



SYDNEY ADVENTIST COLLEGE STRATHFIELD CAMPUS

Nurture for today • Learning for tomorrow • Character for eternity

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Adventist College of English (ACE) STUDENT HANDBOOK 2009

Welcome to the Adventist College of English

“Providing International Students with a superior pathway to learn English in a culturally diverse and caring Christian environment for successful integration into the Australian educational system”

Our Vision

To nurture, foster learning and develop character for today and eternity.

Our Mission

To model the love of God, inviting students to live life to the full. We seek to achieve this through a Christ-centred learning environment, which provides a balanced, holistic education and values character development, citizenship and the pursuit of excellence.

Our Values

We value relationships

All people are treated fairly, with respect and kindness, care and compassion.

We appreciate diversity

Understanding and tolerance, acceptance and inclusion are our practice.

We act with integrity

Ethical behaviour is upheld. With responsibility, accountability and honesty we acknowledge the rights of all.

We engage in service

We seek to develop good citizenship and serve our community.

We encourage achievement

Perseverance, initiative, resilience and the pursuit of excellence are affirmed. Scholarship is prized.

We celebrate Christianity

We aim to model the love of God in the practice of Christian life.

(Our Mission, Vision, and Values are taken from Sydney Adventist College Handbook. ACE operates as part of the College).

PHILOSOPHY

As part of a Christian school, the Adventist College of English endeavours to put into practice Christian principles in all its activities.

Students are encouraged to develop and value their own ability as well as recognise the worth of others.

MAIN OBJECTIVES

- To develop the English language skills and vocabulary required to function successfully in an Australian secondary school.
- To familiarise students with the basic structure and functions of the Australian secondary school system and in particular with Sydney Adventist College.
- To facilitate spiritual growth and academic excellence in an environment in which Christian nurture may take place.
- To help students develop independent study and learning skills.
- To provide opportunities for students to increasingly participate in mainstream activities in order to facilitate their transition from a language school setting to a high school setting.

ADMINISTRATION

	<i>Qualifications</i>	<i>Position</i>
M Chapman	B Ed Science Master of Business Administration	SAC Principal
B Robinson	MA Ed Admin, BA Ed	SAC Deputy Principal
P Pavez	MA Language and Literacy Grad Dip TESOL BA English Ed	ACE Director of Studies

CHAPLAIN

R Reid BA Theology

STAFFING

TEACHING STAFF

P Pavez MA Language and Literacy
 Grad Dip TESOL
 BA English Ed

Julie Davey MA TESOL
 BA Dip Ed

Ms Lukabyo Grad Dip in Education
 BA Arts/ Theology

Mrs Hernandez Diploma in Teaching
 CELTA Certificate

COUNSELLOR / STUDENT WELFARE

Mr P Bogacs M Sc (Marriage & Family Therapy), BA Theology, SCAPE

Teacher Librarian

Danijela Tomic DILS

ANCILLARY STAFF

M Weber Business Administrator/Bursar
L Albie Office Manager
D Raymond Receptionist
M Grochocki Library assistant
P Mak Computer Technician/Assistant Librarian
R Rampton Attendance Officer

(The information contained in this booklet is only a summary. Please refer to Sydney Adventist College (SAC) Students' Handbook for full details)

What students should do to enrol at the Adventist College of English (ACE):

- **Complete** an application form (available from the college office or website).
- **Provide** translated school reports from the last two previous years at school.
- **Take** a test of English proficiency.
- **Be** interviewed by the ACE Director of Studies.

What students should do on Registration day:

- Complete or update registration form.
- Organise payment of school fees and course materials.
- Collect or order uniforms.

ACE (Adventist College of English) FEES

When enrolling at ACE, students are also part of SAC. Therefore, ACE/SAC fees must be paid as follows:

ACE (Adventist College of English) fees:

Application fee, non-refundable (initial payment only)	\$100
Placement test	\$55 (once only)
Tuition fee:	\$3,900 per term)
Course materials *:	\$146 x term
Excursions:	\$38 per term.

* (*Includes textbooks for Core Language work and Grammar only. Other textbooks are charged on a term basis).

SAC (Sydney Adventist College) Fees:

(Students services: ID, Diary, Library fee, Locker hire - paid yearly)	\$74
Administration fee (once only)	\$100
Textbook Hire Fees:	Yr 7 – 10: \$182
Technology Fee:	\$56 (per term)
Sports fee:	\$109 (per term)
School magazine:	\$47
Mathletics	\$31

Other costs: (not included in initial payment)

Year Camps:	approximately \$200
Uniform:	approximately \$400

Homestay: Please request information on "Global Experience" from the school office.

Subject Fees will be charged when enrolling in mainstream subjects.

What students should do to comply with The New National Code, if they intend to terminate enrolment (leave the school):

- Students must stay with the education provider for the duration of their English course and at least six months of their principal course. This is six months after starting at SAC. In special circumstances, the school may grant a Release prior to the completion of their course. However, students will need to complete a "Request for Release" form available at the office first if they plan to leave before the specified time.
- Obtain a Letter of offer from the school they are planning to enrol and present it together with the "Request for Release" form to Luci in the office.
- If all school fees have been paid, the application will be considered. **However, there will be no refunds of fees paid.**

COURSE INFORMATION

Levels: 1 to 4 (Elementary to Upper-Intermediate)

The High School Preparation Course prepares students for entry into Australian secondary schools. Students can start at the beginning of each term. They receive an end-of-term report at completion of each level and a Certificate after completing Level 2.4.

Curriculum:

The ACE slowly integrates students into an Australian study environment. Therefore, students will join mainstream subjects according to their level of English. (Each level lasts one term, approximately 10 weeks).

The structure and organisation of the subjects is the same as the four high school terms. This means students are able to apply for high schools as soon as they finish their course.

The specific course objectives are to provide students with:

- Comprehensive language skills for secondary schools

- Learning strategies and research skills
- An introduction to subject areas (eg Computers, Science, Maths)
- Knowledge of Australian education systems and culture, as well as social skills.
- Clear understanding of the importance of Christian values for character development.

Mainstream allocation (extra subjects with SAC) according to English proficiency for ACE students – 2004.

LEVEL 1.1 (Elementary)

- Pastoral Care Group
- Sport
- Selected excursions

LEVEL 1.2 (Lower-Intermediate)

- Pastoral Care Group
- Sport
- Selected excursions

LEVEL 2.3 (Intermediate)

- Pastoral Care Group
- Sport
- One mainstream subject of own choice
- Selected excursions

LEVEL 2.4 (Upper-Intermediate)

- Pastoral Care Group
- Sport
- Selected excursions
- One mainstream subject of own choice.

Please Note:

Students **MUST** complete level 2.4 **AND** achieve a satisfactory result in all SAC's entry tests, which also include the IELTS, to be eligible to apply for enrolment at SAC.

Assessment/ Homework/ Excursions

Students are provided with an assessments' calendar at the beginning of each term and are expected to:

- Do homework everyday
- Attend planned excursions.

- Have student diaries signed by guardians at least once per week.

Attendance

- Students with an attendance just over 80% will be sent a warning letter from the school. If attendance does not improve and falls under 80%, they will be reported to the Department of Immigration and Citizenship (DIAC). Their visa could be cancelled. Rolls are marked every period.

Academic achievement

- According to Students' Visa regulations, students with poor academic performance will be reported to DIAC.

LIBRARY RESOURCE CENTRE (opens at 7:15 and closes at 4:30. See library information booklet)

The sport program is compulsory and is organized from Monday to Thursday every week.

Tuesdays: ACE (combined with Yr 9&10)

Students wear full school uniform to school and bring sports uniform to get changed at school.

On all other days, students are expected to wear full school uniform. Please note jewellery is not permitted and will be confiscated on the spot. Hairstyles must also be conservative (refer to SAC handbook for full details).

SCHOOL TRANSPORT

Bus Travel: In the mornings students are to queue at Strathfield station for the buses to bring them to College on Routes **414 or 483**, or **616**.

In the afternoons, special buses leave immediately after College closes to take students to Strathfield station.

Students are not allowed to bring own vehicles to school.

There is **no student concession** for the Adventist College of English students. Therefore, weekly, monthly or period rail tickets are available to save on cost.

STUDENT SERVICES (What the school can offer students)

GRIEVANCE RESOLUTION (How to solve a problem)

The Adventist College of English provides an educational environment where students can be confident that any problem or complaint will be dealt with fairly and promptly.

<p>Do you have a problem with: Visa/Homestay?</p> <ul style="list-style-type: none"> • Enrolment • Visas • Homestay • Health Insurance 	<p>Course/Study?</p> <ul style="list-style-type: none"> • Your class • Attendance • Certificates • Reports • Study advice • Careers advice 	<p>Personal?</p> <ul style="list-style-type: none"> • Personal matters such as harassment, discrimination, loneliness, family problems etc.
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Then you should see:

<p>Visa/Homestay</p> <ul style="list-style-type: none"> • Admissions Office (Mrs Luci Albie) • DIAC (Department of Immigration and Citizenship). 	<p>Course/Study</p> <ul style="list-style-type: none"> • Class teacher (Mrs Davey, Ms Pavez, Ms Lukabyo, Mrs Hernandez) • Head of Department (Mr Webster for mainstream) • Director of Studies (Ms Pavez) • Outside agency (see “helpful contacts” below) 	<p>Personal</p> <ul style="list-style-type: none"> • School Counsellor (Mr Bogacs) • Student Welfare Officer (Mr Bogacs) • School Chaplain (Pr Reid)
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First, a staff member who is not involved with the problem will investigate it.

The people involved may be asked to give written evidence about the problem. If a student is asked to attend a meeting or discussion of his/her grievance (problem) he/she can bring along anyone he/she wishes for support¹. The person against whom the complaint is being made can do the same.

¹As required by Section 45 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) 2001.

Grievance Resolution procedure (what to do if you have a problem):

- Talk to the person you have the problem with first.
- If you cannot solve the problem, ask your teacher for advice on whom to talk to next. (Use the table provided for guidance).
- Go to the ACE Director of Studies or Head of Department (for mainstream courses) and ask for their advice if you still haven't been able to solve your problem.
- Next, see the Deputy Principal and/ or Principal.
- Finally, if you are still not satisfied with what has been done, you should contact someone outside the school to assist you.

Some helpful contacts are:

Adventist Counselling Services

4 Cambridge St,
EPPING
Tel: 8876 5238

Anti-discrimination Board

Level 17, 201 Elizabeth Street
Sydney 2000
Tel: 9258 5544
www.lawlink.nsw.gov.au/adb

NSW Department of Fair Trading

Level 21, 227 Elizabeth Street
Sydney 2000
Tel: 133 220
www.fairtrading.nsw.gov.au

Department of Immigration, Multicultural and Indigenous Affairs

Tel: 131 881
www.dimia.gov.au

COUNSELLING AND WELFARE

Confidential **welfare (students' well-being)** and **academic (educational)** counselling are available to students of the Adventist College of English during school hours.

Mr Kim (Korean)

Mr Leong (Chinese)

Ms Pavez/Mrs Hernandez (Spanish)

DISCIPLINE

If there is a breach of rules (do something wrong) as outlined by the **visa application**, students will be referred to the **Department of Immigration**. **Students are also expected to follow the Discipline code at SAC.**

(Refer to the Sydney Adventist College Student Handbook for a detailed outline of the Code of Conduct and Expected Student Behaviour.)

GENERAL INFORMATION

SICKNESS OR ACCIDENT

- All International students **MUST** have **private medical insurance** (See OSHC below)
- Parents/guardians need to inform the school of any long-term sickness/allergies.
- Report sickness or accidents to the Deputy Principal or the College Secretary.
- If there is a serious accident, students are taken to a doctor or hospital by ambulance. Students do not need to pay for this.
- All other medical costs are the responsibility of the parents.

CHANGE OF ADDRESS/ EMERGENCY CONTACT OF PARENTS/GUARDIANS

Students **must inform the office immediately** about change of address or phone number. It is a **requirement** of the student's **visa**. **Students need to use the forms to apply for approval of welfare changes available at the front office. Failure to do so may result the student being reported to DIAC for non-compliance of requirements for overseas students.**

LOCAL INFORMATION

COST OF LIVING

School students in Australia spend about \$360 a week on accommodation, food, clothing, entertainment, transport, international and domestic travel, telephone and incidental costs.

OSHC

Overseas Students Health Cover (**OSHC**) is Medical Insurance (\$354 per year) arranged for students by the Australian Government through the Adventist College of English.

When students arrive in Australia they confirm their OSHC membership with the registered OSHC provider. The OSHC provider will need to see the student's passport for identification purposes and to ensure that the dates of cover are correct.

OSHC covers:

- Most medical expenses
- The cost of hospital care
- Most prescription drugs (Medicines the doctor asks you to buy)
- Emergency ambulance transport.

Students can register with any doctor. However, there are doctors in Strathfield. Students can go to one of these listed below in a medical emergency.

[Alexakis Peter](#)

18a The Boulevarde Strathfield NSW 2135
Ph: (02) 9744 7522 Medical Practitioners

[Cummins E J & Locke.G.](#)

60 Albert Rd Strathfield NSW 2135
Ph: (02) 9746 9440

Cheng Alan

Suite 6 Level 1 Strathfield Plaza 11 The Boulevard Strathfield NSW 2135

TRANSPORT

Strathfield, where Adventist College of English is located, has a railway station and public bus services. Depending on where they live, students may wish to walk to and from school, or catch a train or bus.

Rail timetables are available at the station or at www.cityrail.info

SHOPPING

Strathfield, as most Sydney suburbs, has a retail shopping area (mall) where students can find a variety of shops so there is no need for them to travel far for their daily needs. Multicultural foods are also available.

Students should come prepared for our four seasons. Australians usually dress very casually so students will not need any really formal clothes.

BANKING

To set up an Australian bank account on their arrival in the country, students will need to **show their passport and evidence of residency**. All major banks have a branch in cities and regional centres.

Two major banks have branches close to Strathfield station where students may wish to open their accounts.

ANZ

6 The Boulevard, Strathfield NSW 2135

Ph: 13 1314

Westpac Banking Corporation

36a The Boulevard, Strathfield NSW 2135

Ph: 13 2032

Most banks open from 9.30am – 4pm Monday to Thursday, and 9.30 am – 5 pm on Friday.

Most shopping centres have **Automatic Teller Machine (ATM)** facilities. These machines can be used for deposits and, in many instances, withdrawals 24 hours a day. Many department stores, supermarkets and specialist shops

have electronic transfer terminals (EFTPOS) where cash withdrawals can also be made.

Most shops open from 9:00 am – 5 pm. On Thursdays the closing time is 9 pm for late night shopping.



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Adventist College of English (ACE)

Seventh-day Adventist Schools (Greater Sydney) Limited

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ABN: 63 106 908 767