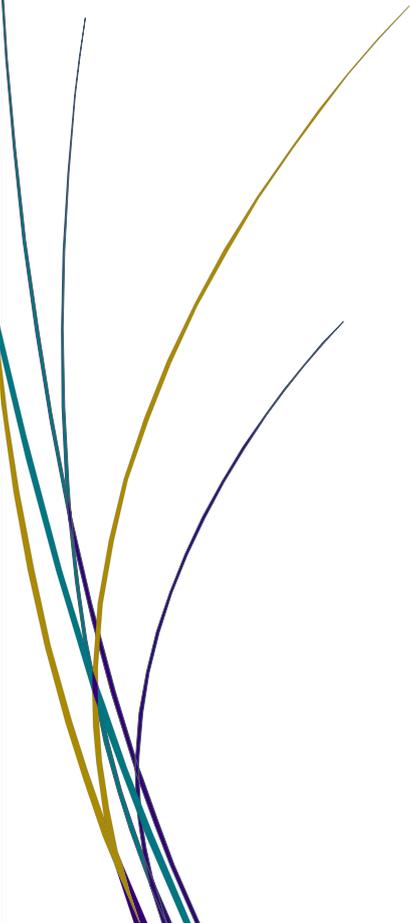


BRUNSWICK
SECONDARY COLLEGE

**INTERNATIONAL
STUDENT
HANDBOOK**

INTERNATIONAL STUDENT PROGRAM





Brunswick Secondary College acknowledges the Wurundjeri people of the Kulin Nations, the traditional owners of the land and waters upon which our school stands.

Brunswick Secondary College is accredited under the Department of Education and Training's CRICOS registration

CRICOS Provider: Department of Education and Training, 00861K

For further information refer to www.study.vic.gov.au

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1. Testimonials



Long (Kyle) Trần

Học sinh Tốt nghiệp lớp 12

Kính chào Quý Vị,

Là một học sinh đã trải qua 6 năm học tại trường Trung Học Brunswick (Brunswick Secondary College), Tôi có thể tự tin để nói rằng: tôi đã học hỏi được rất nhiều điều tốt đẹp trong suốt thời gian học tại trường Trung Học Brunswick, tôi được đào tạo thành một học sinh thành công không những về kiến thức -học vấn mà còn về cách giao tế trong xã hội.

Từ sự trợ giúp, động viên nhiệt tình và những lời đóng góp ý kiến hữu ích của các giáo viên lớp và các giáo viên điều hành khối lớp, tôi đã tìm ra hướng học tập thích hợp cho cá nhân mình tại trường một cách dễ dàng!

Qua việc hàng năm tham gia vào những chương trình sinh hoạt ngoại khoá dành cho các học sinh của trường, tôi đã tiếp tục kết nối thêm nhiều bạn mới từ các khối lớp khác nhau, cũng như tạo thêm cơ hội được giúp đỡ thêm trong việc học tập và làm những bài tập về nhà.

Tôi rất vui khi được tham gia và có được có những trải nghiệm tốt đẹp nói trên, điều này đã giúp tôi cảm nhận rằng: mình đã và đang là một thành viên trong Cộng Đồng nhà trường.

Tôi sẽ không bao giờ quên những năm học tại Trường Trung Học Brunswick!



Sidney Tao

Học sinh Tốt nghiệp lớp 12

Thời gian học tập tại Trường Trung học Brunswick chắc chắn là ‘ Những năm Tuyệt vời !’ của tôi.

Nhà trường đã rất quan tâm đến các Du học sinh (International Students) và tất cả giáo viên đã hết lòng giúp đỡ chúng tôi- những Du Học Sinh- phát triển kỹ năng: trong việc sắp xếp, tự lập và có trách nhiệm trong chính việc học tập của cá nhân mình.

2. About Our School

Brunswick Secondary College has an overall enrolment of approximately one thousand students. The majority of students reside in Brunswick with a smaller number of students from outside the Brunswick area in attendance.

Supporting high academic standards the school has an emphasis on positive relationships and community. This places a strong value on student feedback to their teachers. There are diverse opportunities for parental involvement, student leadership and a rich array of extra-curricular activities. In our school the six values of respect, teamwork, excellence, achievement, persistence and responsibility underlie all relationships, planning and activities within the college.

At Brunswick Secondary College, we strive continually to provide the highest standards of student engagement and learning so that we can continue to be regarded by the Brunswick community as an excellent choice for its students. Brunswick Secondary College's success can be measured by the steady increase in enrolment, reputation and results that has occurred over the past decade, as well as through data analysis demonstrates strong evidence value-add to learning programs.

At Brunswick Secondary College we provide a safe environment that promotes personal growth and learning in our students, challenging and encouraging them all to realise their individual potential. We are committed to the development of young people to live successful and constructive lives, with positive personal values and a strong sense of community.



2.1. Visions and Values

Our school fosters a culture that promotes the values of **Teamwork, Persistence, Responsibility, Achievement, and Excellence**, founded on the core value of **Respect**.

In achieving our vision, Brunswick Secondary College will reflect the aspirations of our community, providing opportunities for our students to become leaders in their world. This is how the staff and students of Brunswick Secondary live these values every day.

3. School Details

3.1. School Information

Address: 47 Dawson St, Brunswick VIC 3056

Phone: (03) 9387 6133

Fax: (03) 9387 0061

Office hours: 8.30 AM – 4.00 PM

Administration Email: Brunswick.sc@education.vic.gov.au

ISC Email: AHO1@brunswick.vic.edu.au

Website: www.brunswick.vic.edu.au

3.2. Direction to Brunswick Secondary College via public transportation

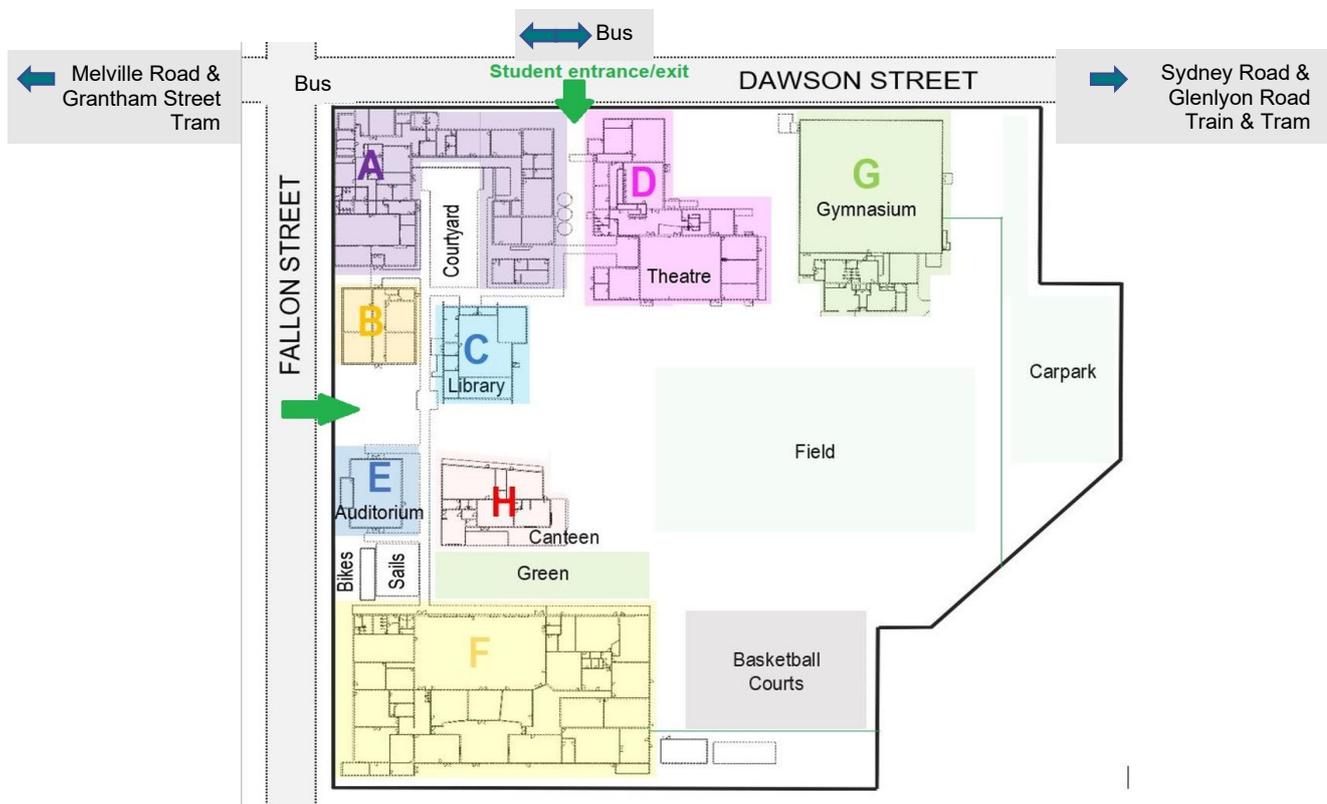
The following transport lines have routes that pass by or near Brunswick Secondary College.

To access travel options, consider installing the [PTV](#) app on your phone.

- Bus: #504, #506
- Train: Upfield Trainline
- Tram: #19, #58



3.3. School Map



4. Our Team

Role	Name	Email
Principal Team	Principal	Karen Harris KHAR@brunswick.vic.edu.au
	Assistant Principal Senior School	Tas Michael TMIC@brunswick.vic.edu.au
	Assistant Principal Middle School	Sam Milbourn SMIL@brunswick.vic.edu.au
	Assistant Principal Junior School	Claudia Johnson CJOH@brunswick.vic.edu.au
Senior School	Senior School Leader	Simone Vukotic SVUK@brunswick.vic.edu.au
	Year 12 Coordinator	Nicholas Martin NMAR@brunswick.vic.edu.au
	Year 11 Coordinator	Taylor Roberts TROB@brunswick.vic.edu.au
	Administration & VET Advisor	Penny Moffat PMOF@brunswick.vic.edu.au
Middle School	Middle School Leader	Sally Goss SGOS@brunswick.vic.edu.au
	Year 9 Coordinator	Tim Roach TROA@brunswick.vic.edu.au
	Year 10 Coordinator	Mark Haebich MHAE@brunswick.vic.edu.au
Junior School	Junior School Leader	Tamara Ghazale TGHA@brunswick.vic.edu.au
	Year 7 Coordinator	Barbara Moss BMOS@brunswick.vic.edu.au
	Year 8 Coordinator	Michelle O'Brien MOBR@brunswick.vic.edu.au
Student Wellbeing	Student Wellbeing Leader	Sarah Rogers SROG@brunswick.vic.edu.au
	Mental Health Practitioner	Jacinta Vengtasamy JVEN@brunswick.vic.edu.au
	Social Worker	Ross Mortimer RMOR@brunswick.vic.edu.au
	School Nurse	Jeremey Fiske JFIS@brunswick.vic.edu.au
Careers & Pathways	Career Counsellor	Laura Hughes LHUG@brunswick.vic.edu.au
Library	Librarian	Jennifer Easson JEAS@brunswick.vic.edu.au
	Library Assistant	Diane Allsopp DALL@brunswick.vic.edu.au
General Office	International Student Coordinator	Angie Ho AHO1@brunswick.vic.edu.au
	Student Administration	Sheila Calwell Caroline Farah studentadmin@brunswick.vic.edu.au
	IT support	Gus Dobric Helen Stratopoulos GDOB@brunswick.vic.edu.au HSTR@brunswick.vic.edu.au
	Executive Assistant	Lindel Bell LBEL@brunswick.vic.edu.au
EAL	EAL Leader	Antoinette Siciliano ASIC@brunswick.vic.edu.au

4. Emergency Contacts

International Student Emergency Card is issued on your orientation day. Please keep this with you at all the time. On the card, you will find the following information:

- Your student ID numbers
- Your current homestay's address
- Emergency number (police, fire, ambulance): 000
- School contact information
- ISP contact number after school - Angie Ho: 0451 131 202
- DET is regulated by the [Victorian Registration & Qualifications Authority](#) (VRQA).

Emergency, crisis, and support services are available at all times and in all locations. Dial: 112 (from mobile, even if you have no signal or network connection).

You also can download the Emergency+ application (app) from the Apple, Google and Android. The Emergency+ app helps provide critical location to emergency services.

5. International Student Program

At Brunswick, we understand the challenges that international students may face - especially at the beginning of their international student journey. This is why the International Student Team are here to guide you with your studies and support you from your pre-arrival time to after your graduation from Brunswick Secondary College.

The International Student Coordinator, Ms Angie Ho is your main point of contact for support at the college. **Please, do not hesitate to reach out for help if you have any concerns about studies, homestay, or personal issues.** Ms Ho works closely with the Principal Team, Wellbeing Team, Year Level Coordinators and other Education Support staff to ensure that your academic and wellbeing needs are closely monitored and any issues resolved.

The International Student Program has special programs which are designed for you including:

- International students' orientation activities
- Local Buddy Support Program
- Leadership programs and opportunities for international students
- Extra academic support for international students including the EAL Support Group and Homework Club
- Weekly mentoring and welfare sessions with International Student Coordinator
- International students 'catch up' events such as group luncheons and multicultural celebrations (i.e., Lunar New Year, Mid-Autumn festival, Dragon Boat Festival etc)

5.1. International Student Applications

Brunswick Secondary College caters for international student enrolments from Year 7 to Year 12 VCE.

Applications to study as an international student must be made directly to the Victorian Department of Education and Training (DET) International Education Division - International Students Program. Please [click here](#) to follow the application process.

Through this website students can '**find a school**' (which provides details about schools in Victoria who host an International Student Program) and 'apply for a place in the program. This information is listed under the '**Go**' menu on the home page of the website. Once the IED receives your application for Brunswick Secondary College as your first school preference, the college will be able to view your documents and contact your family or agent to arrange an interview with you.

Requirements:

Students applying to our college will need to provide

- Evidence of academic results for the past two years of their education.
- Evidence of achieving a score of 6.0 (at least 5.5 for each section) on the International English Language Testing System (IELTS). With this score, students can enter directly into mainstream school classes.

or

Evidence of having completed a 21-week English Language course at an English Language Centre. Selected students will be interviewed in English to gauge not only their proficiency in English, but also their suitability to living and studying away from home, in a second language and in a vastly different cultural environment.

If you have further questions regarding the application process, please email the International Education Division on international@education.vic.gov.au for more information.

5.2. Support Pre- Arrival

International students must possess a Student Visa to enter and study in Australia. The Australian Student Visa is temporary visa, so students must apply for a new/extension to their visa if they wish to remain in the country after their initial visa expires. They must do this in a timely manner to avoid deportation.

International students must comply with all visa conditions and follow Australian law while residing in Australia. The Student Visa document contains important conditions regarding working hours, health insurance, accommodation, and general support and welfare.

You will be given the student visa conditions on your orientation day. Read the document carefully and talk to your International Student Coordinator if you need any clarification.

5.3. Support on Arrival

Where a student under the age of 18 is not being cared for in Australia by a parent or suitable nominated relative, the IED must ensure the arrangements made to protect the personal safety and social well-being of those students are appropriate. Parent/carers or the relevant education agent will be required to complete the Department's Flight Details Form and send it with an English language copy of your travel tickets and itinerary to the International Education Division at least four weeks prior to your expected date of arrival in Australia.

The Department is not responsible for your welfare more than seven days before your studies commence. Please do not arrive at your Homestay residence before this time.

Students entering Homestay arrangements will be met at Melbourne Airport by the college's International Student Coordinator, another nominated college staff member or by their Homestay family who will transfer you to your homestay. If you are already in Australia, an onshore transfer can be arranged e.g., from hotel to Homestay residence. If on hand, the International Student Coordinator will introduce you to your Homestay family and provide Homestay Induction to ensure you have a smooth transition at the new environment.

You will receive an Arrival Support Form before you leave your home country. This will include:

- The school ISC's name, photo, and contact number
- Photographs of and directions to the meeting point within Melbourne Airport
- Emergency contact details

Please be aware, your ISC, school staff member and Homestay Provider are not responsible for the transport of any additional persons (including family members) to your homestay residence.

5.4. Enrolment and Orientation

The International Student Program Orientation Day is organised for students prior to commencement of classes. On this day, the Year Level Coordinator and International Student Coordinator show students around the school, and help with uniform and textbook purchases. Students have an opportunity to confirm enrolment details and paperwork, obtain class timetables and participate in other ISP orientation student activities.

It is vital that students submit all necessary documents before you start school.

On Orientation day, students must bring their passport and visa so that copies can be taken and placed on your student file. Students will be photographed for Student ID cards and school records.

Students should also bring their laptop so that the IT department can arrange BSC network connection and access prior to their first day of classes.

The International Student Coordinator will take the time to explain college procedures and policies with students, and be available to answer any questions as required.

5.5. Local Buddy Program Support

The Local Buddy (Student Mentor) Program is designed to foster meaningful friendships between international students and local students, with the aim of facilitating a smooth transition into Melbourne culture and college life. Students will have an opportunity to connect with their buddy and other peers on their first day of school. Along with your International Student Coordinator and teachers, the Student Buddy is available to help and to serve as a “go-to” person for any questions that our new students may have about college life.

5.6. Attendance Policy

Brunswick Secondary College requires all international students to attend 100% of their classes, assemblies and activities as a condition of Enrolment. Absences must be satisfactorily explained, by email or phone call from the student’s designated carer or Homestay Provider and may require a medical certificate to satisfy assessment guidelines.

Any absences longer than five (5) consecutive days without approval will be investigated by the college. The school staff follow a prescribed intervention strategy for students who fall below a 90% attendance rate. Student, parents/legal custodian will be notified of any unexplained absences and student may be given detention for poor attendance rates.

International students have very strict attendance requirements tied to their visa conditions. Students whose attendance rate falls below 85% would receive their first Attendance Contract and will undergo 2 weeks observation to demonstrate an improvement to their attendance rate. If the student breaks this contract, a second Attendance Contract will be issued - the *Principal Contract*. When their attendance rate falls below 80%, students are at risk of visa non-compliance and will be reported to the Department of Education and Training for breach of International Student Policy.

5.7. Course Progress Policy

School assesses both domestic and international students’ performance each term using the requirements set by the Victorian Curriculum and Assessment Authority. All subjects/units must be completed satisfactorily within the expected duration as specified on the student’s education contract before the student can progress to the next year level or complete the course of study.

Students requiring assistance with their academic performance will be counselled and supported. Counselling will include suggestions for improving performance, such as additional teacher and EAL support and/or specific tutoring. A Course Progress Agreement may be developed to assist the student to improve their academic progress. If this agreement is not met, the student will be reported to DIBP for non-compliance with visa conditions.

5.8. Behaviour Policy

Brunswick Secondary College is committed to develop a positive, safe, supportive learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire skills to support their lifelong wellbeing.

Please view the details of [Schoolwide Positive Behaviours - Brunswick Secondary College](#) on the school website. Implementation of SWPBS ensures that teachers and students have more time to focus on positive relationships and classroom learning.



Students must also be aware of DIBP visa conditions to ensure that they are compliant at all times. If this Student Behaviour Policy is breached, the IED may report the student to DIBP for non-compliance to visa conditions.

5.9. Travel Policy

International students need permission from parents or legal custodian should they wish to stay overnight in a location other than their designated residence either in Victoria or interstate. To get approval for an overnight stay, students need to complete the **ISP Overnight Stay/Travel Permission Form** and provide the following to the International Student Coordinator:

- Written approval from parents/legal custodian
- Approval from the School Principal/Assistant Principal
- Proof that the Homestay Provider is aware of these travel arrangements

Students are required to inform the International Student Coordinator of travel plans for school holiday periods. Written approval from parents/legal custodian, flight and travel itinerary details must be supplied.

5.10. Homestay Policy

Where students are not residing with extended family (regardless of their age) Brunswick Secondary College requires all international students to enter into registered Homestay accommodation arrangements approved by the school. Students are not permitted to live independently or without adult supervision. The International Student Coordinator will regularly monitor your Homestay agreement and circumstances. We encourage you to respect your Homestay provider and work with them to agree on household rules, customs, and expectations. If you are having any problems with your Homestay provider, please talk to the International Student Coordinator.

The BSC Homestay Policy is updated annually and can be accessed on the [Brunswick Secondary College website](#)

5.10.1. Homestay Agreement

Students are expected to act as a contributing member of the household and obey the Homestay rules as listed on the Homestay Responsibility Agreement.

If a student's family visits Melbourne, and your family wishes to reside together, please speak to the International Student Coordinator to make the necessary arrangements. ISC and obtain permission. Any such arrangements must be approved by the Principal.

5.11. Overseas Student Health Cover (OSHC)

Overseas Student Health Cover is offered by a number of insurance providers. OSHC is insurance that assists international students to meet the costs of (public) medical and hospital care that they may require while in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services.

Details and fees for OSHC insurance cover can be obtained by contacting the insurer directly. Note that policies may vary in the extent and type of cover, and any waiting periods that may apply for certain treatments. OSHC is considered adequate health insurance for international students, however if you find your OSHC policy will not cover you for everything you expect, you can take out additional private health/travel insurance. Students should consider their personal circumstances and investigate details with their OSHC insurance provider website to be sure that they are aware of all insurance limitations.

Common advice and support OSHC providers may provide include:

- medical assistance
- referral to a doctor for medical treatment
- counselling services
- family and friends messaging services in the event of an emergency
- personal safety

OSHC providers in Australia include:

- Australian Health Management (ahm) www.ahmoshc.com.au
- Allianz www.allianzassistancehealth.com.au
- BUPA Australia www.bupa.com.au
- Medibank Private www.medibank.com.au
- NIB Health Funds Limited www.nib.com.au/overseas-students

Please note that international students must provide the details of their OSHC to the IED, including e-card copy with membership number and expiry date.

6. Life in Melbourne

6.1. Melbourne's Weather

Melbourne can be known for its fickle weather - the city has been described as having four seasons in one day - but it can still be enjoyed all year round. Summer is from December to February, when temperatures can occasionally soar past 35 °C. Autumn is from March to May with average temperatures ranging from 10.9 – 20.3°C. Winter is from June to August with average temperatures range from 6.5 - 14.2°C. Spring is from September to November with average temperatures range from 9.6 - 19.6°C.

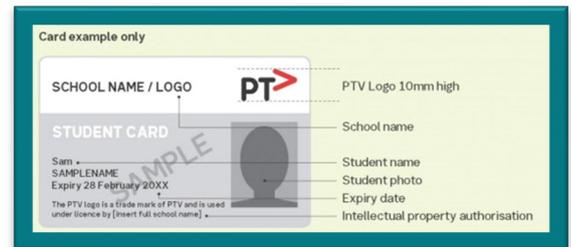
6.2. Public transport

Melbourne's public transport is the easiest and best way to get around the city. You can buy a *Myki smartcard* for flexible travel between trains, trams, and buses. Visit the website <https://www.ptv.vic.gov.au/> to find out about purchasing a Myki Card or download the Public Transport Victoria app on your phone. You will be able to look up the most updated timetable and find the quickest route to your destination.



6.2.1. PTV School Student Pass

Students are entitled to discounted fares by applying for the PTV School Student Pass. Please [click here](#) to download the application form. You will need to prepare 2 ID photographs, complete the form and submit both to the General Office. The PTV School Student Pass must be carried along with your Myki at all times when travelling.



6.2.2. Taxis

Melbourne taxis are easy to spot, as they display a lamp on the cab roof and most are painted yellow, silver, or white. Drivers wear uniform and always show an identity card on the dashboard. Melbourne's major taxi companies include:

- 13 CABS (Ph 13 22 27 – in Australia) 13cabs.com.au
- Silver Top Taxi (Ph 13 10 08 – In Australia) silvertop.com.au
- CABiT (Ph 13 22 22 – in Australia) cabit.com.au

You can also request a ride with Uber, Ola or Shebah* apps from your phone.

(*) Shebah is an all -women rideshare service which deliver a safe transport option to women. Please [click here](#) for more information.

6.3. Banking

There are more than 30 different banks in Melbourne. The Big Four major banks are:

- National Australia Bank (NAB)
- Commonwealth Bank (CBA)
- ANZ bank (ANZ)
- Westpac.



Banks are open from approximately 9:30am to 4:00pm Monday to Thursday and until 5pm on Friday. Some banks also open on Saturday mornings. Your host family or carer will help you open a bank account.

6.4. Healthcare system

Primary health professionals such as general practitioners, dentists and pharmacists are available for non-emergency care during business hours.

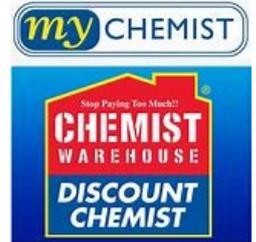
Your general practitioner (also known as GP) is usually the first person you go to if you have a health problem. You need to make an appointment to see your GP. Find your local clinic and make an appointment online when it suits you based on up-to-date availability via HotDoc website or Healthdirect website. Apps are also available to download on iOS and Android phone.

You can purchase over the counter (OTC) medicines at your local pharmacies. Chemist Warehouse and My Chemist have many store locations which are listed on their websites.

WE NOW USE



DOWNLOAD NOW



6.5. Telephone/Mobile

All international students are expected to have a mobile phone in Australia and are required to advise the school of their local mobile number as soon as possible. You need to notify us if you change your mobile number at the earliest convenience.

Your guardian or homestay can help you to buy a sim card. Optus and Telstra are the two biggest service providers in Melbourne. You will need to bring your passport and proof of address to purchase your sim card and mobile data plan.

6.6. Brunswick Local Area

Brunswick is currently known for its bohemian culture and strong arts and live music scenes. It is also home to a large student population owing to its proximity to the University of Melbourne and RMIT University. Click [here](#) to access the Google Map of the local area, highlighting Brunswick Secondary College.

The Brunswick area is very accessible via cycling and walking with major shopping and recreation areas in close proximity. Brunswick is a very bike-friendly neighbourhood, with major roads having provision for cycling lanes, and there are several major dedicated local bike paths that allow cyclists to avoid road use as much as possible. Brunswick is surrounded by fantastic suburbs: Coburg (north), Thornbury and Northcote (east) and Carlton North and Fitzroy North (south).



6.6.1 Shopping



1 - BARKLY SQUARE



2 - UNION SQUARE



3 - HIGHPOINT SHOPPING CENTRE



4 - EMPORIUM MELBOURNE



5 - MELBOURNE CENTRAL



6 - DFO ESSENDON - OUTLETS

6.7. Workplace rights and protections

International students are allowed to have part-time or casual job under their visa conditions.

It is important that you know your [visa conditions](#) and your rights in the workplace before finding a part-time job. For more information, contact the Fair Work Infoline on 13 13 94 or visit [Fair Work website](#).

7. Studying at Brunswick Secondary College

7.1. School term dates and holidays

The Melbourne public school year runs on the calendar year, usually begin late January and end around December 19th for the summer holidays. Students attend school for about 40 weeks per year, divided into four school terms holidays between each term typically last for two weeks. The summer holiday break is significantly longer at five to six weeks.

You can find out more about school term dates in Victoria [here](#).

7.2. School timetable

Students attend school from Monday to Friday – usually from 8.45 am to 3.30 pm.

Please refer to the daily timetable sample at Brunswick below:



Bell Times

Normal Day Timetable

Normal	Period	Start	-	End
	1	9.00am	-	10.15am
	Travel	10.15am	-	10.18am
	2	10.18am	-	11.33am
	Lunch	11.33am	-	12.25pm
	3	12.25pm	-	1.40pm
	Recess	1.40pm	-	2.06pm
	4	2.06pm	-	3.21pm

Short Day Timetable

Short Day	Period	Start	-	End
	1	9.00am	-	10.03am
	Travel	10.03am	-	10.06am
	2	10.06am	-	11.09am
	Lunch	11.09am	-	11.58pm
	3	11.58pm	-	1.01pm
	Recess	1.01pm	-	1.27pm
	4	1.27pm	-	2.30pm

7.3. School Resources

7.3.1. Library

Library opens Monday – Friday from 8.30 am to 4.00 pm.

Brunswick library gives students a wide variety of books. You can also view the library's current catalogue [here](#).

7.3.2. Bocca Café- Online lunch order

School café is located opposite the sport ground in H block. You can register and order lunch in advance via <https://boccafoods.com.au/> or simply make your way to the Café during lunch time. The café's menu can be viewed on your student online portal – COMPASS.

7.3.3. First Aid

First Aid room is located on ground floor near the general office in A block. Students are welcome to rest in First Aid if they feel unwell.

If the injury or illness is minor, student will be treated and sent back to class.

If the injury or illness requires the student to be sent home, the student's parent/carer will be contacted by the school's first aid attendant for permission to go home. International student's permission to leave need to be approval by International Student Coordinator (ISC) or legal guardian.

Brunswick Secondary College has a school doctor who visits the school every two weeks. Students can make an appointment to see the doctor via the Student Welfare Coordinator or School Nurse.

7.3.4. Uniform shop

All students are expected to wear the prescribed Brunswick Secondary College uniform and follow the school's uniform policy. Students can either purchase new uniforms items or second-hand uniform items.

New uniforms items may be purchased at the College's uniform shop, located in the A Block inside the Dawson Street entrance. Shop hours: Monday 8 am – 9 am and Wednesday 3 pm – 4 pm. More details about school uniform price and delivery can be found [here](#).

Second hand uniform items sales are regularly run by the BSC Parent-Association. These sales will be advertised to the school community via the Compass newsfeed throughout the year.

7.3.5. Booklists & Stationery

BSC uses Champion Books to supply textbooks and stationery packs for every year level.

Orders can be placed online via the Champion website . Please click **here** to view your year level's booklist and ordering instructions.

7.3.6. Lockers and padlocks

Every student is allocated a student locker. Students must supply their own padlock which can be purchased at Officeworks, BigW, Bunnings, etc. students are shown their locker location on Orientation Day. To ensure the security of your belongings, lock keys or combinations should not be shared. School bags and mobile phones must be stored in the locker at the beginning of the day.



7.4. Student Wellbeing

7.4.1. Wellbeing team

At Brunswick, student wellbeing is a priority across all year levels. The Wellbeing Leader works alongside Sub-School Leaders, Year Level Coordinators and/or other significant staff members to ensure that individual students are supported when needed.

The Wellbeing Leader and their team are available to all students. Managing the Buddy (Student Mentor) Program, the team initiate and execute events and activities that not only support student wellbeing, but also educate all students to take proactive responsibility in their personal mental health.

Wellbeing Team members are linked to each subschool. Casual meetings and conversations are welcome, but appointments with team members can be booked in advance. Details about the Wellbeing Team can be found [here](#). Students can speak to the International Student Coordinator or Year Level Coordinator to assist with making contact with the Wellbeing Team.

7.4.2. Home Groups

Home Group sessions have been intentionally embedded in the school timetable to support student wellbeing and personal development. Students will have one Home Group lesson per week with their Home Group teachers. Activities range from hands-on guidance and support for new students transitioning to life at BSC, right through to helping with time-management, social issues, and planning learning and career pathways.

Home Group sessions provide an opportunity to promote a supportive learning environment and to maintain positive relationships for all members of the school community. Please [click here](#) to find out more details about Home Groups.



7.4.3. Co-Curriculum Program

The Co-curricular Program is embedded into the culture of the school and is designed to support and promote student engagement, connectedness, and wellbeing.

The Brunswick Secondary College offers a dynamic range of co-curricular activities that appeal to and cater for the unique needs, talents, and interests of every student. The program runs before school, at lunchtimes and during after school sessions, offering a comprehensive range of study support groups, music, arts, and sporting activities along with more specialised interest groups.

From year to year, the Co-curricular Program adapts and changes to meet student needs. The tabs below provide general information, but to find out more about the current activities on offer, please refer to the [BSC Co-Curricular Program](#) on the BSC Curriculum website.



7.5. Careers & Learning Pathways

A dedicated Careers Coordinator works closely with staff and students across all year levels to deliver a valuable, structured Careers Education program.

Beginning in Year 7, the program encourages students to identify possible career paths and learning goals based on their personal talents and areas of interest. As students progress through to the senior year levels, they continue to revisit, reconsider, and refine their learning pathway plan and can consult with the Careers Coordinator at any time to assist them in this process.

The Careers office is located in the Library. One-on-one appointments with our Careers Counsellor can be arranged via email. Please visit the Brunswick Secondary College [Careers Hub](#) and [Student Handbook](#) to find out more about subject selection, university courses and other pathways and possibilities at BSC.



7.5.1. Subject Selection

In Years 9 to 12, BSC offers a wide range of elective subjects additional to a core (compulsory) curriculum. Elective subjects enable students to specialise in areas in which they have a particular interest or talent. This flexibility promotes deeper engagement and supports higher achievement and learning outcomes. Beginning in Year 9, elective subjects provide excellent preparation to the more specific studies covered in VCE studies. Please visit [Curriculum 2023](#) for more information.

7.5.2. Other language learning - Victoria School of Language (VSL)

At BSC, students have opportunity to learn Chinese as a Second Language and Italian as a Second Language. International students also have an opportunity to learn their first language at [Victoria School of Language \(VSL\)](#) every Saturday morning. Language study is adjusted up to the initial VTAC scaled study score average.

7.5.3. Vocational Education and Training Program (VET)

Vocational Education and Training (VET) is learning where students can develop targeted and practical work skills. The skills you learn relate to a student's career pathway, so can be applied at work or in further education and training. A student who undertakes a VET subject to their VCE studies, they gain practical skills in the career that they aim to pursue. International students can study VET subjects starting in 2023, but there are some limitations. Please speak to the International Student Coordinator and Careers Counsellor for more details.

7.6. School facilities



FIGURE 7 – AUDITORIUM



FIGURE 8 - THEATRE



FIGURE 9 - SPORTING FIELD



FIGURE 10 - FOOD TECHNOLOGY



FIGURE 11 - JUNIOR SCHOOL



FIGURE 12 – GYMNASIUM



FIGURE 13 – LIBRARY



FIGURE 14 - SCIENCE



FIGURE 15 - THE GREEN

7.7. School policies and documents library

Students and families are expected to abide by the college's policies. A range of policies can be accessed on the school website [Policies and Document Library - Brunswick Secondary College](#)

On Orientation Day, students will have an opportunity to discuss the school policies and procedures with your International Student Coordinator and clarify any details required.

7.8. The House System

All students and staff at BSC are assigned to one of the schoolhouses – **Abyad (white)**, **Cagaar (green)**, **Lan Se (blue)** or **Oro (gold)**. Each house is assigned a House Captain.

The House System is utilised to organise students into competition groups, most notably for intraschool carnivals such as the Athletics Carnival and the Swimming Carnival.

The system is also implemented for other activities on a whole-school or year-level basis, such as wellbeing activities; House activities which are largely inspired, organised, and led by students.

The House System provides opportunity for students to develop friendships across all year levels and to exercise their leadership and teamwork skills. In turn, this strengthens community ties, embedding and enhancing a sense of inclusion and self-worth in all participants.



7.9. BYOD and Computer Services

7.9.1. Bring your own Device (BYOD) Program

BSC is a Microsoft Education environment where we use the full range of professional Microsoft tools to enhance teaching, learning and communication. As such, it is mandatory for every student attending the college to bring a suitable Windows device to all classes. Please click [here](#) to learn more about device recommendations and other IT policies from our IT team.

Brunswick Secondary College has special arrangements with JB Hi-Fi that offers discounted prices for the lease or purchase of devices for Brunswick Secondary College students. Please visit [JB Hi-Fi Education](#) for more information about the purchase.

7.9.2. Computer services

At orientation, the IT staff will connect student devices to the wireless network providing access to network resources. Students will be provided access to a range of Microsoft products including OneDrive and Teams which allows them to store content online. Students can visit the IT Team located in A block for assistance with any technical issues with devices.

7.9.3. Compass School Management System

[Compass](#) is a school management platform, enable for students and parents to engage with school activities and information. Parents and students can view their personal details, daily timetable, attendance, and learning reports via Compass. It can also be download as an app in your phone. Login details will be emailed to parents at the commencement of enrolment.



7.9.4. Email address

All students and teachers at BSC have an email address. Email address consists of the **studentcode@brunswick.edu.au**. Students must regularly check their email account regularly to keep updated on school information.

7.9.5. Printing

Printers are available for students at school at a cost and can be accessed using a Compass Student ID card. Students can load credit funds to their student card via the General Office or directly through Compass.

7.9.6. Mobile phones

A ban on using mobile phones during school hours for all public-school students in Victoria started in 2020. Students are expected to securely store their mobile phones in their lockers by 8.45 am and not accessed until after school at 3.21 pm.

7.10. Tuition fee and other payments

7.10.1. Tuition fee

International Student Tuition invoices will be sent from International Education - Student Finance to the student's family/agent email. The International Student Coordinator will also monitor this and send an email as payment reminder. Students can contact International Education - Student Finance at isfinance@edumail.vic.gov.au for any queries regarding invoices. Full name and International Student Number must be included with any enquiry.

Please [click here](#) for payment instructions.

International Student Tuition Fees for Victorian Government Schools can be found at [Standard Tuition Fee Rate Card](#)

7.10.2. VCAA

The [Victorian Curriculum and Assessment Authority \(VCAA\)](#) charge administration fees for a range of services. These fees apply to all students, include international students. Administration fees are for examinations, statements of marks or study scores, replacement certificates and other VCAA services.

Students will receive a VCAA invoice from ISP office when in Year 10, Year 11 and Year 12. Failure to pay all full-fee-paying overseas student invoices received over the period of enrolment in the VCE program will result in final results being withheld from the student, the school and VTAC.

Students can refer to the International Student Coordinator regarding making payments.

For more information, please visit [International Student Program School Fee Page](#)

8. Other useful websites

Studying in Melbourne & FAQ

[Studying in Victoria](#)

[Predeparture-Guide.pdf \(study.vic.gov.au\)](#)

[Study in Melbourne](#)

[Victorian School Terms](#)

International Student Visa Condition

[Student Visa Information](#)

Melbourne life

[Visit Victoria](#)

[What's On in Melbourne](#)

Merri-bek City Council

[City of Merri-bek](#)

[Timeout: A Guide to Brunswick](#)

Student life

[Bullyingnoway](#)

[Naati – Language Translation](#)

[Brunswick Star Newsletter](#)

[National Youth Mental Health Foundation](#)

Child Safety

[Protect](#)

[Australian Competition & Consumer Commission](#)

Legal services (advice)

[Youth Law Australia](#)

Children & Pedestrian Safety

[Vic Roads Pedestrian Safety](#)