-mit a written request for leave from your parents**.

The International Student Coordinator must be notified, in writing, of all holiday plans that involve travelling interstate or overseas. “School Holiday Student Location Register” form is to be filled in and submitted three months before the departure date.

Student Timetable

Timetable - enter your personal timetable here:

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					

College Diary

Important dates:

Refer to the list of important dates in your diary.

Education in Australia

Important differences

Asking questions in class

Requesting help from teachers

Independent/individual study

Homework & study routine

Research

Careers Counsellor

Student Counsellor , Mrs. Kristianne Lynch , is available to all students to discuss matters of concern (other than academic)

Study Program—Enter your subjects below:

1._____

2._____

3._____

4._____

5._____

6 ._____

Melbourne Activities and Entertainment

- City Centre
- Queen Victoria Market
- Art Galleries
- Melbourne Zoo
- Major Events
- Museums
- Libraries
- Cinemas & Theatres
- Chadstone Shopping Centre

http://www.visitmelbourne.com/Regions/Melbourne/Activities-and-attractions/Art-theatre-and-culture.aspx

Need to Know Information

Australian date writing:

How is the date written in most publications in Australia? _____/_____/_____

What does it mean if a paper asks you to complete: dd/mm/yyyy ?

Is the date written differently in your home country? _____

24/12 hours clock

What are the differences between these two ways of telling the time?

_____ and _____

Time zones

How many time zones are used in Australia? _____

What are they?_____ _____ _____

My home time zone is: _____

Hobbies and Sports

My Hobbies: _____

_____

Activities available at Westall Secondary College:

_____ _____

_____ _____

Sports I like to play or watch:

_____ _____

_____ _____

Sports facilities near Westall Secondary College:

_____ _____

_____ _____

Australian Customs and Culture

Use of slang

How's things?
G'day;
G'day mate
Seeya;

How ya going?

Weekend activities _____ _____

_____ _____

Diet _____ _____

_____ _____

Sports _____ _____

_____ _____

My Family

Family members: _____
(In my home country)

_____

_____

At home, I live with: _____

PARENT DETAILS:

Mother's name: _____

Father's name: _____

Address:_____

Email: 1. _____

2. _____

Phone Number: _____

Mobile Number: 1._____

2. _____

New friends at Westall Secondary College:

Name:_____

Telephone number: _____

Email: _____

Name: _____

Telephone number: _____

Email: _____

Australian Guardians details:

Name: _____

Telephone number: _____

Email: _____