

IMPORTANT SCHOOL INFORMATION

Principal: Ms. Z Dabaja

Deputy Principal: Mrs. M L Liao

Address: Chester Hill Intensive English Centre
Miller Road
CHESTER HILL NSW 2162

Telephone: 9645 3780

Facsimile: 9645 5172

Website: <http://www.chesterhil-i.schools.nsw.edu.au>

Email: chesterhil-i.school@det.nsw.edu.au

School Education Area: Bankstown

Director: Ms. Jan Green

Address: 11 Union Street
Riverwood NSW 2210

Telephone: 9408 8900

Student Information Booklet

SO, NOW YOU'RE AT CHESTER HILL INTENSIVE ENGLISH CENTRE (CHIEC).....

Welcome

Chester Hill Intensive English Centre (CHIEC) extends our warmest welcome to you.

We are confident that you will be nurtured, challenged and accepted in a new school community, in a new country.

We will be preparing you for transition to a High School, Bankstown Senior College or TAFE. You will learn all about the curriculum and school expectations. For students who turn 16 during your stay in the IEC and choose to transition to TAFE, we will arrange for enrolment in a MYA (Migrant Youth Access) Course.

All our permanent teachers are qualified ESL (English as a Second Language) teachers with specialist key learning subjects tertiary training. We also have School Learning Support Officers (SLSOs) who help with interpretation, translation and classroom assistance.

We are actively affiliated with community organisations to provide additional mentoring and welfare programs to enhance the quality of school experience for new students. Every student in CHIEC should feel **SAFE, RESPECTED, ACCEPTED** and **YEARN TO LEARN**.

I wish each and every student a very happy and productive stay at the IEC!

Mrs. M.L. Liao
Deputy Principal

Student Information Booklet

WHAT IS SPECIAL ABOUT the IEC?

- We cater to newly arrived High School aged students' needs
- The maximum length of stay is three school terms for students with some print literacy and four school terms for students with very limited literacy, with the possibility of one term extension if required
- Curriculum is unique at the IEC

STAFF LIST

Principal:	Ms Z Dabaja	Administrative Manager:	Mrs T Dean
Deputy Principal:	Mrs M L Liau	Administrative Officers:	Ms M Leonard Ms S Munro
Head Teacher:	Mr S Maharaj		
Teachers:	Ms M Barnard Mrs K Dollieser Mr J Fidler Mrs J Harding Ms L Mavrias Miss L Searle Mrs V Soma Mrs R Mehta Mr D Furey Mr S Mani Mrs J Stowers Mr J Ocampo Ms N Kim Mr D Lui Ms Y Li Ms M Sandland Mr K Serrato Ms L Downey	SLSOs	Mrs S Alaei (Dari/Farsi) Mr M Safdari (Arabic) Miss J Hirmiz Mr A Mershed (Mandarin) Ms L Wang (Malay) Ms Christine Chee (Vietnamese) Mrs L Chau Mrs M Huynh (Karen) Ms E Lay
Counsellors	Mrs J Ibrahim (Monday, Wednesday and Friday)		

Student Information Booklet

SOME IMPORTANT SCHOOL RULES

- Once you leave home in the morning you must come straight to school. On your way to and from school be well behaved – show courtesy and consideration to others.
- Do not come to school early. Supervision is not provided until 8.30am.
- After school finishes you should go directly home. If you stay at school after hours, you must be under the supervision of a teacher.
- When you get to school you should not stand around the gates or stay in the buildings. You will wait in the shelter or quadrangle until Roll Call begins.
- Once you are at school you cannot leave without permission.
- Before school, at recess and lunchtime, always stay in the staff supervised areas.
- Always be co-operative and well behaved when representing the school on excursions and at sport (particularly when travelling).
- You must look after your own belongings at school. The school will not accept responsibility for your bag or anything inside it. Do not leave valuable items or money in your bag. No mobile phones, iPods or cameras.
- Mobile phones are never to be used or turned on during school hours. iPods should not be brought to school. Headphones also should not be worn in class.
- If you own a mobile phone, you have to REGISTER it by filling out a form and returning it to the office.
- You must do your homework and hand it in on time.
- If you leave the classroom for any reason, you must have a permission note signed by your teacher.
- You must have a satisfactory record of attendance, performance (work) and behaviour during your enrolment, in order to transition to High School.

Student Information Booklet

- You must bring a note explaining an absence on the day you return to school and you need a medical certificate if absent for three or more days
- If there is a medical reason for you not doing Sport, your teacher must be told in writing. If you cannot take part for a long period of time, you must have a Medical Certificate.
- Be respectful and considerate to others at all times. This includes all staff, fellow students, visitors to the school and people in the community.

Core Rules

Student Discipline in NSW Government Schools

All Students in NSW government schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and co-operating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

CHIEC SCHOOL RULES.....

Student Information Booklet

1. Students should be on time to school
2. Students should arrive on time to class
3. Students should attend all timetabled lessons, including special events and excursions
4. Students should always bring to school the relevant books and stationery such as:
 - a) A pencil case and a 30cm ruler
 - b) 2 pencils, coloured pencils, a pencil sharpener and eraser
 - c) 2 black or blue pens and 1 red pen
 - d) A folder or book for each subject
5. No permanent markers such as textas or white out (they are quite often used to write on our desks and walls and in most cases the teacher likes to see the mistakes and note the correction)
6. No chewing gum (they are left all over the school)
7. No food or drink is to be consumed in class
8. Students must be in full school uniform. Students are only allowed to wear studs or sleeper earrings
9. Mobile phones, iPods, etc are not to be seen or heard. They will be taken and placed in the office until the end of the day. The second time your parents will have to pick it up or sign a letter after receiving one from the school
10. No swearing and/or abusive language used in the school to a teacher or fellow student
11. No racist language
12. No harassment or bullying
13. No smoking at school
14. Bookwork Policy

It is school policy that to receive the following grades, students must have a folder or books with the following:

All of the criteria listed below	Excellent	A
<ul style="list-style-type: none"> • Books or folders should be in good repair • Have neat writing • Coloured pictures • Work copied correctly and all of the basic criteria below 	Very Good Most of folder or 3 or more books Good Half of folder or at least 2 books	B C
<ul style="list-style-type: none"> • Ruled lines • Pencil diagrams, maps, graphs • Photocopies pasted in or added to folder • Work completed 	Satisfactory	D
Basic criteria not met	Unsatisfactory	U

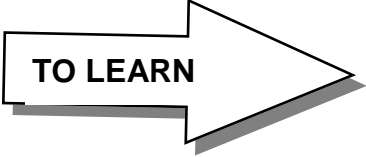
Student Information Booklet
CHESTER HILL HIGH SCHOOL BEHAVIOUR CODE

BEHAVIOUR CODE

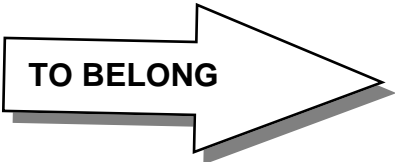
STUDENT RIGHTS AND RESPONSIBILITIES

I have the right

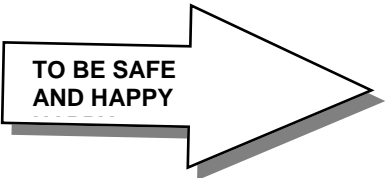
I have the responsibility



to do my best
to come prepared and
to let others learn.



to participate and co-operate,
to be a valuable school citizen and
to accept the consequences of my actions.



to act safely,
to respect our environment and
to tolerate differences.



to respect others and their property,
to relate to others with courtesy and respect
and to be honest.



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WHAT DO I DO WHEN...?

I AM LATE FOR SCHOOL

The school day commences at Chester Hill Intensive English Centre at 8.50am.

If students are late they must:

- Report to the front office.
- Hand in a note written by their parent/guardian explaining the reason for lateness.

Students will be issued with:

1. Late note to present to class room teacher on entering the lesson.

Consequences:

- If a student is late to school more than three times without explanation, parents will be notified.
- If absences continue a Parent interview with the Deputy Principal will be conducted.
- Persistent lateness will not be tolerated and international students will be reported to the International Student Centre and/or Department of Immigration.

I AM AWAY FROM SCHOOL

- A Parent/Guardian may call the IEC on 9645 3780 or 9645 3781 to advise of the students being away.
- Any absence must be explained in writing immediately upon the student's return to school.
- Parents are to notify the school if an absence will exceed three (3) days. Where notification has not been received, you will be contacted by phone requesting explanation in accordance with Department of Education and Policy.

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- If extended absence of 15 days or more is anticipated, parents are to provide a note to the Deputy Principal, stating the reason for and date of the absence. This should be done well in advance of the extended absence.
- Permission must be obtained from the Deputy Principal regarding leave for holidays or return to the country of origin, as attendance requirements may be breached.

I NEED TO LEAVE SCHOOL EARLY

- You must bring in a note requesting permission to leave school early which has been written by your Parent/Guardian. This must be handed to the front office during roll call.
- Notes should clearly state your:
 - name
 - roll call group
 - the reason you have to leave early
 - the time you have to leave
- You will be given a leavers' pass which states your name, roll call group and the time you are allowed to leave.
- Students are NOT permitted to leave the school grounds during school hours unless they have written authority from the Deputy Principal.

I AM NOT FEELING WELL

- Ask your teacher for a note to go to the office.
- Bring the note to the Office.
- If you are too sick to stay at school your Parent/Guardian will be contacted to come and get you.
- Remember – do not come to school if, in the morning, you are feeling too sick to be in class all day. The office cannot give treatment for illnesses that should be treated at home or by a doctor. The office can only offer First Aid.

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- **IMPORTANT** – we need a contact number for your Parents/Guardians at home and at work in case you need to be taken to a doctor or hospital by ambulance.

I AM HURT OR INJURED AT SCHOOL

- Go to the office in the Administration Block or a friend should tell a teacher as soon as possible.
- At the office you will be given First Aid. If necessary your Parent/Guardian will be contacted to collect you to take you to the doctor or if serious, an ambulance will be called.

I LOSE SOME OF MY EQUIPMENT OR PROPERTY

- Ask at the Front Office – **REMINDER:** make sure your name is on all articles of your uniform. You should take care to keep your valuables with you at all times.

I NEED TO TAKE MEDICINE

- If you need to take medication during the day, you may bring it to the Front Office in the morning before school, with a note from your Parent/Guardian

I AM NOT IN CORRECT UNIFORM

- Bring a note written by your Parent/Guardian stating the reason why you are out of uniform and when you will be back in uniform. The note should have your name, roll call group and the date clearly written on it
- The note must be signed by the Deputy Principal and an Out of Uniform pass will be issued
- If you do not have a signed green pass for being out of uniform you will be sent to the Deputy Principal and given a detention
- Students with a note, who are out of uniform, can borrow some school uniform to wear for the day from the Uniform Exchange

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BELL TIMES

		1	2	3	4	5	6
MONDAY	Starts	8:50	9:10	10:03	11:15	12:10	1:37
	Ends			10:55		1:02	2:30
TUESDAY	Starts	8:50	9:00	9:44	10:49	11:34	12:50
	Ends			10:29		12:15	2:30
WEDNESDAY	Starts	8:50	9:00	9:54	11:08	12:02	1:30
	Ends			10:48		12:55	3:15
THURSDAY	Starts	8:50	9:00	9:54	11:08	12:02	1:30
	Ends			10:48		12:55	3:15
FRIDAY	Starts	8:50	9:00	9:54	11:08	12:02	1:30
	Ends			10:48		12:55	3:15

- An IEC Assembly will be held on Friday mornings in the IEC quadrangle. On all other days students must move directly to their roll call rooms.
- Special Assemblies will be indicated by three bells. All students must attend.
- At the end of Period 6 (period 5 on Monday) students must lock windows, leave the room tidy and if necessary, put the chairs on the desks.
- On Mondays and Tuesdays school will finish at 2.30pm for students.

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TRANSPORT TO AND FROM SCHOOL

In the morning, the bus leaves Chester Hill Railway Station at **8.32am**.

Buses can also be caught from Fairfield (**7.58am**) and Guildford (**8.15am**) areas.

In the afternoon, buses for Chester Hill Railway Station, Fairfield and Guildford leave school between **3.20pm and 3.35pm**, from Miller Road.

M91 Bankstown Bus leaves from Campbell Hill Road every 10 minutes.

On Monday and Tuesday afternoons the buses leave school between **2.35pm and 2.55pm**.

Parents should contact their local bus companies to obtain timetable information. Transdev (8700 0555)

There is no provision for free transport passes for International Students. Parents/Guardians could purchase an Opal card from the newsagency .

STUDENT ID CARDS

All new students will be issued ID cards at a cost of \$2.00 each. It must be carried at all times as it is used as a library card. If a student loses his/her ID card, a new one will have to be purchased.

DIARIES

Students are issued with a diary at the time of enrolment. Your diary is to be used for recording homework, timetable changes, upcoming events etc. Students have their diaries signed and checked by their roll call teachers every Friday. The diary is also a way in which parents can communicate with their child's teacher/s. Their initial diary is free of charge, however, if the child loses or damages it, a new diary will have to be purchased.

SCHOOL REPORTS

All international students receive an end of term Progress Report. This report will inform your Parents/Guardians on how you are going in all your subjects. Reports are issued at the end of term on Graduation Day. Your Parents/Guardians can come along and discuss your progress with your teachers. At the end of your stay at the IEC a final report is issued.

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ROLL CALL GROUPS

You will be placed into a roll call group. Roll Call Groups are categorised by student's class.

Your Roll Call Group Teacher will mark the Roll each morning. This teacher will also help you with any problems you may be facing at the IEC.

SPORTS INFORMATION

- Sport is conducted on Friday mornings from 9:00 a.m. – 10:50 a.m.
- It is compulsory for all students.
- Sport is divided into:
 - Summer Sports - Terms 1 and 4
 - Winter Sports - Terms 2 and 3
- There are four divisions:
 - 1) Senior Boys (Years 10 & 11)
 - 2) Senior Girls (Years 10 & 11)
 - 3) Junior Boys (Years 7, 8 & 9)
 - 4) Junior Girls (Years 7, 8 & 9)

Sports offered:

- 1) Basketball
 - 2) Volleyball
 - 3) Softball
 - 4) Cricket (summer)
 - 5) Soccer
 - 6) Baseball
- All students must have their names marked off at the start and end of sports. Movement to sports is with their teacher only.
 - All students are required to wear the correct and complete sports uniform at Sports. Those who are not in sports uniform will be placed in sports detention.

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- Footwear is to be suitable for active and safe participation. Students require lace up sport shoes that provide adequate support and grip. Canvas and slip-on shoes are **not safe** and therefore unsuitable for sport. **DO NOT WEAR THESE SHOES TO SCHOOL.**
- Students unable to participate at sports must supply a note from parents to be handed to the Sports Co-ordinator before roll call and are directed to the Deputy Principal.
- If you have any questions about Sports see the Sport Co-ordinator.
- Students who may require medication (ventolin/epipen) must ensure they have it with them at all times.

Sports Carnivals

IEC Students participate in Two Sport Carnivals held by the high school during the year:

- Cross Country – Term 1 or 2
- Athletics – Term 1 or 2

VACCINATIONS

Vaccinations are conducted once a term for new enrolments.

VISION

Vision tests are conducted once a term for all new students.

STUDENT WELFARE

The Staff Welfare team meets fortnightly to address the needs of students of concern. Welfare lessons are held on Thursdays to help students with integration and settling-in issues.

SPECIAL TEACHERS

There are teachers in the school who will help you in many different ways:

Deputy Principal

The Deputy Principal is Mrs M.L Liau. Mrs Liau is in charge of the IEC and has a special responsibility for the academic progress, support and well-being of students. She also takes care of personal and welfare problems. This teacher also has responsibility for:-

- supervision of specific medical programs for students
- co-ordination of Pastoral Care Program
- co-ordination of Student Leadership Training
- co-ordination of various programs that support student learning, welfare and gender equity

Counsellor

Mrs J Ibrahim is the IEC School Counsellor who is available on Monday, Wednesday and Friday to give you advice about personal problems. These discussions are always **confidential**. You or your parents or guardians can make an appointment to see the Mrs Ibrahim on the days she is at school.

TRANSITION

At the completion of the Intensive English Program, students will be given a transition information letter to take home. The letter will state the in-area school, school year and allows for one request of an out-of-area school. The IEC will arrange for a high school interview for a leaving student in the second half of his/her last school term. Leavers will be given comprehensive subject reports to take to their interviews.

International Students

Your Authority to Enrol letter issued by the ISC (International Student Centre) has stipulated the High School or College that you will be transitioning to. Any requests for change must be made by Parents/Guardians to the ISC.

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INTENSIVE READING PROGRAM

Students with low reading abilities are withdrawn from regular classes for one on one short term reading lessons. This program assists students in improving reading decoding, reading skills, spelling and understanding of texts (comprehension).

AWARDS

Award certificates are given out on the weekly assemblies by the Principal for:

- 1) Exemplary behaviour
- 2) Great attitude
- 3) Leadership
- 4) Citizenship
- 5) Academic excellence
- 6) Sportsmanship
- 7) Public Speaking

At the end of each term, at the Graduation ceremony, the following awards are also presented:

- 1) Academic Merit Awards
- 2) Deputy Principal's Award for Academic Excellence
- 3) Best Sportsman and Sportswoman

POSITIVE CONDUCT AND BEHAVIOUR CARDS

Students who misbehave and have a number of student reports written about them may be placed on a Positive Conduct Card, monitored by the Deputy Principal. This is to help them improve their behaviour and at the same time monitor how they are going in every lesson. Conduct cards must be given to the teacher at the start of the lesson so that at the end of the period the teacher can note if the student's conduct has been satisfactory (S) or unsatisfactory (U). The Deputy Principal decides when a 'student is ready to come "off" the card'; the student needs another week "on" the card', etc. Failure to complete the red Conduct Card daily will result in In-School Detention. Failure to complete a red conduct card at the end of the week will result in In School Suspension or Suspension.

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DETENTIONS

Students could be kept at the office at recess or lunch for:

- 1) Persistent uniform infringement
- 2) Continued disobedience in class
- 3) Incompletion of homework
- 4) Non-compliance of school rules
- 5) Persistent late to school/class

LIBRARY

Every class has been assigned a library period during their English lesson. You must be accompanied by a teacher to gain entry to the library.

What can I borrow?

Fiction and Non Fiction books, Senior Study Guides and cards.

Borrowing

When you wish to borrow, all you have to do is to:-

- Take your book to the front desk
- Produce your ID card
- Books can be borrowed for one week

***Please move quietly around the library
others may want to work***

Remember: If you have any trouble finding information in the Library or choosing the right story book, ask the teacher/SLSO to help you.

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SPECIAL ACTIVITIES

You can join any of the Centre's extra-curricular activities. Here are some of them:

- Lunchtime Homework Help
- End of Term Performers Group (Singing/Dancing/Acting/Instrumental)
- Photography Team
- Video Digitizing Team
- Public Speaking and Oratory Contests
- Student Leaders (you need to be nominated by a teacher)
- Gardening Group

During the year we have many special activities. You are always welcome to get involved and help. Examples include helping with Multicultural Food Fair Day, OPTUS Day, Talent Quest Day and End-of-Term DVD Production.

CANTEEN

A healthy canteen operates every day at Chester Hill High School. It is recommended you order your lunch before school. At recess and lunch a self service system operates where students select the item(s) of their choice and pay at the end of the line. Always be polite to the people working in the Canteen.

PARENTS & CARERS ASSOCIATION

The P&C meets on the second Tuesday of each month at 7.00pm in the High School Library. Parents are welcome and will learn many things about the school.

Vietnamese Parent Group

The Vietnamese Parents Group meets once a term on a Monday evening in the High School Library.

Arabic Parents Group

The Arabic Parents Group meets once a term on a Monday evening in the High School Library.

Pacific Community Parents Group

The Pacific Community Parents Group meets once a term on a Thursday morning in the Common Room.

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THE CHESTER HILL HIGH SCHOOL COMMUNITY FORUM

What is the Chester Hill High School Community Forum (CHHSCF)

The CHHSCF consists of the Principal, the President of the P&C Association, two other parent representatives and three other school staff representatives and SRC representatives.

When does it meet?

The CHHSCF meets at least eight times per year.

What does it do?

The major roles of the CHHSCF are to:-

- Determine the aims and educational goals of the school.
- Identify local educational needs and priorities.
- Determine local student welfare policies and the school's Fair Discipline Code.
- Determine the school's broad budget priorities and develop a budget plan.
- Advise the Principal on the implementation of the budget plan.
- Establish effective liaison with other school/community committees to promote activities consistent with school policies.
- Present and promote a positive image of the school in the local community, in order to increase parent and community awareness and willingness to become involved in the school.
- Provide an annual report to the school community on the activities of the CHHSCF.

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CHESTER HILL INTENSIVE ENGLISH CENTRE SCHOOL

UNIFORM

Girls

- White (plain) socks or black or beige pantyhose
- **BLACK** shoes (black leather lace-up school shoes) Heels no higher than 6cm. **NO** platform shoes
- Tartan (Maroon/Grey/Black) skirt pleated (2 front and 2 back)(available at H.S uniform shop in the hall)
- Custom polo/T-shirt or CHHS white collar shirt
- Mid-grey pants/slacks
- Maroon sloppy joe/Maroon school jacket
- Head scarf (**black & white only**)
- Black, white, maroon or maroon/white official Chester Hill High School scarf (*may be worn in winter*)

Boys

- White (plain) socks
- **BLACK** shoes (black leather lace-up school shoes) Heels no higher than 6 cm
- Custom polo/T-shirt or white shirt (with collar, sleeves and buttons)
- Mid-grey school trousers – 2 styles elasticised/beltloop
- Mid-grey school shorts
- Maroon sloppy joe/maroon school jumper
- Black, white, maroon or maroon/white official Chester Hill High School scarf (*may be worn in winter*)

Sports Uniform

Girls

- Black sports shorts
- Gold/Maroon CHIEC sport shirt (Compulsory for all years)
- Socks and sport shoes (lace-up only)
- Black tracksuit pants
- School cap or hat
- Head scarf – white or black may be worn with full sport uniform on Fridays only

Boys

- Black sports shorts
- Gold/Maroon CHIEC sport shirt (Compulsory for all years)
- Socks and sport shoes (lace-up only)
- Black tracksuit pants
- School cap or hat

The following ARE NOT to be worn at school:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Jeans (any colour or fabric) • Cargo trousers • Cargo shorts • Ballet style shoes • Coloured clothing underneath shirts • Canvas shoes (including black) • Slip on shoes • Beanies • T-shirts | <ul style="list-style-type: none"> • Logos or brand names on shirts/sloppy joes • Tracksuit pants (other than school ones) • Any hats or caps apart from the official school ones (no graffiti on them) • Excessive jewellery – earrings other than studs or sleepers • Makeup |
|---|---|

If students have a reason for not being able to wear a uniform then they must bring a note signed by their parents/guardians.

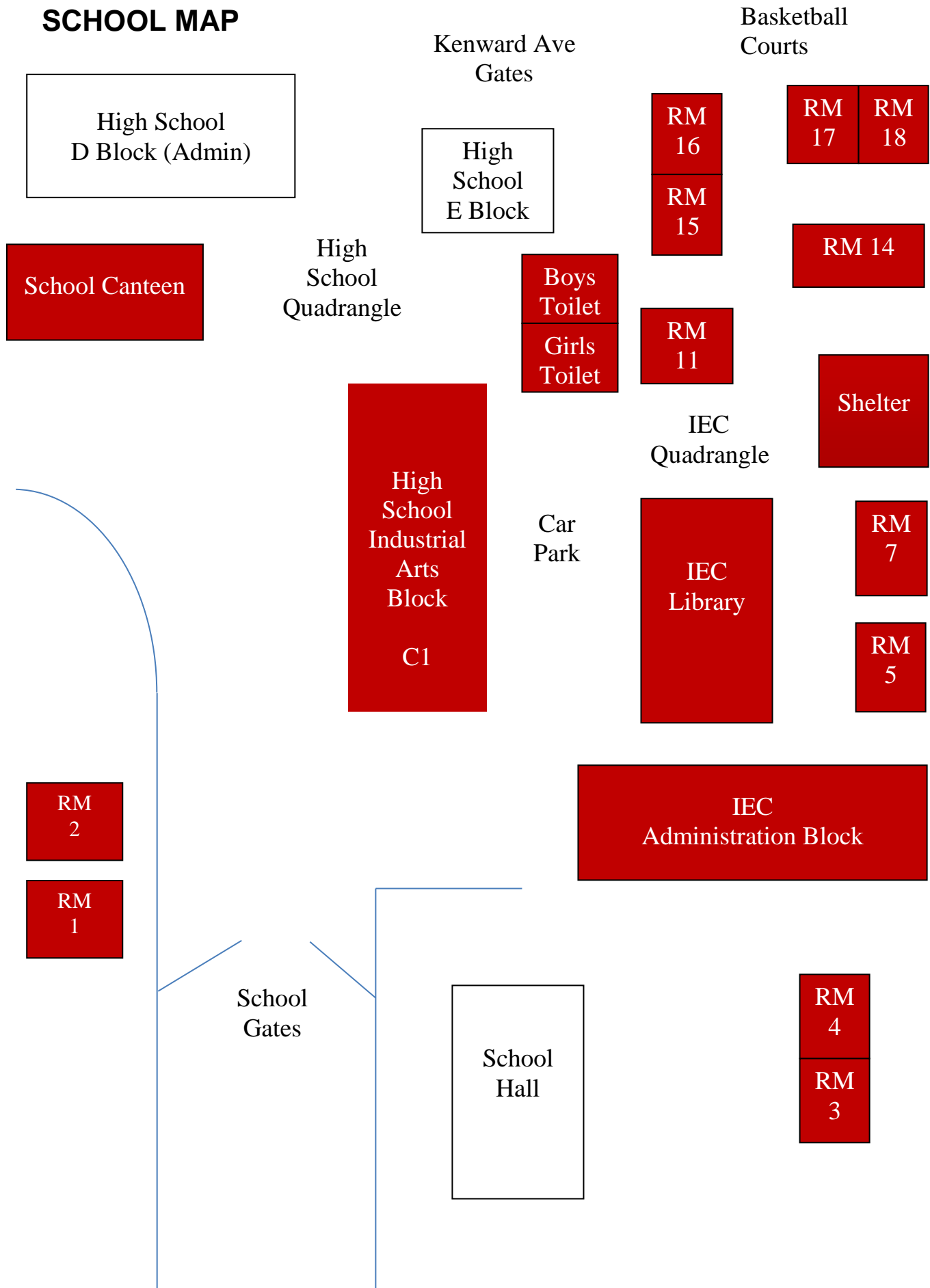
Please note that most uniform items can be purchased through the IEC office.

Student Information Booklet
CHESTER HILL INTENSIVE ENGLISH CENTRE UNIFORM
(prices are subject to change)

ITEM	PRICE
Unisex Uniform – Monday to Thursday	
Grey Long Pants	\$17.00
Grey Shorts	\$13.00
White Polo Shirt Short Sleeve	\$12.00
White Polo Shirt Long Sleeve	\$12.00
Unisex Sport Uniform - Friday	
Sloppy Joe	\$15.00
Cap – Plain	\$ 4.00
Sports Shorts	\$13.00
Microfibre Track Pants	\$22.00
Sport Polo Shirt Short Sleeve	\$14.00
Scarf	\$ 5.00
Jacket	\$20.00

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SCHOOL MAP



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EMERGENCY PHONE NUMBERS

Police/Ambulance/Fire Ask for the Emergency Service you require	000
Bankstown Lidcombe Hospital Eldridge Road, Bankstown 2200	9722 8000
Auburn Hospital Hargreve Road, Auburn 2144	8759 3000
IEC After Hours Number	0467 796 521
Bankstown Family Medical Centre Bankstown City Plaza, Bankstown 2200	9790 4321
Auburn Family Medical Centre 22/1 Civic Road, Auburn 2144	9207 4100
Chester Hill IEC email:	chesterhil-i.school@det.nsw.edu.au