



International Student Handbook

Contents

Welcome from the Head of College	1
School Contact Details	2
Moreton Bay College	4
Our History	4
Our Values	4
Our Location	4
Our Campus	4
Cultural Facilities	5
Pre-Arrival	6
Before Departure	6
Conditions Relating to your Visa	7
On Arrival	8
At the Airport Customs and Immigration	8
Airport Pickup	8
Living with a host/homestay family	11
Allergies and Medical	11
Being part of a Homestay family	11
Following the house rules	11
Homestay Parents	12
What if I don't like my homestay family?	12
Meals and Food	12
Bedroom	12
Bathroom	13
Laundry	13
Kitchen	13
Swimming Pool	13
Telephone	13
Mobile Phones	13
Internet and Technology	13
Daily Routines and House Rules	14
Chores	14
Security	14
Animals and Pets	14
School Requirements	14
Homework	15
Your belongings	15
Uniform and personal presentation	15
Religion	15
What should I bring to school each day?	16

College Code of Conduct 17

Codes of conduct student	17
Codes of conduct staff	18
Behavioural Expectations	18
Specific Student Expectations Engaged Learning Time	18
Preparedness/Punctuality	18
Language and Communication	18
Personal Presentation	19
Homework	19
Quality of Work	19
Behaviour	19
Leadership and Involvement	19
Code of conduct for excursions/tours	19

QGSSSA Code of Behaviour (Secondary students, Parents, Staff) 21

In General	21
Participants	21
Parents and Spectators	21
Coaches/Staff	21
Andrews Cup sporting code of conduct	22
Related Documentation	22

Adjusting to Life in Australia 23

Policies 25

Student Progress, Attendance and Course Duration Policy	25
Deferment, Suspension and Cancellation Policy	25
Transfer Policy	25
Fees and Refund Policy	25
Complaints and Appeals Policy	25
Student Accommodation and Welfare Policy	25
Child Protection Policy	25

Welcome to Moreton Bay College

For more than 120 years, Moreton Bay College has encouraged girls to be the best they can be. Our supportive learning environment inspires inquiring minds, integrity, initiative and genuine caring. We are committed to providing an outstanding student experience that allows students to graduate with the attitudes, attributes and skills that will provide the keys to becoming a global citizen.

During your time at our College, I encourage you to immerse yourself fully into our culture and family life, and take this special opportunity to learn about Australia and to honour the experience your family has given to you.

We work closely with all members of the school community, parents, guardians, extended family members and our homestay families to ensure that every student at our Colleges is able to enjoy a rich and rewarding experience and can achieve his/her personal and academic goals.

I hope that your time with us is educationally rewarding and that you create special memories. I look forward to welcoming you to our community.

Mrs Janet Stewart

Principal
Moreton Bay College

School Contact Details

📍 450 Wondall Road, Manly West QLD 4179 Australia

✉ international@mbc.qld.edu.au

🌐 www.mbc.qld.edu.au

☎ +61 7 3390 8555

CEO AND EXECUTIVE PRINCIPAL (MBC & MBBC)

Mr Richard Henry
henryr@mbc.qld.edu.au

PRINCIPAL

Mrs Janet Stewart
stewartj@mbc.qld.edu.au

DIRECTOR OF INTERNATIONAL

Mr Michael Bos
bosm@mbc.qld.edu.au

HEAD OF SECONDARY

Mrs Kay Gleeson
gleesonk@mbc.qld.edu.au

DEPUTY HEAD OF SECONDARY (TEACHING AND LEARNING)

Ms Delia Stecher
TandLOffice@mbc.qld.edu.au

DEPUTY HEAD OF SECONDARY (STUDENTS)

Mrs Michelle McKersey
StudentOffice@mbc.qld.edu.au

SECONDARY CHAPLAIN

Rev Peter Lockhart
lockhartp@mbc.qld.edu.au

HEAD OF PRIMARY

Mrs Rebecca Lennon
lennonr@mbc.qld.edu.au

DEPUTY HEAD OF PRIMARY - PASTORAL AND ORGANISATION

Mr Stewart Kemperman
kempermans@mbc.qld.edu.au

DEPUTY HEAD OF PRIMARY - TEACHING AND LEARNING

Mrs Nicole Bowers
bowersn@mbc.qld.edu.au

PRIMARY CHAPLAIN

Chaplain Cherie Meale
lockhartp@mbc.qld.edu.au

DIRECTOR OF SPORT

Mrs Susan Pavish
pavishs@mbc.qld.edu.au

DIRECTOR OF MUSIC

Mr Ben Langford
langfordb@mbc.qld.edu.au

INTERNATIONAL STUDENT SERVICES OFFICER

Ms Chloe Cao
caoc@mbc.qld.edu.au

HEADS OF HOUSE

Alison Greene House

Mrs Lisa Thompson

thompsonl@mbc.qld.edu.au

Drewe House

Mrs Jana Barnier

barnierj@mbc.qld.edu.au

WesleyHouse

Ms Jessica Robertson

robertsonj@mbc.qld.edu.au

Whitfield House

Mrs Emma Pattermore

pattermoree@mbc.qld.edu.au

Moreton Bay College

Moreton Bay College is a Pre-Prep to Year 12 Uniting Church School for girls, and consistently rates as one of Brisbane's top performing schools. With a rich heritage, exceptional teachers, state-of-the-art facilities, an integrated pastoral care programme and extensive co-curricular opportunities, Moreton Bay College offers an outstanding student experience.

Our History

Established in 1901, Moreton Bay College has witnessed many changes over the years, while maintaining the core values and traditions established by our Founders, the Greene sisters. What was once primarily a boarding school with an enrolment of 26 in the small seaside town of Wynnum, is today a thriving Pre-Prep to Year 12 day school on Wondall Road, Manly West, Brisbane.

Conversations with Moreton Bay "Old Girls" of all ages reveal what a special place this school was for them, and the College feels that it is important to acknowledge its rich past and maintain the standards established by the Greene sisters while also looking forward and embracing change.

Moreton Bay College takes great pride in its history. The College Archives, established in our Centenary Year of 2001, preserves, records and communicates the College's history. The resources it contains are accessed by a broad variety of members of the College and the wider community.

A major focus of celebration of the College's history is the annual Founders' Day Service. Attended by Years 4 to 12, along with special guests, the service allows the College community to reflect upon, give thanks for and celebrate the establishment of our wonderful school in 1901.

Our Values

Our College values are:

- Care
- Character
- Teamwork
- Engagement

Our Location

Moreton Bay College is located in the Brisbane suburb of Manly West. We are in the Bayside area of Brisbane, close to the coastline of Moreton Bay.

Our campus is approximately 18km from the Brisbane CBD.

Our Campus

Moreton Bay College boasts some of the best academic, cultural and sporting facilities in Queensland, set amongst native trees, green ovals and landscaped gardens.

ACADEMIC FACILITIES

The College has recently completed a series of Master Plan upgrades, including a new, state-of-the-art \$6 million Science facility. The two-storey facility features eight state-of-the-art laboratories, a number of Extended Experimental Investigation rooms, and dedicated learning spaces for Chemistry, Earth and Environmental Science, Microbiology and Physics.

Students are benefit from upgraded Visual Art, Dance and Drama facilities and new Home Economic kitchens and Textile rooms. The two-storey Alice J Alison Greene Secondary Library building houses a fully computerised library, electronic learning centre, seminar rooms, a multi-tiered Auditorium and French and Japanese language classrooms.

The Ngaire Tagney Primary Library, built in 2012, is home to two multi-function Community Rooms, a dedicated computer cluster and library classroom and houses a vast collection of books, DVDs and reading nooks designed specifically to engage younger readers. Extensions to our Prep Centre incorporated an activities room and student amenities block, locker space and separate meeting room for parents and staff.

SPORTING FACILITIES

Our first-class sporting and cultural facilities include:

- The Waller Sports Centre, with special-purpose floors for gymnastics (including foam training pit) and special-purpose floors for aerobics, weights, netball, basketball, volleyball and badminton
- The John Mason Pool for swimming, water polo and lifesaving
- A 7-court outdoor netball and tennis complex
- Two ovals for cricket, softball, touch football and athletics
- Mamie Mcquillan Auditorium with specialised dance floor

Cultural Facilities

The outstanding cultural facilities of the College include our 560 seat Music Centre, the main location for extra-curricular music teaching and all musical performances. The Centre features numerous soundproof rehearsal and class rooms as well as the main concert hall.



Pre-Arrival

Before Departure

A few weeks before you leave home, you should visit our school website to get more information about the school at www.mbc.qld.edu.au. You are also recommended to access our school website to obtain practical information about moving to and living in Queensland, and studying at Moreton Bay College.

Make sure you take copies of all documentation with you, including your passport, visa, airline tickets. Use the checklists below to make sure you are fully prepared for your life in Australia:

For your travel:

- Passport and Travel Documents
- Airline tickets and student visa details
- Personal identification such as an identity card, including an English translation
- You should bring enough Australian currency in cash for the first few days (\$300 - \$500) and have access to \$1500 to \$3500 in a bank account. You can open a bank account before you leave for Australia. For more information visit www.commbank.com.au/movingtoaustralia
- Health insurance (OSHC) details if purchased prior to entry

For your study:

- Letter of Offer or Confirmation of Enrolment slip issued by the College
- Receipts of any related payments you have made including tuition fee, health cover, etc.
- Stationery
- Dictionary (Electronic and Paper)

For your Health:

- English translation of prescriptions for any medications you are carrying
- First aid kit
- Insect repellent
- Vitamins
- Cold/Flu tablets
- Lip cream
- Sunscreen

Personal:

- Glasses, Contacts and Sunglasses
- Toothbrush and Toothpaste
- Personal Hygiene
- Hair Brush
- Soap or Shampoo
- Tissues

- Towel
- Sewing Kit
- Mobile Phone & Charger
- Camera
- Electronic Translater
- Swim wear
- Hat
- Other necessary personal belongings

Conditions Relating to Your Visa

All visas are electronic and visa holders are issued with a visa grant notification that will explain the conditions of the visa including period of validity and entry requirements. Some important conditions to note for a student 500 visa are:

Condition 8202 – Satisfactory attendance/academic requirements

Condition 8105 – Permission to work

Condition 8202 – Meet course requirements

Condition 8533 – Notifying address, change of address

Condition 8532 – Commission for Children & Young People & Child Guardian

Condition 8501 – Adequate arrangements for health insurance

For full version, please visit Australian Immigration Authority at

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions>

On Arrival

At the airport: Customs and Immigration

When you arrive in Australia, certain items need to be declared. You will need your passport and incoming passenger card to pass through immigration. You then collect your luggage from the baggage hall and proceed to the baggage examination area:

Green Channel: if you do not have any items to declare

Red Channel: if you do have items to declare

DO NOT BRING THE FOLLOWING ITEMS TO AUSTRALIA:

- Cereal seeds, dried beans and peas
- Food such as poultry, fish and dairy products, fresh fruit and vegetables
- Soil and sand
- Live plants, animals and insects.

Airport pickup

If you have arranged an airport pickup with your application, The Business Class Transfers (BCT) will meet you at the airport. The drivers will be wearing a uniform and will be holding a signboard with your name written on it.

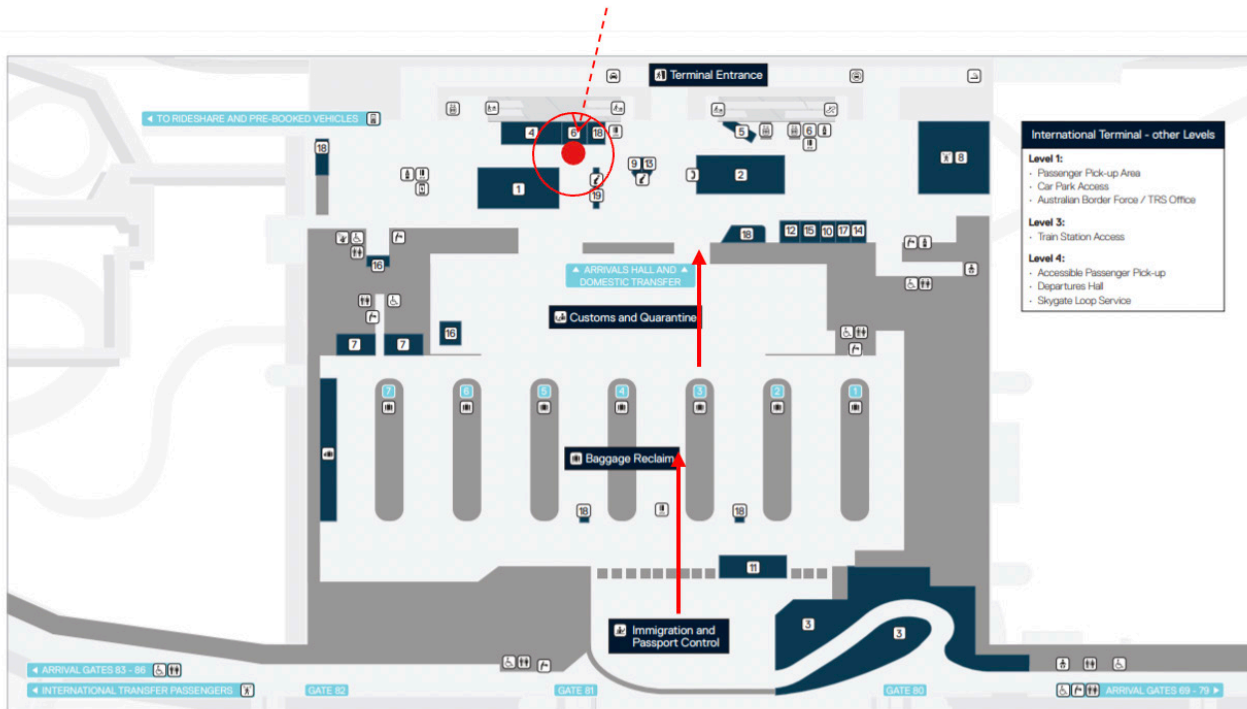
For **Domestic Airport** arrival, the driver will meet you at your luggage carousel.

For **International Airport** arrival, the driver will meet you at the arrival hall, in front of the Vodafone store.

About 30 minutes before the planes land the students are sent an email with the drivers details and office phone number. The meeting areas are shown as red circle on the airport diagrams on the following page. If you are unable to locate the driver, please wait there.

The driver will assist with your luggage to the vehicle, and deliver you to your homestay in complete comfort (and you can even watch a DVD on your journey from the Airport).





International Terminal Level 2 Retail and Services Map

FEBRUARY 2019



LEGEND

Dining

1. The Coffee Club
2. Spoon Deli Café

Shopping

3. Lotte Duty Free
4. News Travels Express
5. YES Optus
6. Vodafone

Services

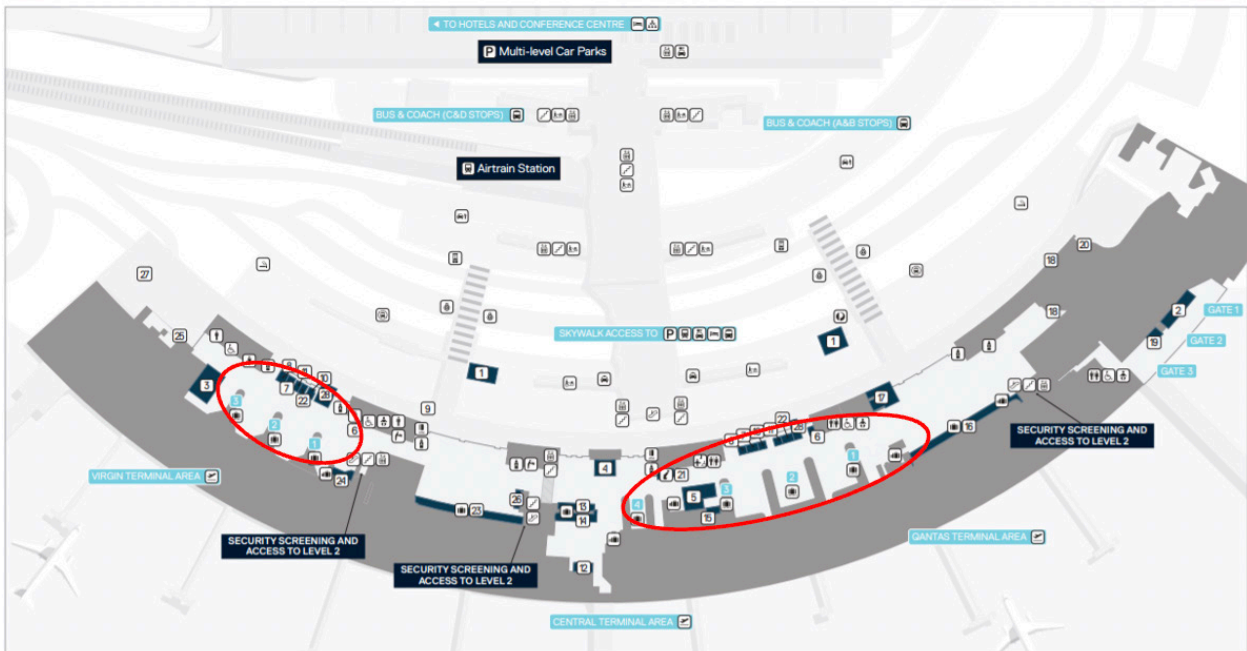
7. Airline Baggage Services
8. Airline Domestic Transfer Desks
9. Airtrain Ticket Desk
10. Alamo / Enterprise / National
11. Australian Border Force
12. AVIS / Budget
13. Con-X-ion Airport Transfer Desk
14. Europcar
15. Hertz
16. Qantas Baggage Service Desk
17. Thrifty
18. Travellex Currency Exchange
19. Tour Information Desk

Amenities

- Accessible Toilet
- Airline Transfers
- ATM
- Baggage Reclaim
- Charging Station
- Escalator
- Lift
- Information Desk

- Oversize Baggage
- Parents Room
- Public Toilet
- Rideshare / Pre-Booked Vehicles
- Smokers Area
- Taxi Rank
- Telephone

- Terminal Transfer Bus
- Travelator
- Vending Machines
- Water Station



Domestic Terminal Level 1 Retail and Services Map

OCTOBER 2019



LEGEND

Dining

1. The Coffee Club
2. Gateway Café
3. The Market Place
4. Boost Juice
5. Trader

Services

6. Airtrain Ticket Desk
7. Alamo / Enterprise / National
8. AVIS / Budget
9. Con-X-ion Airport Transfers
10. Europcar
11. Hertz
12. Jetstar Service Desk
13. Jetstar / Tiger Check-in
14. Other Airline Check-in
15. Qantas Baggage Services
16. Qantas Check-in & Service Desk
17. Qantas Group Check-in
18. Qantas Premium Lounge Entry
19. Qantaslink Service Desk
20. Qantas Valet
21. Tour Information Desk
22. Thrifty
23. Virgin Australia Check-in
24. Virgin Australia Group Check-in
25. Virgin Australia Premium Entry
26. Virgin Australia Service Desk
27. Virgin Australia Valet
28. Xpress@BNE

Amenities

- Accessible Toilet
- ATM
- Check-in Counters
- Baggage Reclaim
- Changing Places
- Toilet Facility
- Charging Station
- Conference Centre
- Escalator
- Information Desk
- Hotels

- Lift
- Luggage Locker
- Oversize Baggage
- Parents Room
- Parking
- Passenger pick-up / drop-off
- Post Boxes
- Public Toilet
- Rental Cars

- Rideshare / Uber pick up
- Skygate and AIRPARK transfer services
- Smokers Area
- Stairs
- Taxi Rank
- Train
- Travelator
- Vending Machines
- Water Station

If your flight is delayed, changed or you have missed your flight, please contact our airport transfer service (Business Class Transfers) on: +61 7 5528 0732 (calling from Overseas) or 1300 763 005 (in Australia), and the school on +61 7 3390 8555.

Feeling Safe

If you have any concerns about your safety, please contact the colleges at +61 7 3390 8555 (Business Hour) +61 7 3305 8880 (After Hours) or email to international@mbc.qld.edu.au.

Living with a host/homestay family

Australia is a diverse country, and Brisbane is a multi-cultural city.

One-third of the people who live in Brisbane were not born in Australia. One of the reasons Australians are so welcoming of international visitors is because of our multiculturalism.

Host/homestay families represent the diversity of Brisbane's population.

There are many different types of families who host our visiting students.

When we are assessing the suitability of a homestay family, we consider the following:

- Are they a friendly, kind and welcoming family?
- Will they provide a caring home environment and provide food and adequate supervision for the student?
- Are there enough bedrooms in their home for the visiting student to have their own bedroom?
- Do they speak English as their main language?
- Are they able to provide suitable transport options for the student to and from the Colleges?
- Do they hold a valid Blue Card for Working with Children?

In Australia, it is illegal and unacceptable to discriminate or make judgement about people based on looks, race, religion, gender or cultural background.

Our Colleges are unable to fulfil requests for visiting students to be placed with families of a particular race or cultural background.

Allergies and Medical

All medical and allergy information received by the Colleges will be passed onto the homestay family upon placement. All medically-diagnosed allergies must be listed on your student profile form. On arrival, please make sure your homestay family are aware of any foods you do not eat for medical, cultural or religious reasons.

Being part of a Homestay family

Homestay families are kind and caring people who have volunteered to provide a home for a visiting overseas student.

It is an expectation that all homestay families will be treated with respect by students. Showing disrespect to your homestay family is unacceptable. We expect homestay families to treat students with equal respect. Some ways that you will show respect for your homestay family are:

Following the house rules

- Make a positive contribution to the family and their home. This could include things like offering to do some chores to contribute to the household, doing some laundry, and keeping your own belongings tidy.
- Interact with the family. It is important that you participate in family meals and outings. Spend time in the company of all family members.
- Make sure you ask permission in advance to attend any social outings with friends. Provide your homestay parents with information about where you would like to go, who you would like to go with, and what time you will be home.
- Try to eat the same food as the family.
- Being kind and considerate in how you speak to family members.

A vital aspect of homestay is for you to experience everyday life as a participating family member. It will take time to get to know each other and feel completely relaxed in the home. This is normal.

You can approach your homestay family if there are difficulties either in the home or at school. It is OK to ask for help or clarification if there is something you do not understand. Likewise, homestay families should feel equally comfortable addressing any issues with you.

For serious concerns or ongoing struggles, school staff will be able to assist in facilitating communication.

Homestay Parents

Homestay parents assume the role of your parents. Your homestay parents will assume all aspects of parental care and responsibility for you during your stay.

It is important that you comply with requests from your homestay parents. This could include things like asking permission to attend social outings and events. Your homestay parent may occasionally decline your requests. They may also insist that you see a doctor if you are unwell.

Your homestay parents will let you know what you should call them.

What if I don't like my homestay family?

Occasionally there is a simple mismatch of a student and homestay family. In this case mediation is the first response, which will be coordinated by the school. If an acceptable solution is not reached, a new placement may be found for the student if all parties are in agreement.

A change of homestay can be requested by either the student or homestay family. This will be negotiated on an individual basis, depending on circumstances. A fee may apply.

Meals and Food

Meal times are an important time of the day and all of your meals (three meals per day) and snacks will be provided by your homestay family. You may wish to go grocery shopping with your host parents and let them know the foods you like/dislike.

BREAKFAST

In most homes, breakfast is a rushed meal. It is common for family members to help themselves to breakfast foods such as toast, cereal, fruit, tea, coffee, juice or milk.

LUNCH

Your homestay family will provide you with a packed lunch. Homestay families will make, or provide the ingredients for you to make, a healthy packed lunch during the school week. This could include such things as sandwiches, wraps, rice, noodles and salads. Similar types of food will be available to you for lunch on the weekend. Students at MBC and MBBC eat a cold packed lunch at school. There are no facilities for heating up or cooking your food at school.

DINNER

Considered to be the main meal of the day in Australian homes, dinner is usually a healthy, hot meal. If the homestay family decide to eat a family meal at a restaurant or another location other than the home, the homestay family is responsible for any expenses incurred. You do not have to pay for your meal. If it is mutually decided that you do not participate in this outing with your homestay family, the homestay family must ensure you are provided with an appropriate meal option at home.

SNACKS

You will have access to snack foods such as fruit, biscuits, cake, yoghurt, etc for morning and afternoon tea.

Please note: all foods you cannot eat for medical or dietary reasons must be listed on your Student Profile Form.

Bedroom

A separate bedroom with your own bed (including appropriate linen/blankets) will be provided and will include a place for you to store your belongings. A desk for study may be located in the bedroom or in another area of the home. The bedroom is recognised as your own private area. You will be expected to keep your room clean and tidy.

Your homestay parent may request to inspect your room from time to time. In most homes, food is not allowed in bedrooms.

Bathroom

A shared or private bathroom will be available in your homestay home. Please talk to your host parents about the most appropriate time for showering.

General household items such as soap will be provided by your host family.

Girls should check with the host mother about how and where to dispose of sanitary items. Water is a precious commodity in Australia and sometimes there are water restrictions in place. Your shower needs to be short – around 4 minutes. You will need to hang your towel out to dry.

Laundry

Host parents are requested to provide a clean linen change each week and to launder your clothing once or twice a week. If you prefer to wash your own clothes, please check with your host family.

Your host family will show you where to place the clothing to be washed and will let you know which days they plan to wash.

You may be asked to assist with laundry as part of your contribution to the household. It is your responsibility to ensure your washing is placed in the appropriate place so laundry is done on time.

Kitchen

Australian kitchens are different to what you might be used to in your home country.

You may be asked to help wash up the dishes after dinner, or set the table. Australian families sometimes have a dishwasher or will use a tea towel to dry their dishes.

Swimming Pool

Some Australian homes will have a swimming pool. Please make sure you ask your home stay parents if you wish to use the pool. You must have adult supervision if you are swimming in your homestay family's pool or around are other water activities such as the beach.

Telephone

It is important for you to ask permission to use the home telephone if you need to. Phone calls made to your home country should be reverse charged. If local calls are excessive, it would be appropriate for you to offer to pay for these calls.

You may choose to carry a mobile phone at your own expense with an Australian SIM card that has enough credit to make phone calls to your homestay family if necessary.

Homestay parents will provide you with their mobile phone numbers and other contact details. You must provide your homestay family with your mobile phone number.

Mobile Phones

Please refer to the College policies on mobile phones, which can be found in the Parent Handbook.

Once you arrive on the College campus, mobile phones should be placed safely in your bags (Secondary students) or handed to a teacher for safe keeping during the school day (Primary Students). Mobile phones are not to be used for any social interaction while on campus.

Internet and Technology

The Colleges will provide free wi-fi access during the times you are on campus. Provision of the internet in the homestay home should be discussed with your homestay parents.

In Australia home internet plans vary greatly. Most home plans have data and download limits, and exceeding these limits can be very expensive. Additional internet usage (beyond schoolwork) will be negotiated between you and the homestay family. Clear guidelines, such as time limits and download limits, will be presented to you. If you ignore or exceed these limits, you will bear any additional costs incurred. The homestay family may restrict your internet usage.

Your homestay family may monitor your internet usage, including checking what you have been accessing and the time you are spending online. This is common practice for parents in Australia. If you are accessing the internet in your bedroom via computer or mobile device, you will be expected to leave the door open with the monitor/screen in full view. Homestay parents may restrict the time you spend online for recreational usage (such as using social media, watching movies, etc).

Your homestay family will show you where your devices are to be placed overnight.

This policy is for your health and safety. We want to make sure all students are getting adequate sleep so you are well prepared for learning the next day.

Please refer to the IT Policy and Responsible User Agreement for further information about the Colleges' expectations in relation to the Internet and Technology.

Daily Routines and House Rules

There will be some areas of the home you will need to share with others, such as the kitchen, other living spaces, television, swimming pool etc.

Your host family may let you know some areas or personal items which are not able to be shared. These might include musical instruments or personal computers. Your homestay family will clearly explain this to you. Your homestay family will also show you the areas of the home that are private spaces, such as other bedrooms, ensuite bathroom or home office. It is important for you to respect these boundaries.

Your host family will let you know their daily routine, including bed times, meal times, family activities and any other special house rules, such as security, lights etc.

School days are Monday to Friday. Family routines may be more relaxed on Saturdays and Sundays.

Your family will set a bed time for you, and you will be expected to comply.

Chores

It is not common in Australia for households to employ domestic help. You may be asked to assist with chores such as cleaning, shopping, food preparation, laundry etc which are mostly completed by family members.

Security

Houses in Australia have locks on external doors and windows. Some houses also have an alarm system.

Australian houses do not generally have locks on bedroom doors as it is considered a fire hazard and dangerous practice. Homestay houses will not have locks on bedroom doors because of this fire safety risk.

Animals and Pets

Pets, such as dogs and cats are common in Australian homes. These pets may come inside the house and are very much considered to be part of the family.

School Requirements

ATTENDANCE

As part of your visa, there are requirements in relation to attendance at school which you must comply with.

You must attend school every day unless you are unwell or an emergency situation occurs.

If you are unwell and are not able to attend school, your homestay parent will inform the school prior to the commencement of the school day. You are required to see a doctor if you are sick and obtain a medical certificate.

If you become unwell during the school day, please let a teacher know.

If necessary, you may attend medical or dental appointments during the school day. Your homestay family will transport you to and from such appointments.

While you are at school, you are required to attend all your timetabled lessons and classes.

For full attendance policy, please see page 22.

Homework

The homestay family will ensure you have adequate time and space to complete all homework. It is OK to ask your homestay family for assistance with homework.

Your belongings

Secondary Students will be issued with a locker in which to store their books, mobile phone and other belongings during the day. Primary Students will keep their belongings in their school bag, which will be stored on the bag racks outside the primary classroom.

It is an expectation that you do not carry your bag around the campus during school hours.

Uniform and personal presentation

Our Colleges have very high expectations in terms of our uniform standards and personal presentation. Please refer to the expectations outlined in our College Parent Handbook for more detail.

GUIDELINES:

- Please ensure your footwear has a covered toe.
- Tops must have sleeves. No midriff, singlet or strappy tops.
- No revealing necklines.
- Shorts should be mid-thigh in length.
- Leggings and active wear are not permitted.
- One pair of earrings is permitted, in the ear lobe and should be conservative in size.
- No make-up is permitted.
- Nail polish is not permitted.
- For female students, swimwear should be a one piece.
- Hair should always be neat and tidy. Hair longer than the collar should be tied back.

Appropriate sports attire should be worn to co-curricular sport activities. You must have appropriate footwear for school and for sport.

Hats are compulsory at all times.

You are not permitted to have any hair perms/colours, tattoos or body piercings.

Religion

Religion is a personal matter and should be respected by all parties.

If your host family participates in any religious activities (such as going to church), you are welcome to attend.

What should I bring to school each day?

You should bring your college backpack with you each day together with the following items:

- A packed lunch
- Sufficient snacks to last you the day (remember to pack extra if you are attending early morning or late afternoon activities)
- A drink bottle filled with water
- A pencil case with pens and pencils
- An A4 notebook
- IT device (Years 3-6 ipad, Years 7-12 laptop device)
- A hat
- Sunscreen

Please make sure your backpack and all your belongings are named clearly with your name (in English).

College Code of Conduct

Policy Aim: These Codes of Conduct set forth the standards of conduct expected of students and staff of Moreton Bay College.

Scope and Responsibilities: The Moreton Bay College Codes of Conduct provide guidelines, expectations and consistency for all members of the College community. They also act as an orientation guide for new staff, students and parents.

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned debate, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the College community are necessary for the fulfillment of such goals. These Codes of Conduct are designed to promote this environment at the College and in College-related activities.

Codes of conduct student

1. Each student is responsible for her own behaviour in any situation in which she finds herself.
2. It is particularly important that no student, whether through deliberate action, neglect or lack of concern, interferes with the rights of others.
3. Students are to follow all directions from, and respect the position of, staff at all times.
4. The College does not tolerate any form of discrimination. We believe all staff and students have the right to work in an environment free of discrimination and harassment. Bullying is a form of harassment and will not be tolerated.
5. Offensive behaviour will not be tolerated whether in school or class, on or off campus, on excursions or camps, or during any College activity.
6. Students will not undertake any of the following activities, including but not limited to:
 - a. smoking
 - b. drinking of alcoholic liquor
 - c. use, supply or possession of drugs (unless medically prescribed)
 - d. misuse of prescription drugs
 - e. gambling
 - f. stealing and other law-breaking offences
 - g. causing injury to another person
 - h. using objectionable or obscene or abusive language
 - i. engaging in any activity likely to compromise or endanger herself, other students, or likely to jeopardise the standing and reputation of the College.

The College advises parents, in the strongest possible terms, that attendance by students at functions where alcohol or other drugs are being consumed by students, or where students are conducting themselves in an inappropriate manner contradictory to the College Code of Conduct, is fraught with risk. Students finding themselves in such situations should make every reasonable attempt to leave, and parents should support them in their endeavours.

Codes of conduct staff

All staff must follow the Queensland College of Teacher's Code of Ethics. Coaching staff must refer to QGSSSA Code of Conduct for Coaches and Staff.

Behavioural Expectations

As members of the Moreton Bay College community, students have

- the right to be treated respectfully, courteously and fairly
- the right to learn and play in a quality, positive, clean and safe environment
- the right to open communication and a developmental relationship with peers and staff
- the right to be involved in the education process.

With all rights come responsibilities. Students have a responsibility to follow the student Code of Conduct, to accept the principles and implementation of the Behaviour Management policy, and to follow the directions of staff.

Specific Student Expectations Engaged Learning Time

- attend all classes at all times
- be committed to active learning in both lesson and homework time
- practise time management, especially with examination and assignment preparation
- catch-up, in own time, on all work or assessment missed through non-attendance

Preparedness/Punctuality

- have knowledge of subject specific requirements (materials, ingredients etc) and be consistently compliant with them
- organise materials before the beginning of the lesson
- be on time and focussed before lessons begin
- submit all assignment items on or before the due date
- use recess breaks to attend to personal matters

Language and Communication

- communicate in an appropriate and respectful manner in line with school expectations (without swearing or derogatory language)
- be responsible for the delivery of official communiques (e.g. Newsletter) to home

Personal Presentation

- wear the appropriate school uniform for the specific activity/occasion
- demonstrate a high standard of personal presentation, grooming and hygiene at all times

Homework

- possess Homework Diary
- record all homework given
- complete all set homework
- list assignments in planner
- complete work on the due day/date
- complete work to a high standard
- negotiate exceptional circumstances

Quality of Work

- complete work to best of ability

Behaviour

- have knowledge and understanding of all aspects of the College's Behaviour Management Policy
- follow promptly all directions given by Staff members
- be responsible for own behaviour
- accept consequences of own behaviours

Leadership and Involvement

- participate in activities that develop initiative, sense of responsibility, involvement, team membership and communication skills
- be willing to participate in co-curricular activities
- display pride in being a Moreton Bay College student through involvement, dress, behaviour and attitude
- demonstrate a high level of community awareness and involvement
- maintain a balance between academic, family, community and co-curricular activities

Code of conduct for excursions/tours

The College has high expectations of the conduct and behaviour of girls whilst on excursions and whilst representing the College.

Students are expected to:

1. Follow ALL directions from, and respect the position of, teachers in charge of the group.
2. If in a billeting position, respect the position of the host billeting family and not engage in conduct which would compromise or embarrass the host family.
3. Act responsibly at all times, whether with the entire group or independent of supervision.
4. Understand and respect cultural and social differences, and behave with sensitivity and due consideration for others.
5. Follow ALL regulations and codes specified by places of accommodation and the requests of billeting hosts.
6. At all times observe the College's team members code of behaviour.

Students will not undertake any of the following activities, including but not limited to:

1. Smoke.
2. Drink alcoholic beverages, whether in private or in public.

3. Purchase duty free alcohol and cigarettes.
4. Use or supply drugs (unless medically specified).
5. Steal or otherwise misappropriate any property which is not their own or commit any other law-breaking offences.
6. Accept any invitation from males or other groups.
7. Enter clubs, nightclubs or bars, at any time.
8. Leave their place of accommodation without permission from teachers in charge or billeting hosts.
9. Venture off on their own. Students must at all times be accompanied by at least two other students or preferably a group, and only then with permission from teachers or billeting hosts.
10. Question any decisions or directions given by teachers in charge or billeting hosts.
11. Use objectionable or obscene language.
12. Engage in any activity likely to compromise or endanger themselves or other students, or likely to jeopardise the standing and reputation of the College.

Students must at all times understand that when on school excursions, whether domestic or overseas, they are ambassadors for Moreton Bay College and, when overseas, for Australia. The College considers it reasonable to expect a high standard of behaviour and self-discipline.

Serious breaches of this code of behavioural expectations will result in the student's parents being notified. The College reserves the right to send students home by the first available transport. Any additional expense incurred in this regard will be the responsibility of the student's parents.

Students must understand that the College takes these behavioural expectations seriously. Any breach of these may result in suspension or expulsion from the College.

QGSSSA Code of Behaviour (Secondary students, Parents, Staff)

The QGSSSA has been established to serve member schools by arranging sporting fixtures and to promote a healthy approach to sporting activities.

Changing attitudes to sport in the community, and the pressure and commercialisation associated with sport in many spheres, have led the Association to believe its aims and objectives need to be codified.

The Association believes that we should encourage good behaviour and sportsmanship on the sports field, and considers that the following directions should be observed.

In General

1. Conduct all competition in friendship and with fair play and uphold the spirit of the rules.
2. Be aware that competitive sport is for enjoyment, and that winning is only part of the process.
3. Observe the special position of a host school and a guest school.
4. Be aware of the fundamental philosophical differences between the games played and professional games shown on television. The professional is an entertainer and a wage earner whose play often reflects these facts.

Participants

1. Maintain a high standard of conduct at all times, both on and off the field. Each and every player should set an example of good sportsmanship.
2. Appreciate the good play of opponents and accept the mistakes made by fellow players.
3. Play the game hard but not unfairly.
4. Never show ill-temper or spite. Give assistance to opponents where appropriate.
5. Meet the coach and captain of opposing teams when possible.
6. Give congratulations, thanks and cheers as appropriate to captains and/or players of opposing teams.
7. Obey orders or instructions from the umpire, referee or designated official quickly and cheerfully and accept any decisions, however unfavourable, without question.
8. The use of drugs, including pain killers, to improve or maintain the performance of any individual player or group of players is contrary to the philosophy of this Code.
9. Contribute to the team effort as well as to one's personal performance.
10. Use barracking to encourage but not to hinder.

Parents and Spectators

1. Remember that children learn best by example. Always applaud good performances by the visiting team as well as your own. Never use profane language or harass coaches or officials.
2. Teach your child that honest effort is as important as victory, so the result of each game is accepted without undue disappointment.
3. Help your child work toward skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
4. Support all efforts to remove verbal and physical abuse from children's sporting activities.
5. Recognise the value and importance of coaches. Support them in their decisions and do not coach from the sideline unless the sport permits this.

Coaches/Staff

1. Be reasonable in your demands on the young player's time, energy and the enthusiasm. Remember that they have other interests.
2. Accept the decisions of referees and umpires; this does not preclude rational clarification of decisions at a subsequent time.
3. Teach your students that rules of the sport are mutual agreements which no one should evade or break.

4. Under no circumstances is there to be deliberate flouting of the General Competition Rules and By-Laws for various sports. Discourage time wasting and time-wasting actions, over-vigorous play and deliberate use of illegal tactics.
5. Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches.
6. Remember that children need a coach they can respect. Be generous with your praise when it is deserved and set a good example.
7. Follow the advice of a physician when determining when an injured player is ready to play again.
8. Ensure that equipment and facilities meet safety standards.

Andrews Cup sporting code of conduct

1. Winning is a vital ingredient of any sporting tradition, but should not be placed more highly than the spirit and enjoyment of the game or the development of appropriate behaviour related to losing or winning.
2. Good performances from either/any team should be acknowledged. Encourage your children to congratulate both the opposition and their own players following a good performance.
3. The basis for all sport rests with encouragement of honest effort and the development of skills.
4. Children learn best from a good example being set.
5. Children should be taught and encouraged to play by the rules as laid down and abide by the referee's/umpire's decision.
6. Positive encouragement is valuable and appreciated – ridicule and harassment are not.
7. Over-zealous and loud support is often detrimental to the performance of children.
8. Outbursts questioning the decision of referees or umpires are unacceptable.
9. Games are played for the fun and benefit of children, not as a demonstration of their parents' previous sporting proficiency or inefficiencies.
10. The needs and goals of the children should be the prime objective. If a positive, encouraging comment cannot be made, it is better to say nothing.

Students must understand that the College takes these behavioural expectations seriously. Any breach of these may result in suspension or expulsion from the College.

Related Documentation

LEGAL REFERENCES

The adoption of the Code of Conduct does not prohibit the College from adopting or maintaining additional rules to govern the conduct of students.

Adjusting to life in Australia

Queensland offers both modern, cosmopolitan cities and a stunning and diverse landscape that includes national parks, rainforests and reefs and some of the world's most beautiful beaches.

Brisbane is the booming capital city of Queensland and is Australia's third-largest city. It boasts a warm, sunny year round climate ranging from an average of 10 degrees Celsius (°C) in winter to 30°C in summer.

Brisbane's comprehensive transport network gives you the freedom to move - busways, trains, high-speed ferries and an excellent motorway system take you from the challenges of the classroom to the peace of our pristine environment. You will be living in a safe and caring multicultural society within a politically stable and economically strong environment.

As part of your new student orientation, the following information will be covered:

CULTURE SHOCK

- Overcoming Culture Shock
- Recognition
- Be Objective
- Set Goals
- Share Your Feelings

AUSTRALIAN CULTURE

- Social Customs
- Greeting People
- Clothing Customs
- Polite Behaviour
- Australian Slang
- Responding to an Invitation

SPORTS & RECREATION

There are opportunities at School for you to be involved in music and sport. Talk to the international Student Advisor regarding your interests.

WHERE TO DISCOVER ACTIVITIES AND THINGS TO DO IN BRISBANE

There are various websites to assist you to find some activities and your homestay family will also give you advice.

Try <https://theweekendedition.com.au/events/>

SAFETY

- Emergency numbers
- Under 18s – no smoking, alcohol
- Driving
- Transport safety

HOME FIRE SAFETY

- Smoke Alarms
- Keys and security

SUN SAFETY

- Sun Protection

BEACH SAFETY

- Remember the F-L-A-G-S
- The Surf Environment

STORM SAFETY

DANGEROUS ANIMALS & PLANTS

- Bites and Stings

HEALTH AND MEDICAL CARE

- Overseas Student Health Cover
- You are a member of BUPA and this helps to reduce the costs of many medical costs (not Dental or glasses).
- You will be given your card in the first few weeks after you arrive
- If you need to make a doctor's appointment, please ask your homestay family to assist you. For full details, please see the BUPA website link: <https://www.bupa.com.au/health-insurance/overseas-students/oshc>
- Additional material is also available in the BUPA brochure received at your Orientation.

Policies

Student Progress, Attendance and Course Duration Policy

Policy is available to view online [here](#)

Deferment, Suspension and Cancellation Policy

Policy is available to view online [here](#)

Transfer Policy

Policy is available to view online [here](#)

Fees and Refund Policy

Policy is available to view online [here](#)

Complaints and Appeals Policy

Policy is available to view online [here](#)

Student Accommodation and Welfare Policy

Policy is available to view online [here](#)

Child Protection Policy

Policy is available to view online [here](#)



Moreton Bay
College

 450 Wondall Road,
Manly West QLD 4179 Australia
 international@mbc.qld.edu.au
 www.mbc.qld.edu.au
 +61 7 3390 8555

CRICOS Code 03771K