



MERIDAN

STATE COLLEGE

INTERNATIONAL STUDENT HANDBOOK



INTRODUCTION TO MERIDAN STATE COLLEGE

Meridan State College - Foundation to 2019

Meridan State College opened in January 2006 for students in Years Prep to Year 6. Our Foundation Year had just 216 students enrolled. Today in 2019, our College has grown, and we now have over 2700 students enrolled, ranging from Years Prep to Year 12. While you are visiting our College, we will also be welcoming students from other countries. During your visit, our student numbers will be sitting at around 2800!

Our College precinct consists of three subschools:

- Primary: Prep - Year 6
- Junior Secondary: Years 7-9
- Senior Secondary: Years 10-12.

Each subschool has its own campus within the site but is aligned with the direction and focus of the College entity. A dense rainforest divides the site and allows the separation of the subschools as well as offering a unique flora and fauna experience that is exclusive to our College.

While Meridan is very much a school of the future, we place great importance on 'old fashioned' values, such as good manners, considerate behaviour and pride in our College and ourselves. We endeavour to provide the very best education possible for our students and visiting students alike, in a safe, secure and happy environment.

Once again, a very warm welcome to the Meridan State College community.



Julie Kornmann
College Director

MERIDAN STATE COLLEGE INTERNATIONAL STUDENT PROGRAM

Meridan State College Registered Training Organisation (RTO 32134)

The Queensland Department of Education trading as: Education Queensland International (EQI) CRICOS Provider Number 00608A

INTERNATIONAL PROGRAM STAFF



Julie Kornmann
College Director



Mark Seijbel
Senior School Principal



Natasha Wicks
Deputy Principal



Peter Lawrence
International HOD



Fleur Parker
International ISC & Homestay

International Office Location:

International Program Phone:

International Program Manager

International Student & Homestay Coordinator

Room SP09

(07) 5490 2724

Mr Peter Lawrence

plawr11@eq.edu.au

Mrs Fleur Parker fpark0@eq.edu.au

After hours emergency

1800QStudy Hotline



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School hours

Office Hours

School Area	Hours of Operation
Executive Centre	8:00am to 4:00pm
Client Services	8:00am to 4:00pm
Pre-loved uniform shop	Closed
Cashier Office - Finance	8:00am to 12:00pm

Primary School (Prep - Year 6)

Session	Timing
First Bell	8:45am - start
Morning session	8:45am - 10:55am
First break	10:55am - 11:45am
Middle session	11:45am - 1:20pm
Second break	1:20pm - 1:40pm
Afternoon session	1:40pm - 2:45pm

Secondary School (Years 7 - 12)

Session	Timing
First Bell	9.10-start
Morning Session	9.20am-11.30am
First Break	11.30am-12.20pm
Middle Session	12.20pm-1.30pm
Second Break	1.3pm0-1.50pm
Afternoon Session	1.50pm-3.00pm

Please note on Tuesday's you finish
at 2.20pm

COMMUNITY STRUCTURE



At our College, students are grouped into communities. Each of our Communities are named after successful Australian Sportspeople. Bradman, Freeman, Rafter and O'Neill were selected not just because these names represented sporting heroes, but because of the significant contribution these people made to society.

Rafter	Pat Rafter	Australian Tennis Icon
Freeman	Cathy Freeman	Australian Olympian - Running
O'Neill	Susie O'Neill	Australian Olympian - Swimming
Bradman	Sir Donald Bradman	Australian Cricket Icon

As you are special guests of our College, you have been placed into a Community, as an honorary member. Enclosed in your pack is a coloured bag. The colour of this bag tells you which Community you have been placed into while you are at Meridan State College.



IMPORTANT EMERGENCY CONTACTS

In emergencies you should call **1800Qstudy Hotline (1800 778 839)**

If you need urgent help for a serious accident or personal threat you should call **000**

EQI After Hours Service	EQI Responder	1800QStudy
Student & Homestay Coordinator	Mrs Fleur Parker	5490 2724
College Director	Mrs Julie Kornmann	5490 2333
HOD International	Mrs Peter Lawrence	5490 2333
Client Services		5568 4338
Absentee Hotline		0429784249
Emergency Services:	Police Fire Ambulance	000
Police Stations	Caloundra Police Station 3 Gregson Place Caloundra QLD 4551	075439 4444 or 000
Kids Help Line	24 Hour Line	1800 551 800
Beyond Blue	24 Hour Counselling Service	1300 224 636
Lifeline	24 Hour Counselling Service	131114



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Communication with Meridan State College

Absence from school	Ask host parent to phone school on the day to explain your reason for absence. For absences of 2 days or more, or if absent for an exam or assignment due date, a medical certificate is required.
Late for school	Go to Client Services office and ask for a late pass, then take it to your teacher and have a note from your homestay family.
Need to leave school early	Take a note from your parent or host parent to Client Services in the morning and ask for a leave pass. Show this to your teacher when you need to leave.
Sickness or injury at school	Please report to Client Services to the School Nurse (MS Linda)
Problems outside of school or homestay	Contact your host family as soon as possible tell them about your problem. If you can't contact your host family, call 1800QStudy Service or if it is an urgent medical or safety concern call 000.
Problem with homestay	Please speak to your International Homestay Coordinator, who can assist you or call 1800QStudy.
Personal problems	Speak to the International Student Coordinator or Year Coordinator who can then refer you to our Guidance officer or School Nurse or Chaplain.
Study Problems	Talk to your teacher or HOD Mr Lawrence or ISC.
Change in Family (people leave or come to live in your homestay)	Please report this to your International Student Coordinator or 1800QStudy.
Change of Address or Contact Details	Please report this to your International Student Coordinator.
Overnight stays	Complete and submit the Travel & Activities Form <u>at least 2 days</u> prior to the proposed arrangement. Students must not stay elsewhere overnight without school approval.
Travel	Complete and submit the EQI Travel & Activities Form <i>at least 2 weeks</i> prior to proposed travel. Students must not travel without school approval.
Host family plans to be away from home overnight or for holidays	Tell the Homestay Coordinator in advance so alternative arrangements can be made.

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Uniforms

You are expected to wear full school uniform at all times when at school, including in exam blocks also. If you do not wear your correct uniform you will be sent to Student Services Building and issued with any missing uniform items that you can borrow and return the following day. Please refer to our Uniform Policy at our Meridan College website under the International tab.

EAL/D Lessons (English Second Language Lessons)

EAL/D lessons will be timetabled every Tuesday session 4 and session 1 on a Wednesday in SP07 classroom (International room).

International Surf Program

Meridan State College will offer their International Students a Surf Awareness Program, which will be offered in Term 1 & Term 3 on Wednesday, Period 4.

The Resource Centre (Library)

Is open from: 7.35am to 4.00pm Monday to Friday. The Resource Centre is accessible to Senior Students at 2nd break only.

Library books may be borrowed and are expected to be returned within 1-2 weeks.

IT Assistance

As Meridan College is a BYOx College where years 4-12 are expected to bring a suitable device to Meridan College each day. If you do not own a laptop, a BYOx device will be issued to you during your stay at Meridan College. We offer IT assistance each day during 1st break and after school in the Resource Centre with our IT staff members who will be there to assist you.

Printing at Meridan College

All students will be issued with a Student ID card after you have had your student photograph taken and processed and you will have funding provided on your Student ID Card. Printers are located in the Resource Centre and in the International Room in SP07. Black & white and colour printer / photocopier / scanner is available for student use.

When entering the Resource Centre.....please.....

- Leave bags on bag-racks (you can leave valuables at the circulation desk)
 - Work quietly
 - No food or drink in The Hub (including water bottles)
 - If you are seeing the IT Staff for assistance with your BYOx device then please line up to be seen at 1st Break each day or afterschool.
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Rainforest Cafe

Open every day during First Break and Second Break. On our Meridan College Facebook page the weekly and daily specials will be advertised and the staff can cater for any dietary requirements.

Senior Students can also order from the Café before school and during first break to order coffee's, milkshakes, frappes.



Rainforest Cafe etiquette

- Queue quietly in an orderly line behind the bar.
- Students are to buy for themselves only. Please do not ask students in the line to buy for you or give money to students in the line.
- Students not in the queue should remain outside the yellow line.
- Say 'Please' and 'Thank You'.
- All litter must be put in the bins provided.
- Bags are not to put on the tables. Please do not sit on the tables.
- No ball games are to be played in the vicinity of the canteen. The ovals are to be used for all ball games requiring kicking; the courts for basketball.



Phone: 5439 4334
Mobile: 0432 303 951

Order online at www.flexischools.com.au or via individual paper bag in class tuckshop box. 1st break orders only. Junior school orders will be delivered to classrooms in a class tuckshop box. Year 7-12 orders can be collected at the first break bell at the counter on the Junior side of the tuckshop.

All online orders need to be finalised by 8:45am or paperbag orders given into staff members by 9:00am.
(Any orders after this cut off point will be accepted, however choice may be limited)

Menu

Daily Hot Dish or Salad of the Day	\$ml \$3.50
(Menu available on Flexischools or at the cafe)	Lg \$6.00
Kellie Salad	\$5.00
(Chicken or Ham, Boiled Egg, Lettuce, Carrot, Tomato & Cucumber)	
Fresh or Toasted 'Build Your Own' Sandwiches	\$4.00
All Sandwiches are served on Wholemeal bread	
Chicken/Ham/Cucumber/Carrot/Cheese/Egg/Tomato/Lettuce	
Vegemite/Jam/Cheese Sandwiches	\$2.00
Fresh Tortilla 12" Wraps	Half \$3.00 Full \$5.00
Chicken, Cheese & Salad	
Ham, Cheese & Salad	
Cheese & Salad	

Snacks

Boiled Egg	.80c
Carrot Sticks, Cheese, Crackers & Hummus/French	
Onion Dip	\$2.50
Queensland Yoghurt Tubs (Mango, Raspberry or Honey)	\$2.80
Piklets with Jam or Honey (2)	\$2.00
Toast Banana Bread (1 slice)	\$2.50
Chocolate Protein Balls (1)	\$2.00
Chocolate Chip Cookie	\$1.00
Jelly Cups	.50c
Yoghurt Frogs (5 Frogs to a bag)	.50c
Jumpies Kangaroo Snacks	\$1.00
Red Rock Chips (Honey Soy/Salted)	\$1.50
Fruit	\$1.00
Fruit Salad/Tub in Juice, Fresh Cut Apple Slices, Fresh Cut Orange Wedges	

Hot Snacks

These items are available to order but will also be available to purchase over the counter at 1st break.

Garlic Bread	\$1.00
Chicken Nuggets (5)	\$2.50
Pie	\$ml \$2.50 Lg \$4.00
Sausage Roll	\$ml \$2.50 Lg \$3.50

Birthday Class Packs

Delivered to class at 1pm on requested day	
Super Dooper Ice Blocks (30)	\$15.00
Cup Cakes (30)	\$30.00

Hot Food

Toasted Fresh Chicken, Cheese & Mayo Wrap	\$4.50
Beef or Chicken Burger (Pattie & Sauce on a Roll)	\$4.00
Add Cheese	.50c
Homemade Pizza - BBQ Chicken, Bacon & Cheese	
or Margarita	\$4.00
Beef Lasagne	\$4.00
Tomato/BBQ/Mayo Sauce Sachet	.10c each

Gluten Free Menu Items

These items are prepared in an environment along with other food items and therefore we cannot guarantee cross-contamination will not occur.

Pizza Wedge (BBQ Chicken, Bacon & Cheese or Margarita)	\$4.00
Garlic Bread	\$1.00
Chicken Nuggets (5)	\$2.50
Fresh or Toasted 'Build Your Own' Sandwiches	\$4.00
or a Wrap	\$5.00
Ham/Chicken/Lettuce/Tomato/Cucumber/Carrot/Cheese/Egg	
Triple Chocolate Chip Cookie	\$2.50

Drinks

Plain Milk	150ml \$1.50
Chocolate Milk	200ml \$2.00
Strawberry Milk	200ml \$2.00
Water	150ml \$1.50 600ml \$2.00
Crazy Lemon Original Lemonade	\$2.00
Popper Juice (Apple, Orange or Apple Blackcurrent)	\$2.00



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Meridan School bags & Valuables

School bags are not to be taken into classrooms unless you have permission from the teacher. Bags should be left on the bag racks outside the classroom.

You should not keep large amounts of money in your homestay or at school. It is safest to keep your money in a bank account and withdraw cash as you need it.

Emergency Procedures at Meridan State College (including Fire Drills & Lockdowns)

Fire Drill:

You will hear a specific warning signal advising to exit the building and head to the assembly point, which is our College oval. We also have Fire Drills each term educate our students in the event of an emergency.



Lockdown:

You will hear a specific warning signal advising there is a Lockdown. In a Lockdown you will hear be required to sit under your school desk and your teacher will turn off the lights and lock the door to ensure your safety at all times. We will have a Lockdown Drill each term to educate our students in the event of an emergency.

You can view our Meridan Student Guidelines in full on our website via the link below:

[https://meridansc.eq.edu.au/Supportandresources/Formsanddocuments/Documents/College%20Publications%20\(College%20Guidelines\)/Meridan%20State%20College%20Student%20Guidelines.pdf](https://meridansc.eq.edu.au/Supportandresources/Formsanddocuments/Documents/College%20Publications%20(College%20Guidelines)/Meridan%20State%20College%20Student%20Guidelines.pdf)

STUDENT VISA & EQI REQUIREMENTS

Attendance

It is a condition of your visa that you attend school every day unless you are sick and maintain a 95% attendance rate at all times term.

- If you miss 2 or more consecutive days or are away on the day of an exam or when an assignment is due, you must have a medical certificate.
- Missing 1 or 2 periods will be recorded as a half days absence.
- You will be given a 1st letter if your absences fall below 90%.

EQI Attendance Policy:

<https://eqi.com.au/for-students/policies-procedures/attendance>

2 - 3 DAYS - YOU HAVE REACHED 95%	Meet with International Student Coordinator
4-5 DAYS - YOU HAVE REACHED 94-90%	Meet with Guidance Officer and HOD of International Letter 1 "Meeting Letter" sent to agent /Parents/EQI
6- 7-8 DAYS - YOU HAVE REACHED 89-85%	Meet with Principal Letter 2 sent to agent/Parents/EQI (Final warning)
9 + DAYS - YOU HAVE REACHED 80%	Department of Immigration will be informed of your breach by Director of EQI, Glen Donald.

Course progress

Maintaining satisfactory course progress is a condition of your student visa. If your course progress is not satisfactory, we must report it to authorities and your student visa may be cancelled. Please refer to EQI Course Progress Policy link.

<https://eqi.com.au/ISP%20PP%20PDFs/course-progress-policy.pdf>

Course length

You must complete your course within the time set out in the Confirmation of Enrolment that we send to you.

We may extend the time to complete your course only if there are compassionate or compelling circumstances, if we reduce your course load because you are having difficulty making satisfactory course progress, or we approve a deferral or suspension of study (see the **Deferral, Suspension and Cancellation** section).

Course requirements

The standards required to achieve satisfactory course progress for each of our courses is set out in our Course Progress procedure, published at www.eqi.com.au.

Your school will advise you about your course work and assessment. Check the Queensland Curriculum and Assessment Authority website (<https://www.qcaa.qld.edu.au/k-12-policies/student-assessment>) for information about how courses are assessed.

We do not guarantee that you will successfully progress to the next level or complete the course.

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Reports

The school will provide written reports to you and your parents or legal custodians every term.

Behaviour

If your behaviour is unsatisfactory, we may cancel or suspend your enrolment. This may affect your student visa.

At school: You must:

- participate actively at school;
- take responsibility for your own behaviour and learning;
- respect other members of the school community and the school environment and property;
- cooperate with staff and others in authority; and
- comply with your school's rules. Check your school's website for the school's responsible behaviour plan.

EQI Behaviour Management Policy

<https://eqi.com.au/ISP%20PP%20PDFs/behaviour-management-policy.pdf>

EQI Deferral, Cancellation or Suspension of Enrolment Policy:

<https://eqi.com.au/for-students/policies-procedures/deferral-suspension-and-cancellation>

EQI Student Terms & Conditions can be viewed here:

<https://eqi.com.au/apply-now/terms-and-conditions>



Curfew agreement

As a part of your EQI Study Abroad Program you are to adhere to strict curfew hours that have been put in place for your safety and duty of care.

These hours are as follows:

- Sunday, Monday, Tuesday, Wednesday you are to be home by 7:00pm at night.
- Friday and Saturday evening by 9.30pm at night if you are under 15 years old, if you are over 16 years old you must be home by 10.30pm.



If you are for some valid reason going to be a little late you must communicate this with your homestay family. If you choose to abuse your curfew times and not follow them, this will result in you receiving a written warning letter. If you receive 2 written warnings for your behavior, and choose to abuse your curfew again you then be referred to the Director of International Programs within EQI.

Course Extensions

If you would like to extend your enrolment at Meridan State College, your parents should write a letter of request, stating the dates for which they would like your enrolment extended, the name of the school they would like you to attend for the extended enrolment and the reason for the extension. If the request is approved a new offer and invoice will be issued. A new COE (Confirmation of Enrolment) will be issued upon payment to EQI Gold Coast.

<https://eqi.com.au/for-students/policies-procedures/variation-to-enrolment>

Visa Extensions

If you extend your enrolment you may also need to extend your visa. If your visa is due to expire before you complete your school enrolment you should request a visa extension. You can do this online at www.immi.gov.au. You should do this 3-4 weeks *before* your visa is due to expire. Firstly check if you will need a health check at <http://www.immi.gov.au/allforms/health-requirements/> and if so, book your appointment and undertake the check before you lodge your application! This will make things much faster.

To lodge online you need your new COE, your current visa still needs to be valid and you need to make your payment of \$600. If you pay by credit card with your COE and you complete the form you, will instantly be granted a Bridging Visa.

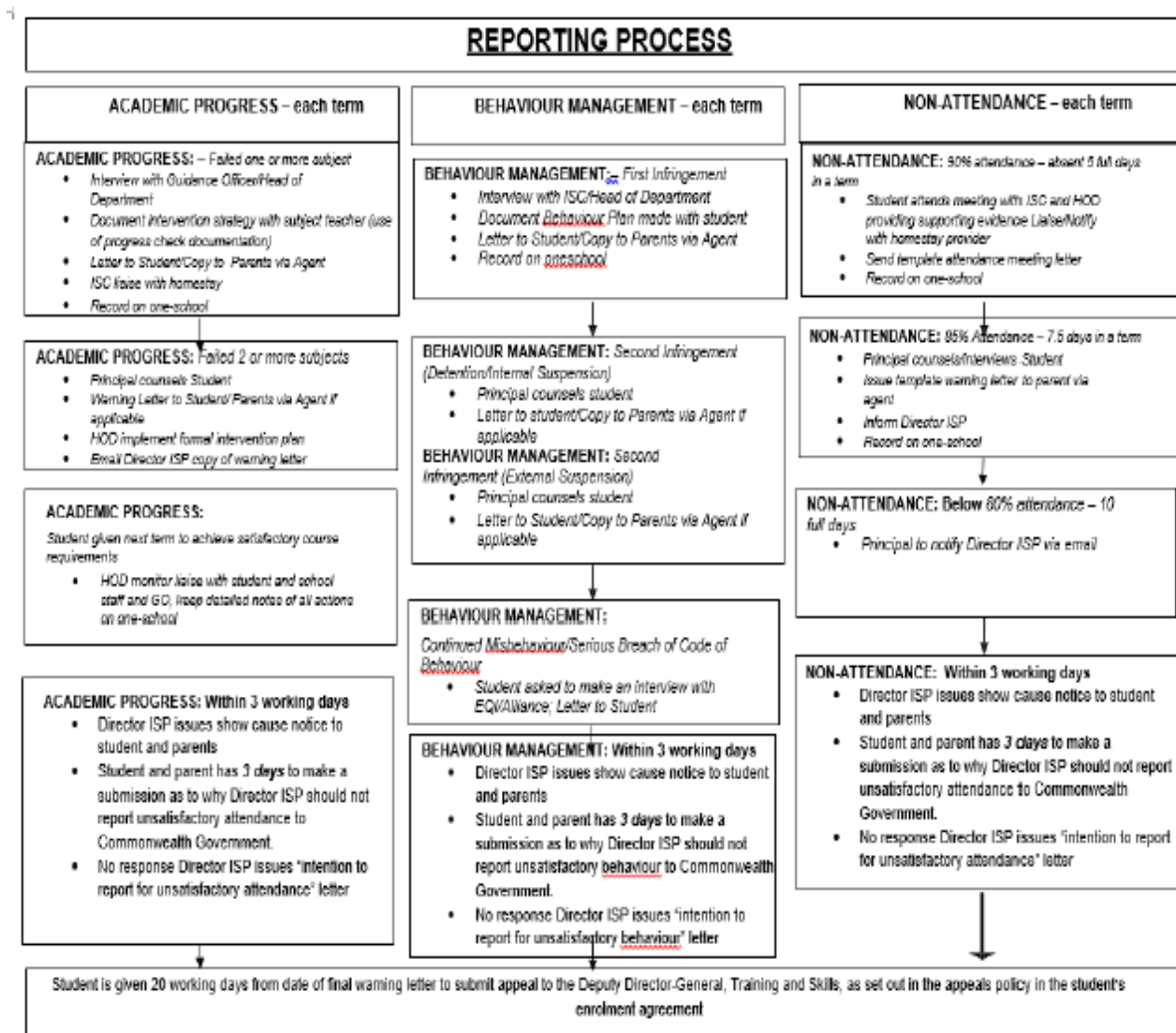
Tourist Visa's

If you wish to travel at the end of your study abroad program you will require a Tourist Visa (Sub Class 600), the cost is approximately \$440.00 (subject to change) and YOU MUST submit your visa application 4-2 weeks.

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HOMESTAY FAMILIES

It is important that you are happy and well cared for in your homestay. Your host family is your family while you are here so we expect our host families to give you care and support and to work with the school to keep you safe.

Make sure you tell the International Homestay Coordinator if you have any problems in your homestay so they can be addressed.

Sometimes students are uncomfortable because of misunderstanding. It is always better to talk about problems when they happen because things are often not as serious as they seem and can be fixed by talking. Your host family is expected to follow the EQI Homestay Terms & Conditions.



Please refer to your copy of your EQI Standard Term and Conditions on Page 7 for your rights and expectations in an EQI Homestay.

Please refer to our Meridan College school website for more information in relation to settling into your homestay family.

<https://meridansc.eq.edu.au/Enrolments/Internationalstudents/Pages/1.%20Homestay-Program.aspx>

THINGS TO REMEMBER

Here are some things that will help make your homestay experience a happy one:

- Tell your host family and/or school staff about yourself and ask them questions about themselves
- If you do not understand what has been said, ask the person to say it more slowly or to explain
- If you are not sure about what you should do, ask someone
- Show respect to family members and their property, just as they should show respect to you and your property.
- Keep your room and bathroom clean and tidy and clean up after yourself.
- Always be home by meal-time unless you have made other arrangements with your host family in advance.
- Be home at the time your host family has set.
- Follow homestay rules, including rules for phone and internet use, as Homestay families are now not required to provide Internet usage to International Students.

WHEN YOU'RE SICK

- If you are sick at school you should go to the First Aid counter in the main office, or see the staff in the International Office. If you are sick at home you should tell your host family and you may need to be collected.
- If you see a doctor you will have to pay for the consultation. You should keep your receipt to claim a refund for some of the cost from your health insurance provider (usually Allianz).
- It is a condition of your visa that you keep your health insurance up to date for the full length of your stay in Australia. Your health insurance will cover the cost of ambulance and hospital for accidents or new illnesses. It will *not* cover dental, optical, physiotherapy, medicines or other medical services. Dentists are quite expensive in Australia so you are advised to have your teeth checked when you go home for holidays.
- As per the EQI Standard Terms and Conditions you must make your school aware of any and all of your health conditions and previous health conditions.



If you are sick for more than 2 days you will require a medical certificate from a doctor, as per the conditions of your 500 Student Visa. Please see below the information

- 13SICK (National Home Doctor Service) - Bulk Billed, in home, out of hours service.
- House Call Doctor Sunshine Coast 135566



HOSPITAL ADMISSIONS

It is important when you arrive that you take a photo of your mobile phone of:

- Your passport
- Your Student Visa
- Your Allianz Health Card

As if you are taken to Hospital for a severe injury or accident they hospital staff will ask you and your host parents for these documents to identify you to process your payment. You must ensure you have funds available if you are being admitted or seen by Emergency staff. The cost can be from \$250-1200.00 for admitting you.



Our Health system in Australia is of a high standard and our Public Hospitals are off a high standard also, and will charge you less to be seen so we suggest going to Robina Hospital or Gold Coast University Hospital. If an accident occurs on school grounds our International staff will accompany you in the ambulance.

CULTURAL MATTERS

It is normal for students to experience some difficulties when they first go to a new country. You may feel very tired, have trouble sleeping, feel irritable or even sick or angry. These feelings usually pass after a period of time, but when you have difficulties it helps to talk to someone about how you are feeling.

Sometimes the difference in culture can cause problems or misunderstandings. It is always best to talk about these problems when they first happen because if you don't ask for help the problem may become worse.

It will also help if you understand and respect the Australian culture.

Here are some basic codes of conduct that are expected from students at school, in the homestay and in the community. These are all ways of showing respect:

- Knock on a closed door before entering
- Look at the person and say hello when you see them
- Do not spit
- Do not swear in public places or you can be fined
- Always say "Pardon" and not "What" when asked a question



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- Speak clearly so that people can hear you
- Listen to what the other person is saying before you speak again
- If you need to speak to someone who is talking or busy, wait until they have stopped
- speaking and say “excuse me” if you need to get their attention
- It is polite to say “thank you” when someone has given you something or has helped you.
- Clean up your own mess, do not leave it for someone else to clean and put rubbish in the bin
- Respect other people’s property including school property such as school books,
- computers etc. If you borrow something look after it and return it safely
- Respect the Australian Culture and Indigenous Communities



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Education Queensland International
CRICOS Code 00608A

ID CARDS & PUBLIC TRANSPORT

You will be photographed in your two weeks at Meridan State College for your ID card. You will need this identification for library resources, printing and to receive student discounts when purchasing your **Go Card** for transport services on the Sunshine Coast.

Please make sure when you get your student **Go Card** that you always have funds (money \$) on your card and that you tap on and off when on the buses, trams or Brisbane Ferry services. Please below the **tap on device (please see below)** that you will see when stepping on and off the buses and there will be one for the trams and ferries.



TRANSPORT – GETTING AROUND ON THE SUNSHINE COAST....ITS REALLY EASY

For information on public transport go to the [Translink website](http://www.translink.com.au/). There is also a “Plan Your Journey” option on this website which will tell you what buses to catch and how long your journey will take you. Please always travel in numbers and not alone for your own safety

<http://www.translink.com.au/> or phone 13 12 30.

For Taxi cabs call 131 008 or you can download the UBER App on your Iphone or smart Phone and book an UBER driver to collect you and take you to your destination.



Please remember that students are expected to stand on trains and buses if there are not enough seats for all adult passengers or elderly people. If there is not a spare seat for an adult passenger you should offer your seat. If you have to stand do not stand near the doors, and make sure you hold onto something.

Please also remember to press the STOP Button on our BUS services so they know to stop at the next bus stop you wish to get off at.



EQI TRAVEL & ACTIVITIES FORM

EQI Travel Policy has been designed to manage the potential risk associated with student travel. You must complete the EQI Travel and Activities Form and have it approved before you can travel anywhere. Please refer to your EQI Standard Terms and Conditions also.

<https://eqi.com.au/ISP%20PP%20PDFs/EQI-non-routine-travel-and-activities-for-homestay-students-procedure.PDF>

You have been provided with a copy of the EQI Travel & Activities Form in your Welcome Pack. You can also view at:

<https://eqi.com.au/studentservices/policiesprocedures/Documents/Travel%20and%20activities%20request%20form.pdf>

TRAVEL REQUEST PROCEDURE

<u>Procedure</u>	<u>Procedure</u>	<u>Person Responsible</u>	<u>Completed (Tick & Date)</u>
Step 1	Obtain <i>EQI Travel & Activities</i> from ISP Coordinator at host school. Copies to be handed to students at orientation.	Student	
Step 2	Complete <i>the Section that applies to your request</i>	Student	
Step 3	Ask Homestay Provider to complete <i>Section F</i> on form	Student	
Step 4	Give form to ISP Coordinator within negotiated timeframe prior to process.	Student	
Step 5	ISP Coordinator to verify stay arrangements with both families, confirm adequate and appropriate supervision, then have the Principal approve the travel request	ISP Coordinator/Principal	
Step 6	ISP Coordinator to email to your agent or parents to approve and sign the EQI Travel & Activities Form	ISP Coordinator	

Meridian State College will offer 1 travel opportunity each term for you to you register if you wish or you may also choose to attend the EQI Holiday Adventure Program trips which can be viewed at:

<https://eqi.com.au/for-students/holiday-adventure-program>

PRIMARY SPORTS OVAL

SECONDARY SPORTS OVAL

EMERGENCY ACCESS ROAD ONLY

PLDC - PRIMARY LEARNING DEVELOPMENT CENTRE
5001 → 5022

5AS
Admin Offices
5JW
5001 → 5022

5/4EC
5001 → 5022

5MP
5001 → 5022

5KN
5001 → 5022

6RN
5001 → 5022

MC - MUSIC CENTRE
MC01 - MC09

SC - SPORTS PERFORMANCE CENTRE
SC11 → SC21

PA - PERFORMING ARTS
PA01 - PA12

CH - CATERING AND HOSPITALITY
CH01 - CH08

FT - FOOD TECHNOLOGY
FT06 → FT07

RF - RAINFOREST CAFE
RF01 → RF15

JPAC - JUNIOR MUSIC AND PERFORMING ARTS
JP04 → JP07

SS - STUDENT SERVICES
SS01 → SS15

RC - ICT RESOURCE CENTRE
RC01 → RC27

AS - ANCILLARY SERVICES
AS01 → AS05

CS - CLIENT SERVICES
CS01 → CS17

EXECUTIVE CENTRE
EC01 → EC23

PKM
5001 → 5022

PKA
5001 → 5022

PSG
5001 → 5022

UNDERCOVER AREA
B1-B6 PRIMARY GLAS

UNDERCOVER AREA
YEARS 3-4

UNDERCOVER AREA
YEARS 5-6

UNDERCOVER AREA
YEARS 7-12

GRASSLANDS

RAINFOREST BOARDWALK

RAINFOREST CAFE

PRIMARY CAMPUS

5490 2666

STUDENT SAFETY PLAN

Emergency “000” numbers are free of charge - call this if someone is injured or you are threatened outside of school. At school ask any teacher, office staff or the International staff for help.

Always call the International Homestay Coordinator on the emergency contact numbers **0448 957 931** if you are involved in an **emergency** outside of school. The Police are here to help you. For emergencies call 000. For other matters call 5569 8488.

Personal Safety in the school grounds

- Know the evacuation and lock-down procedures (*see poster in classrooms*).
- Know and follow the school safety rules (*see school diary and each classroom*)
- Know and follow the school safety procedures (*see school diary*)
- Tell the International Student Coordinator about any people or incidents that have made you uncomfortable or have hurt you.
- Report broken or dangerous equipment to International Student Coordinator.
- Report strangers or people acting suspiciously immediately to International Student Coordinator.

Safety with possessions

- **Avoid bringing valuables to school.** If you must bring something valuable, leave it at the office for safe-keeping
- Never leave belongings unattended (at school or anywhere else)
- Keep your bag where you can see it and close to your body.
- Report any lost or stolen items immediately.
- Name your belongings, especially your hat, school bag, school jumper and valuable items.

Safety away from school

- Belong to a group.
- Walk with friends.
- Stay where there are lots of people.
- Keep emergency contact numbers in your phone and have your Emergency Card with you.

Always tell your host family when you are going out, where you are going and when you expect to return.

- Have enough money to get home and **plan your transport** home before you leave (make sure you know which bus or train you will catch and where to catch it).
- Be aware of your surroundings; do not use headphones while walking.
- Avoid travelling alone especially at night - phone someone with the bus route number and the bus number or the taxi company name and the taxi number.
- Always carry your mobile phone charged and with credit available.
- Do not go anywhere with strangers.
- Do not give personal information to strangers.
- Know and follow the EQI travel policy procedures

Beach & Water Safety

- Always swim with friend- do not swim or surf alone
- Do not swim or surf when the beaches are closed
- Don't swim at night from when the sun is going down or early in the morning due to the sharks in the water
- Always swim between the red and yellow flags
- If you get into trouble, stay calm and signal for help by waving your hand
- Do not swim at unpatrolled beaches such as Moffat Beach.
- You will complete an EQI Water Safety Assessment in Week 1 as a part of your Student Orientation Program. You must not partake in ANY water activities until you have completed this assessment with Meridan College on Day 2 of your Student Orientation.

Please view the following Queensland Lifesaving Beach safety Video at:

<https://www.bing.com/videos/search?q=queensland+life+saving+video&view=detail&mid=50D69B9C0A2A6B479D1450D69B9C0A2A6B479D14&FORM=VRDGAR>



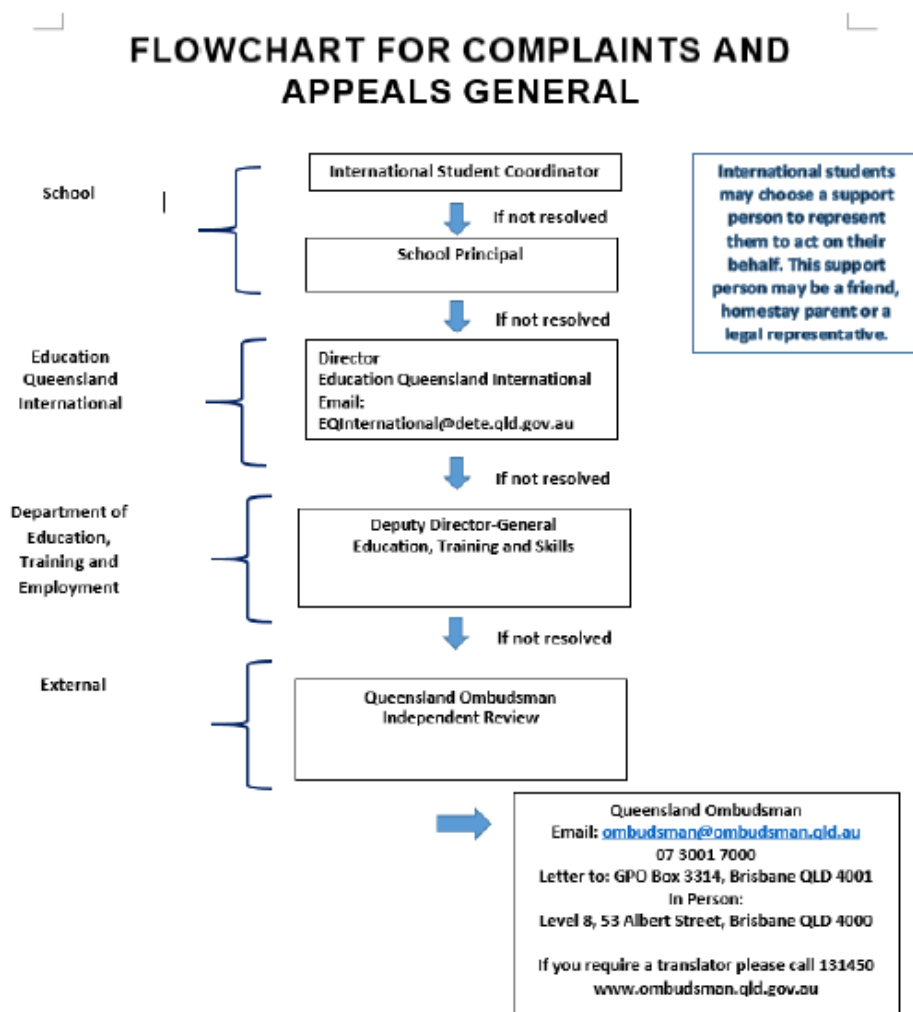
EQI Complaints & Appeals Process

Please view the EQI Complaints & Appeals Policy at:

<https://eqi.com.au/ISP%20PP%20PDFs/complaints-and-appeals-policy.pdf>

You can view the EQI Complaints & Appeals Procedure at:

<https://eqi.com.au/ISP%20PP%20PDFs/complaints-and-appeals-procedure.pdf>

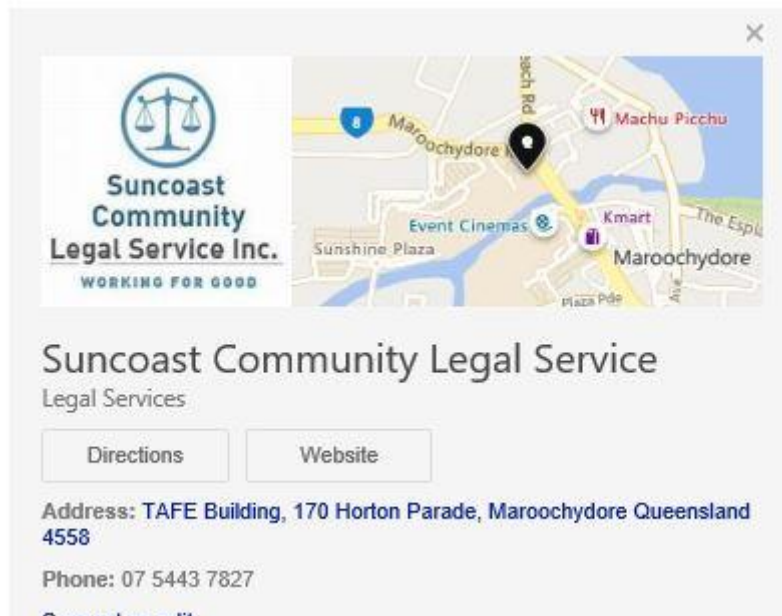


Trading Name: Education Queensland International CRICOS Provider Number:
00608A

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Legal Services:

If you require any legal assistance during your stay you can contact the legal firm below for assistance.



2019

School calendar

Queensland state schools

DECEMBER 2018	JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
30 31 1	1 2 3 4 5	1 2	31 1 2	1 2 3 4 5 6
2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 4 5 6 7 8 9	3 4 5 6 7 8 9	7 8 9 10 11 12 13
9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16	10 11 12 13 14 15 16	14 15 16 17 18 19 20
16 17 18 19 20 21 22	20 21 22 23 24 25 26	17 18 19 20 21 22 23	17 18 19 20 21 22 23	21 22 23 24 25 26 27
23 24 25 26 27 28 29	27 28 29 30 31	24 25 26 27 28	24 25 26 27 28 29 30	28 29 30
MAY	JUNE	JULY	AUGUST	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	30 1	1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7
5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14
12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21
19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28
26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30 31	29 30
OCTOBER	NOVEMBER	DECEMBER	JANUARY 2020	
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	
1 2 3 4 5	1 2	1 2 3 4 5 6 7	1 2 3 4	
6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11	
13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18	
20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25	
27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31	

School terms

State school holidays

Public holidays

Staff professional development/student free day

There are 200 school days in 2019.

Semester 1 2020 commences for teachers on January 23 and for students on January 28.

STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are January 24, 25, April 8, 9, 10 and October 21. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

PUBLIC HOLIDAYS

Queensland public holidays are set by the Industrial Relations Minister.

Public holidays for a local show are not shown due to diversity of dates across the state.

FINAL DATES FOR STUDENT ATTENDANCE

November 15 is the final date for Year 12 attendance for receipt of a Senior Statement. November 29 is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on December 6.

The information in this calendar was correct at the time of publication (August 2018) but may be subject to change.

For more information and the latest version of this calendar, visit

www.education.qld.gov.au