

**KURNAI COLLEGE**  
**INTERNATIONAL STUDENT INFORMATION**



***WELCOME TO KURNAI COLLEGE***

College Principal: Mr Anthony Rodaughan

Churchill Campus Act Principal: Cleo Lazaris  
CHURCHILL CAMPUS (YEARS 7-10)  
Cnr Northways Road and McDonald Way  
PO Box 3411  
Morwell BC 3841  
Telephone: 51 323 700  
**Absence line: 03 51323711**

University Campus Principal: Geoff Block  
YEARS 11 and 12  
53 Northways Road  
PO Box 3411  
Morwell BC 3841  
Telephone: 51 323 800  
**Absence line: 03 51323711**

Term Dates 2018:

Term 1	29 January – 5 April
Term 2	23 April – 28 June
Term 3	15 July-20 September
Term 4	7 October-20 December

### **Churchill Campus Bell Times:**

<i>Warning Bell</i>	8.25 am
Home Group	8.30 – 8.50 am
Period 1	8.50 - 9.45 am
Period 2	9.45 - 10.40 am
RECESS	10.40 – 11.05 am
<i>Warning Bell</i>	11.05 am
Period 3	11.10 - 12.05 am
Period 4	12.05 - 1.00 pm
LUNCH	1.05 - 1.40 pm
<i>Warning Bell</i>	1.40 pm
Period 5	1.45 - 2.45 pm

Students should be in attendance at least five minutes before the start of home group.

### **University Campus Class Times (Note: No Bells)**

Period 1	8.30 – 9.30 am
Period 2	9.30 - 10.30 am
RECESS	10.30 – 11.00 am
Period 3	11.00 - 12.00 am
Period 4	12.00 - 1.00 pm
LUNCH	1.00 - 1.50 pm
Period 5	1.50 - 2.50 pm

If you are away from school for any reason, your homestay parent or guardian should ring the school before 9.00 am. **Absence line 24 hours (Years 7-12): 03 51323711**

If late to school, students need to sign in at the General Office with a note explaining the lateness. Persistent lateness to school will be dealt with by the teacher responsible for monitoring attendance. The roll is marked in each class.

If you are a VCE student, absences on days of School Assessed Tasks and courseworks (SATS/SACS) you must bring a medical certificate or similar documentation. Less than 90% attendance may result in failed course units.

**Early Departure** - If students need to leave Morwell or Churchill campuses early for any reason, it is requested that the guardian write a note so the student can show the teacher at the start of the period during which they will be leaving. The student will need to be collected and signed out from the General Office by the parent/guardian.

Students leaving early from the University Campus are expected to sign out at the Student Service before departing.

**SCHOOL OFFICE HOURS:** 8:00 am – 4:00 pm  
**SCHOOL HOURS:** 8:25 am – 2:50 pm

*Students are supervised between 8.10 am and 3.00 pm daily*

- ADMINISTRATION
- LANGUAGE CENTRE
- BLOCK A - ART
- BLOCK B - CERAMICS
- BLOCK C - TEXTILES
- BLOCK D - YEAR 7 CENTRE
- BLOCK E - SCIENCE, HOME ECONOMICS
- BLOCK F - GYMNASIUM
- BLOCK G - ELECTRONICS, MUSIC
- BLOCK I - DRAMA
- TOILETS



**Kurnai College**  
CHURCHILL CAMPUS MAP

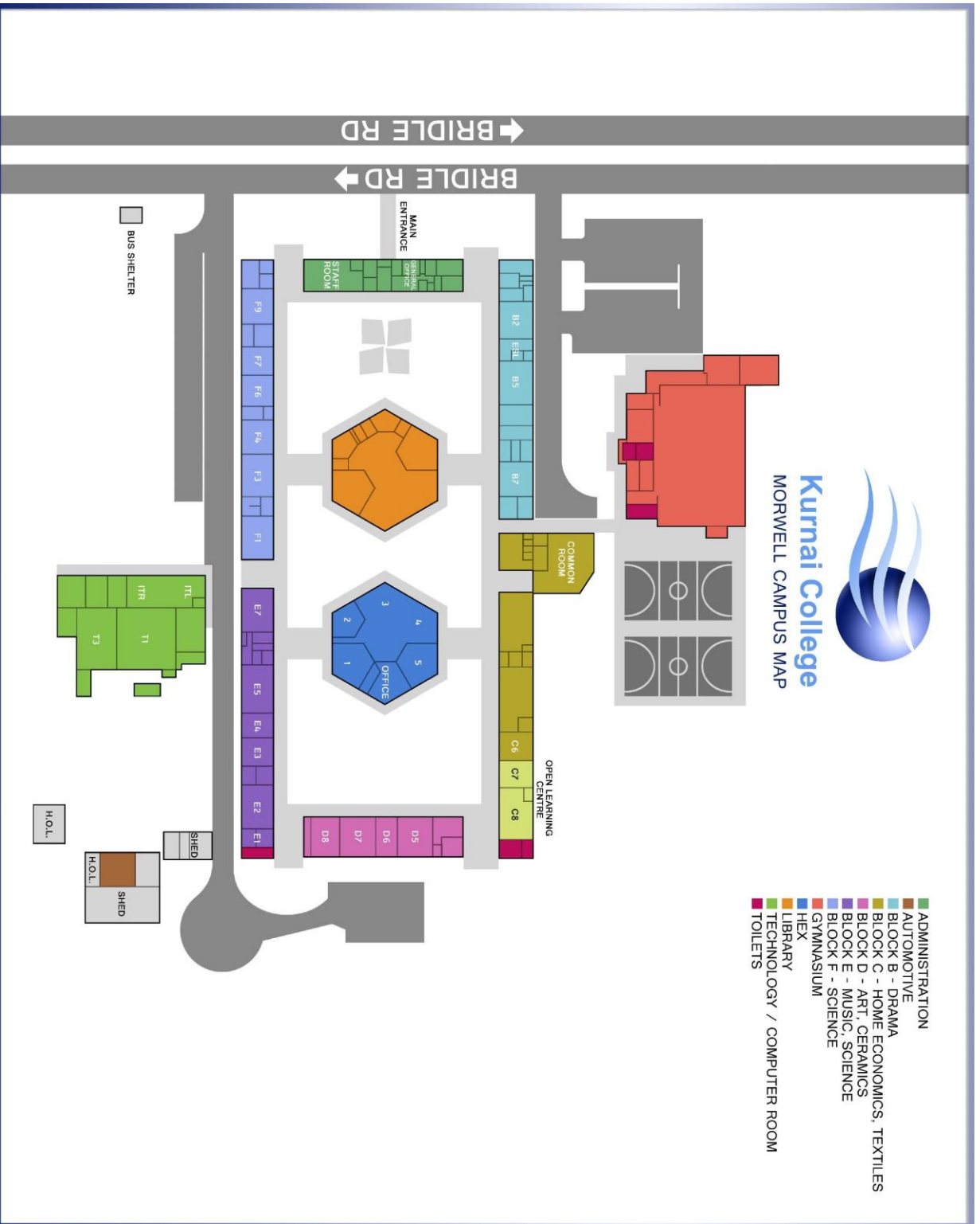


# Churchill Campus



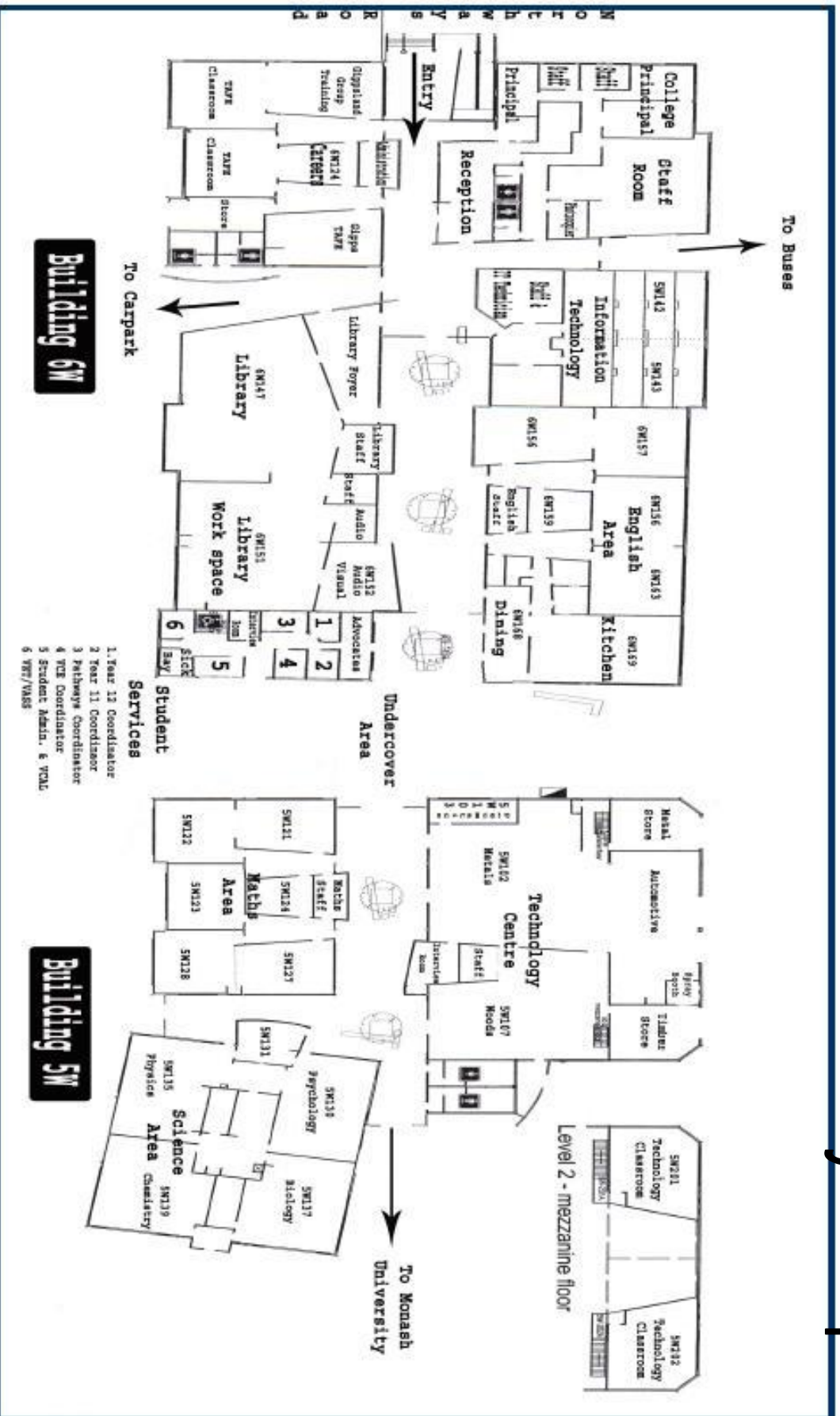
**Kurnai College**  
MORWELL CAMPUS MAP

- ADMINISTRATION
- AUTOMOTIVE
- BLOCK B - DRAMA
- BLOCK C - HOME ECONOMICS, TEXTILES
- BLOCK D - ART, CERAMICS
- BLOCK E - MUSIC, SCIENCE
- BLOCK F - SCIENCE
- GYMNASIUM
- HEX
- LIBRARY
- TECHNOLOGY / COMPUTER ROOM
- TOILETS



# Morwell Campus

# University Campus



## **English Language Program**

Students participate in the English language program before being transitioned into mainstream classes. The focus is on ensuring that new students get the appropriate grounding in English while meeting and working with the students who will be their classmates in the future. Students participate regularly in activities that are aimed to improve their English skills in all areas to enable them to successfully complete their VCE. The homework given is designed to get students into good study habits and to improve English skills, the homework includes worksheets taken from Essential Grammar in Use (Elementary and Intermediate) by Raymond Murphy. Students should also take the time to practice their English speaking and pronunciation. Students are also given further support in English after they have completed their language program. Our aim is to provide the foundation required for International students to successfully live and study in Australia.

## **Student Welfare**

At the Churchill Campus, contact your year level leader for help. Ran or York are also available to help the Chinese students. At the University campus you will have an advocate and performance teacher, Linda is there to assist the Chinese students and Miyuki is there to assist the Japanese students with any welfare issues. Other teachers and staff are more than happy to also assist you with any problems you may have at school. Linda Harkess is the contact for any homestay and living issues such as organising a bank account.

## **School books and equipment**

The College book provider is Morwell Newsagency. Instructions and due dates for submitting will be included with the booklist.

- All students must have the textbooks shown on the booklist.
- Students are responsible for bringing papers, pens, pencils, rulers, etc, to classes.
- Materials are supplied for the English language program.

A secondhand book stall is held at each junior campus in December and information will be available later in the year.

## **Homework and Home Study**

All students need to complete all set homework and home study. This includes completing unfinished classwork and the development of study and review skills, English skills as well as the development of the habit of regular study as preparation for senior courses.

Home study has four major elements, all of which should be part of each night's work.

- (a) Review of the day's work - including reading, summarising, re-working some examples.
- (b) Pre-reading for future subjects and classes.
- (c) Work on set projects.
- (d) Reading of novels, magazines, newspapers.

Supported after school study sessions are available at each campus. Times vary so check with your campus office.

## **Library**

### ***Churchill Campus***

The Library is open to students at recess and lunch time. After school Churchill Campus is open until 4:00pm Monday to Thursday. To access the Library during class time students must get permission from their classroom teacher who must provide a note to be handed to Library staff. Often students will use the Library during class time with their teacher.

### ***University Campus***

The University Campus is available for private study throughout the day until 4:00 pm. Often students will also use the library during class time with their teachers.

## **Uniform**

***The full school uniform is compulsory*** for Years 7 to 10. Uniforms are available from Lowes in Mid Valley Shopping Centre, Morwell. Some secondhand items are available from the school Uniform Shop. All property should be clearly marked with the name of the owner.

**Footwear** -black shoes with black laces. White socks are to be worn with summer dress or shorts. (No thongs, sandals, slides or open shoes.)

Steel Cap boots will only be worn and allowed for the duration of specific technology classes.

**University Campus** The University Campus is an adult learning environment located in the midst of a university so there is no specific school uniform required. There must however be neat, sensible clothing with no offensive slogans, words or graphics. Boys are not wear singlets, and girls must consider the appropriateness of tops, skirts and shorts. Suitable footwear must be worn in practical classes. Open shoes, slides, thongs and sandals are not permitted.

## **Sport and Physical Education (PE)**

All students are expected to take part in these activities unless a note or doctor's certificate is supplied indicating illness. Students at the Churchill Campus are required to wear the sports uniform to PE and all other school sporting activities as outlined in the Uniform Policy. On days when the students have sport or PE, they are to come to school in uniform, change into the sport uniform to do their sport session and then change back into school uniform after the sport session. University students should ensure their clothes are appropriate for these activities as required.

## **Mobile Phones/Personal Electronic Devices**

Students who bring personal electronic devices to school must abide by the College's guidelines. These devices should not be used in any manner or place that is disruptive to the normal routine of the College and may be used in class **at the teacher's discretion**. The College accepts no responsibility for students who lose or have their mobile phones stolen while travelling to or from school, or during school hours.

## **Netbooks/Computers**

If students have been issued a netbook or have a personal computer they should bring it to class.

## **Lockers**

Lockers must be used to keep books and bags in at Churchill Campus. Locker facilities are also available at the University Campus if students wish to use one. Students are responsible for keeping their locker clean and free of graffiti or they will incur a repair charge. Locks are provided, and any lost or damaged locks will incur a charge. Bags are not permitted in classrooms at Churchill Campus.

## **Canteen**

### ***Churchill Campus***

A canteen operates at recess and lunch times. Lunch orders are taken at the canteen at recess time each morning. Students who forget to order their lunch may find that certain foods are not available.

Students are NOT permitted to go to the shop outside school grounds during school hours. Students may not go to the University for lunch unless they are enrolled in a Year 11 VCE subject.

### ***University Campus***

The University Campus has canteen facilities available at Federation University. Students may also walk to the Churchill Shopping Centre for lunch. Students may leave the campus for lunch provided that they sign out before departing, and ensure that they arrive in plenty of time for their next class.

## **Transport**

### **Buses**

Students who travel more than 4.8 kilometres may be eligible for free bus travel. Early in the year forms for this purpose are available from any campus General Office for those who are eligible. Contact the school if this applies to you.

***Town Buses*** – follow the normal town routes and times and require a Myki card. These cards can be purchased from the Post Office or newsagency.

Students who travel on buses are under the absolute control of the drivers and must remain seated whilst the bus is in motion. Any student who is reported for poor conduct may be barred from using this facility.

***University Students → Morwell Students*** – All students living in Morwell who travel to the University Campus for their Year 11 and 12 classes must complete a *TR701 Application to Travel by Bus and a Conveyance Claim Form*. When students have submitted this form, they will be issued with a bus pass to travel on the bus.

***Bicycles and scooters (and other modes of transport)*** - You must wear a helmet

You must walk your bicycle or scooter when on the school grounds

At Churchill Campus there is a compound where your bicycle or scooter will be locked up

You can lock up your bicycle or scooter outside behind the library if you are a University student, you will need a bike lock.

Do not lend your bike or scooter to anyone

You may not bring skateboards or rollerblades to school.

You cannot take your bicycle or scooter on LVBL buses



## **Excursions and Camps**

Guardians/Homestay parents will be asked to complete a permission form and, if necessary, a Medical Information form so that students may participate in these programs. All money and forms must be returned to the Campus office by the specified day on the excursion forms. *There will be no exceptions.* Refunds for non-student attendance on excursions and camps will depend on what funds the College is able to recover from the excursion and camp providers.

## **First Aid**

### ***Medication***

No pain relief tablets such as Panadol will be available to students. Any student who is ill will be sent home after the parent/guardian has been contacted by a staff member. Please ensure that we have an alternative contact person - relative, neighbour, in case there is no one available at home. No student will be sent home if contact with parent/guardian or alternative has not been made.

## **Newsletters and Parent Bulletins**

Any information that Kurnai College has for parents will normally be included in our Parent Bulletin. Bulletins are emailed to families on a fortnightly basis. Paper copies are available at each campus office for families that do not use email. All Newsletters and Parent Bulletins are also available electronically on our website at [www.kurnaicollege.vic.edu.au](http://www.kurnaicollege.vic.edu.au).

## **Student Reports and Interviews**

Written and verbal reports are given to parents and students at various times throughout the year. In Terms 1 and 3 Progress Reports are issued in conjunction with parent/teacher interviews. Progress Reports are also sent home approximately every five weeks. A full written report is given at the end of each semester (Terms 2 and 4) and available to download on Compass.

## **Student Representative Council (SRC)**

Each year we establish an SRC. The role of the SRC is to represent the students' viewpoint at all relevant levels of decision making. It is a very worthwhile experience. The students are involved in improving their learning environment. They represent the College at regional and state conferences and local ceremonies.

## **Grievances and Complaints**

The College recognises the need for students to have confidence that the College will deal with complaints and grievances in a fair and equitable manner and is open to feedback including complaints and will show a commitment to resolving complaints with the educational wellbeing of students as the first priority. In the event of a grievance or complaint, you should discuss the matter directly with the person responsible, with assistance from our International Co-ordinator. If unresolved, or the person responsible is not approachable, contact should then be made with the International Principal.

## **Can I work when I am studying?**

International students holding a student visa subclass 571 are permitted to work up to 20 hours per week as long as the work does not interfere with their studies or attendance. During holidays students are permitted to work full-time. Students who wish to work should discuss this with their parents and the International Student Coordinator at their school.

## **International Staff Contacts**

Anthony Rodaughan (University Campus)	03 51323800
Geoff Block (University Campus)	03 51323800
Linda Haress (University Campus)	03 51650600

### **Chinese Speaking Staff**

James Yao	0421 787 908
Linda Harkess (University Campus - Library)	0422 795 036
Ran Li (Churcill Campus – Language Centre)	03 51323700
Jane Shen (University Campus – Language Centre)	03 51323700

### **Japanese Speaking Staff**

Miyuki Vodden (University Library)	03 51323800
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