

# STUDENT HANDBOOK

**Overseas Students**

Fintona Girls' School CRICOS Provider NO: 00139C



**FINTONA**



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## 1. WELCOME TO FINTONA GIRLS' SCHOOL

Welcome to Fintona Girls' School and Melbourne, Australia! We're so happy you have selected Fintona as your choice of school. Fintona is a warm and friendly school where girls receive an outstanding education.

Our friendly, supportive, and caring environment, together with our broad-based curriculum, provides girls with a variety of experiences that challenge them beyond expectations, as well as establishing skills to help cope with life beyond school.

The School holds the same aims for every student which present worthy goals that fulfil our School motto, Age Quod Agis, do what you do well.

We hope that your time with us an Overseas Student is everything you hoped it to be. You will be challenged, supported, and cared for while you learn and develop as a strong, curious and independent young woman.



## 2. IMPORTANT CONTACTS – WE’RE HERE TO HELP!

Fintona Girls’ School  
79 Balwyn Road  
Balwyn, Victoria, 3103  
W: [www.fintona.vic.edu.au](http://www.fintona.vic.edu.au)  
E: [fgs@fintona.vic.edu.au](mailto:fgs@fintona.vic.edu.au)  
P: 03 9830 1388

### 2.1. FINTONA STAFF CONTACTS

Ms Ruth McKinnon  
Deputy Principal  
E: [rmckinnon@fintona.vic.edu.au](mailto:rmckinnon@fintona.vic.edu.au)  
Office Location: Tourmont

Ms Claire Allen  
Head of Senior School  
E: [callen@fintona.vic.edu.au](mailto:callen@fintona.vic.edu.au)  
Office Location: Elizabeth M Butt Building

Ms Justine Hamilton  
Head of Middle School  
E: [jhamilton@fintona.vic.edu.au](mailto:jhamilton@fintona.vic.edu.au)  
Office Location: Tourmont

Ms Tania Christiansen  
VCE Co-ordinator  
E: [tchristiansen@fintona.vic.edu.au](mailto:tchristiansen@fintona.vic.edu.au)  
Office Location: Elizabeth M Butt Building

Ms Belinda King  
Student Health and Attendance  
E: [studentservices@fintona.vic.edu.au](mailto:studentservices@fintona.vic.edu.au)  
Location: Tourmont

Ms Tory Cortes  
School Counsellor  
E: [tcortes@fintona.vic.edu.au](mailto:tcortes@fintona.vic.edu.au)  
Location: Tourmont

Ms Julia Rohde  
Registrar  
E: [jrohde@fintona.vic.edu.au](mailto:jrohde@fintona.vic.edu.au)  
Office Location: Tourmont

IT Helpdesk  
Technology Support  
E: [helpdesk@fintona.vic.edu.au](mailto:helpdesk@fintona.vic.edu.au)  
Location: Elizabeth M Butt Building

### 2.2. EMERGENCY CONTACT INFORMATION

Deputy Principal: Ruth McKinnon Mobile: 0420 355 022

For Ambulance, Police or Fire Department call 000

### 2.3. FINTONA IS A REGISTERED PROVIDER OF OVERSEAS EDUCATION

Fintona Girls’ School (the School) operates under the Australian government legislative framework which comprises of the Education Services for Overseas Student (ESOS) Act 2000 and the standards of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code).

The National Code provides nationally consistent standards for the conduct of registered international education providers and the registration of their course. These standards set out specifications and procedure to ensure that providers of international education and training courses can clearly understand and comply with their obligations under the National Code. Fintona is required to ensure that overseas students are provided with relevant provisions of the ESOS framework throughout the span of the student’s enrolment.

For more information about the ESOS Act legislative framework and the National Code please refer to: <http://www.internationaleducation.gov.au> or the Student Information Sheet.

The School is a registered provider on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider No. 00139C. We offer Primary Years Prep – Year 6 Girls only course (CRICOS Course Code 016256M) and Secondary Years 7 – 12 Girls only course (CRICOS Course Code 005313J).

### **3. BEING AN OVERSEAS STUDENT**

For any concerns or clarifications contained in this handbook, your orientation, policies, or procedures please make contact with the Registrar or your Head of School.

#### **3.1. VISA ASSISTANCE**

All overseas students must ensure that their own visa is up to date with a minimum of six months validity. Students must also monitor their passport and ensure that it also has a minimum of 6 months validity. For any concerns regarding your passport or visa please alert the Registrar and also make contact with:

The Australian Department of Home Affairs

W: [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

#### **3.2. ATTENDANCE REQUIREMENTS**

Attendance at Fintona is marked at every lesson, including Tutor Groups, Assembly and House Meetings. Important Community Days such as the Swimming and Athletics Carnivals are also compulsory, and attendance is counted. Overseas students are required to attend a minimum of 80% of school days to achieve satisfactory results.

When a student is unable to attend school Parents/Guardians are asked to alert Student Services before 8:30am on the day of absence. VCE students are advised to get a Medical Certificate for each absence.

All students should ensure they are familiar with the Fintona Girls' School Overseas Students Attendance Policy which is available on the School website <https://www.fintona.vic.edu.au/enrolment/overseas-students/>

#### **3.3. SCHOOL TERM DATES, HOLIDAYS AND OVERSEAS TRAVEL**

The School term and holiday dates are available on the School website:

<https://www.fintona.vic.edu.au/community/term-dates/>

It is a requirement of Overseas Student visas that you attend each term as advertised by the School, including the entirety of Term 4 and the End of Year Program. Term dates are advertised at the end of the year prior and can be found on inFintona and via the school calendar on inFintona. All parents have access to inFintona, as do students.

#### **3.4. CHILD SAFE STANDARDS**

Fintona Girls' School is committed to child safety. We support and respect all children, as well as our staff and volunteers. We are committed to the safe participation and empowerment of all children.

We have no tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently in line with our policies and procedures to remove or reduce such risks. We have legal and moral obligations to contact authorities when we are concerned about a child's safety, which we follow rigorously. Fintona Girls' School has robust human resources and recruitment practices for all staff and volunteers. Fintona Girls' School is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

Should you feel unsafe at any time please alert one of our Child Safe Officers: Head of Senior School, Head of Middle School, Head of Junior Campus, School Counsellor, your teacher or the School Principal.

For more information, see our Child Safety and Wellbeing Policy, the Child Safety Code of Conduct and the Child Safety Response and Mandatory Reporting Policy on the School's website.

#### **3.5. MELBOURNE PUBLIC TRANSPORT**

Fintona Girls' School is well serviced by a number of public transport options. Secondary students aged up to 18 can travel using a Child Myki (Card). If you are aged 17 – 18 you must carry your Passport, Proof of Age Card or Fintona Student Card to prove you are a student. School students can also purchase a half or full year student pass in their chosen area and must also carry a PTV Approved School Student ID (Fintona Student Card).

For further information please head to <https://www.ptv.vic.gov.au/tickets/myki/concessions-and-free-travel/children-and-students/school-students/>

### **3.6. STUDENT SAFETY AND SUPPORT**

Students are issued with a Student Safety Card that details the emergency contact numbers and other essential contact information. We recommend each student copies these contact details into their mobile phone and carry the Student Safety Card with them at all times.

The School provides 24 emergency support for students if they need emergency assistance. Please refer the Emergency Contact Information section above.

## **4. LEARNING AND ACADEMIC EXPECTATIONS AT FINTONA**

### **4.1. COURSE AND CURRICULUM OVERVIEW**

Fintona Girls' School offers a course of education at a level that, under section 15 of the Australian Education Act 2013, constitutes primary education or secondary education in Australia. The curriculum for Prep to Year 10 is based on the Australian Curriculum Foundation to Year 10 priorities and standards (or equivalent if superseded) and for Years 11 and 12 based on the Victorian Certificate of Education (VCE) (or equivalent if superseded).

More information about the School's course curriculum is available on our website at <https://www.fintona.vic.edu.au/our-school/>

The course is primarily delivered 'face to face' at Fintona Girls' School, 78 Balwyn Road, Balwyn, Victoria, Australia. Occasionally the course may involve delivery at offsite locations, such as during educational camps, excursions, or via online learning.

Year 10 Work Experience Program - Year 10 students at Fintona have the opportunity to undertake a work experience placement for one week in November each year. For an overseas student, the School Careers Coordinator can facilitate the student in obtaining a placement and make sure the placement is suitable.

The Work Experience Program is part of the planning process for future employment and career pathways. It is a useful in either confirming interest in a career path or highlighting that an area of employment is not what the student will continue to pursue. Work experience is a valuable process involving research, enquiry and application procedures. It also assists in developing organisational skills. All arrangements for work experience must comply with Victorian Government Education Ministerial Order 1413 – Work Experience Arrangements.

Any queries about this program can be directed to Suzie Hannebery on 9830 1388 or email [shannebery@fintona.vic.edu.au](mailto:shannebery@fintona.vic.edu.au)

### **4.2. CAMPUS, FACILITIES AND LEARNING RESOURCES OVERVIEW**

Refer to the Fintona Campus Map (below) and the School website for more information about the campus, our facilities and learning resources available at: <https://www.fintona.vic.edu.au/about/grounds-facilities/>

### **4.3. ORIENTATION AND SUBJECT SELECTION**

After enrolment each student will begin their orientation by meeting with either the Deputy Principal, Head of School or a Year Co-ordinator and discuss subject selections and course requirements.

All course requirements and subjects are available in the Subject Selection Handbooks that are produced yearly and a part of your enrolment package. They can also be found on inFintona. Each one of your subjects will have a course page where you can view your curriculum in advance.

Senior Secondary Subjects. If an overseas student requests a VCE subject (or equivalent) that cannot be delivered by Fintona Girls' School then the School will investigate if an external education provider, that is a registered CRICOS overseas student course provider, can assist in delivering the course content. If no suitable education provider is available the student will have to select another subject delivered by Fintona.

Students who are currently studying a VCE language externally are asked to bring all the Victorian Curriculum and Assessment Authority (VCAA) paperwork as a part of their subject selection.

## **4.4. RESOURCE LIST**

The Resource List (books and stationery) is found on the Future Parent Dashboard on inFintona. Orders are completed electronically via the Campion website. Please ensure you buy all requirements, a listed, for each subject selected.

## **4.5. INFINTONA**

Students from all year levels have access to inFintona, a specialised Learning Management System used by teachers and students to access and manage curriculum, share resources and assessments. inFintona is also where you can find the School calendar, timetables, daily bulletin, information regarding co-curricular, leadership and careers information. Parents/guardians can also access inFintona to stay in touch with what events are happening at school.

## **4.6. REMOTE LEARNING VIA MICROSAFT TEAMS**

There may be times when the School is required to provide remote learning, and this will be conducted via Microsoft Teams.

## **4.7. HOMEWORK AND STUDY**

Students are encouraged to complete homework on a regular basis and should ensure that homework requirements are noted clearly in their diary, including due dates. Much of the homework in Senior School is short exercises, questions or written tasks which consolidate the understanding of concepts covered in class. Where a student does not understand any task that is given them, it is their responsibility to seek help from that teacher to clarify anything they are unsure of or for extra support.

Homework time should be devoted across subject areas. Work needs to be prioritised by students. In addition to set homework, students are expected to maintain class notes and complete revision for tests and examinations. In some subject areas, homework may include practical work or longer assignment and project work.

## **4.8. ACADEMIC HONESTY**

It is very important that the work students submit is their own. Staff will set assignments that will ensure you are handing in work that is your own including requesting that your research notes, bibliographies and footnoting is attached to each assignment. If you are unsure of what an assessment is asking of you your class teacher is the best person to ask for support. The library staff are also available to help you with assessments including selecting the appropriate research resources.

## **4.9. STUDY PERIODS**

Students in Year 11 and 12 receive study periods. These should be used to complete assessment tasks and revise course content. Year 11 and 12 students may choose to study in their Common Room, The Beatrice Chilvers Library or the Silent Seminar Room (until 5pm).

Year 11 students must stay on campus for all study periods. Year 12 students are able to sign out to go home in their study periods that occur after lunch once Year 12 Leave has been approved. Sign in and out occurs at Student Services – students must not leave the campus without signing out.

# **5. LIFE AT FINTONA**

## **5.1. HOUSE AND TUTOR GROUP**

Each student is allocated a Tutor Group and a House Every student must attend roll call each morning in Tutor Group or assembly at 8.30am.

## **5.2. LEAVING CAMPUS**

The only students who have permission to leave campus during the day are Year 12 students. Other students are required at school between the hours of 8.30am and 3.30pm. At times sporting and other co-curricular activities will require students to stay longer in the day or arrive earlier. Students leaving the campus during the school day must sign in and out at Student Services.



Students are encouraged to make any appointments for times after school so that they do not miss any class or study time. This includes medical or visa related appointments.

### **5.3. DRIVING TO SCHOOL**

Any student at Fintona Girls' School who holds a valid Victorian Drivers Licence who intends to drive to school, either on a regular basis or occasionally, must comply with the school policy. Students are also required to complete the Parent Permission and Student Agreement Form, found on inFintona, before they are to drive to school. Overseas students should check their responsibilities at [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)

### **5.4. THE TUCKSHOP**

The Tuckshop is located on the Senior Campus and is open from 8.00am to 1.45pm. Students can order their lunch here in the mornings or drop in during breaks to purchase food for a meal, drinks, snacks or coffee/tea. The menu can be found on inFintona.

### **5.5. OVERSEAS STUDENT SUPPORT**

Living away from home can be hard but there are many people here to help overseas students. Students may choose to speak with their Tutor Group Teacher, Year Co-ordinator or Head of School. Alternatively, students can make appointments to see the School Counsellor. There are many reasons you might like to speak to the School Counsellor. Some reasons may include: feeling sad, not sleeping, difficult relationships, home sickness, dealing with stress or it may be that you are not sure what is making you worried. Counselling appointments can be made by visiting the counsellor or getting in touch via email. Each new overseas student meets with the School Counsellor as a part of their orientation and transition program.

### **5.6. STUDENT BEHAVIOUR**

Every student is an ambassador for the School, whether at school or in the community. Students are expected to represent their school by:

- Showing courtesy and consideration in their dealings with other students, staff and the public
- Treating others as they would wish to be treated
- Upholding the values and traditions of Fintona
- Wearing the Fintona uniform with dignity and pride.

The basis of our relationships within our School community should be mutual respect and trust. We should respect the rights and needs of other members of the community.

Students are expected to reflect credit on themselves and their School by their appearance, language and general conduct.

Students are expected to care for school property, behave in ways that will not cause damage, and report any damage that may occur. Appropriate use of School facilities, equipment and resources is expected at all times.

- Refer to the following school policies for more information:
- Child Safety and Wellbeing Policy
- Responsible Digital Citizenship Policy and Protocols
- Student Code of Conduct and Behaviour Management Procedures
- Student Anti Bullying Policy

### **5.7. UNIFORM**

The wearing of the Fintona school uniform signifies to all that you are a Fintonian. It demonstrates that you are a member of the Fintona community built over many years by women of distinction, curiosity and confidence.

The wearing of the uniform signifies to others that you 'do what you do well – Age Quod Agis'.

The wearing of the uniform signifies that you are part of this strong community built on tradition and looking forward – proud of where you come from and who you are.

We ask that all students follow the school's uniform requirements. Students who are out of uniform should bring a note of explanation. Uniform can be purchased from:

#### **Fintona Uniform Supplier**

## **6. CO-CURRICULAR OPPORTUNITIES – GET INVOLVED!**

Co-curricular opportunities at Fintona are vast. All of our girls are encouraged to have a go and have fun. If a girl wants to tread the boards in drama, play in a sporting team, join a music ensemble, design fashion inspired garments in art, participate in debating and public speaking, or join a club, there's always room for her to make her mark.

Through overseas study tours and cultural exchanges, special interest trips like World Challenge and volunteering in the community, our girls are provided with a range of experiences to develop an appreciation of world issues, cultures and customs.

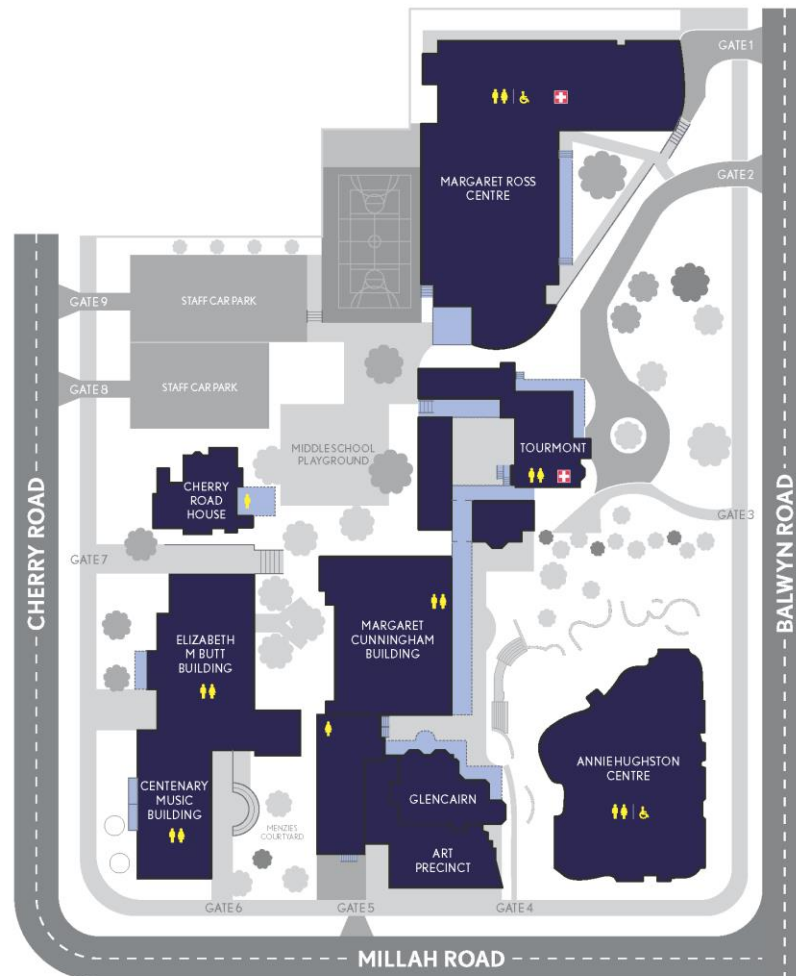
Outdoor Education plays an important role allowing our girls to move out of their comfort zone and provides another exciting avenue for co-curricular involvement.

Once you begin at Fintona your buddy and Tutor Group teacher will be able to help you sign up for clubs, sports and other experiences. Co-curricular opportunities are the best way to develop new friendships and networks all while doing something you love or trying something new.

## **7. CONCERNS AND COMPLAINTS**

Concerns or complaints about any matter in relation to your daughter's education should be directed to the appropriate Head of School who will mediate the situation particular to the school's policies and procedures. Parents, Guardians, and overseas students should also ensure they have read the Overseas Student Concerns and Complaints Policy which is a part of their Overseas Student Enrolment Pack.

## 8. FINTONA CAMPUS MAP



# FINTONA CAMPUS MAP

### SENIOR CAMPUS

**Annie Hughston Centre (H)**  
 Science Labs  
 Design Studio  
 Classrooms  
 Staff Offices

**Art Precinct & Glencairn (G)**  
 Art Classrooms  
 Corbett Lyon Gallery  
 Staff Office

**Centenary Music Building (M)**  
 Reid Studio  
 Classrooms  
 Staff Office  
 Performing Arts Administration Office

**Cherry Road House (CR)**  
 Staff Office

**Elizabeth M Butt Building (B)**  
 Library  
 Theatre  
 VCE Common Rooms  
 Classrooms  
 Staff Offices

**Margaret Cunningham Building (C)**  
 Margaret Cunningham Hall  
 Classrooms  
 Drama Studio  
 Function Kitchen  
 Staff Office

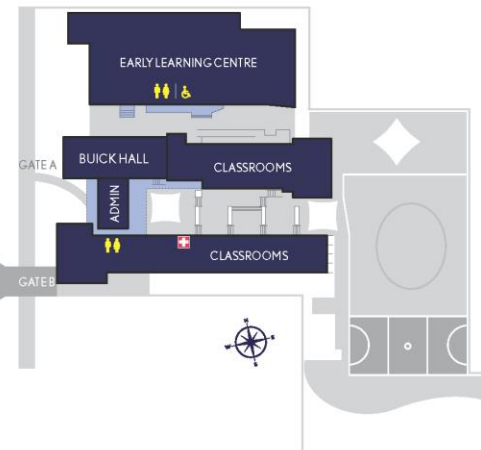
**Margaret Ross Centre (R)**  
 Gymnasium  
 Classrooms  
 Tuckshop  
 Staff Office

**Tourmont (T)**  
 Reception  
 Student Services  
 Second Hand Uniform Shop  
 Classrooms  
 Staff Offices

### JUNIOR CAMPUS

**Early Learning Centre (E)**

**Junior School (J)**  
 Buick Hall  
 Administration



### KEY

- First Aid & Defibrillator
- Female Toilet
- Male Toilet
- Disabled Toilet (Male/Female)

## 8.1. FINTONA AND LOCAL AREA

