

**ADMISSION**

**OF**

**INTERNATIONAL**

**STUDENTS**



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# ***Before you Enrol***

## **Finding out about Ivanhoe Grammar School**

Students interested in enquiring about the possibility of a place at Ivanhoe Grammar School should consult the School's website ([www.ivanhoe.com.au](http://www.ivanhoe.com.au)) for information and you may also request information from a nominated agent or from:

International Registrar  
Ivanhoe Grammar School  
Tel: +61 3 9490 3425  
Email: [toni.lynch@ivanhoe.com.au](mailto:toni.lynch@ivanhoe.com.au)

## **Things you need to know and do before Enrolling**

To be eligible for a place at Ivanhoe Grammar School, a student must have obtained above average grades in academic subjects studied in their previous school(s). English skills should be at least at an Elementary level and/or the student should have obtained at least 75% for English at Year 9 level, or 80% at Year 10.

In some instances, students may be eligible for credits for semester units completed in their home countries.

Details of course content, duration and qualifications offered can be found at [www.ivanhoe.com.au](http://www.ivanhoe.com.au). Go to 'International Students' then 'Academic Programs'; 'Term Dates';

The School will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.

The course progress of all students will be assessed on a regular basis throughout the term. Formal Assessments are completed at the end of each semester.

Students are required to attend School from Monday to Friday during School Term.

Information about campus location, facilities, equipment and learning and library resources is also available on the website.

The Fee Schedule for International Students is also available on the website – see above. Students and parents are reminded that fees are likely to increase annually during the student’s time in the School and the School reserves the right to increase fees during a year. For full details of applicable refund policies, parents are referred to the Business Notice for International Students, also available on the website.

A student’s enrolment may be deferred, suspended or cancelled if the student fails to abide by the School Rules. All students of the School are made aware of the daily school rules, regulations and expectations via meetings with Pastoral Staff and the issuing of a School Student Diary. The School Student Diary contains a clear section under the heading **School Rules and Guidelines**.

The School Rules and Regulations state clearly that it is the duty of all students to know the rules and to accept them in the spirit of co-operation and goodwill. Comments are made on the following topics:

*Behaviour, Discipline, Safety, Bounds, Attendance, Dress, Appearance, Property, Sport, Motor Vehicles*

The list and contents of rules are referred to by pastoral staff on a regular basis for all students. International Students in particular are made aware of these rules as part of their orientation to the School.

If a student fails to abide by the rules listed then they will be sanctioned by the Head of Senior Years or Head of Campus. Such sanctions can include detention, community service, suspension or removal from the School (at the Principal’s discretion).

Parents are referred to item 5 of the Business Notice for International Students which details conditions of on-going enrolment.

Parents/students are required to view a description of the ESOS Framework

[https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOS%20Framework%20fact%20sheet%20final%20draft%209%20May%202014%20\(2\).pdf](https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOS%20Framework%20fact%20sheet%20final%20draft%209%20May%202014%20(2).pdf)

Ivanhoe Grammar School is a day school. Most International Students live in homestays and the School can assist in arranging this. The cost of homestay is approximately AUD\$275 per week for full board, plus \$10 per week for internet usage. The Homestay Coordinator and the Dean of International Students monitor students in their homestays. In addition to tuition costs, costs of books and uniforms, and homestay, a student would be likely to need AUD\$75 to AUD\$125 per week for incidentals such as transport and entertainment.

## **Making an Application**

### **Enrolment Procedure**

#### ➤ **Application**

Please complete the 'International Student Application for Enrolment' form and send it to Ivanhoe Grammar with the following:

- Application Fee \$165
- Copy of Student's Birth Certificate
- Copy of Student's Passport and Visa (if available)
- Copy of Student's most recent school report (translated)
- Copy of any Public Examination results e.g. AEAS, IELTS
- School Testimonial

Additional testing may be requested. Ivanhoe Grammar School's preferred testing service is AEAS (Australian Education Assessment Service). The AEAS website [www.aeas.com.au](http://www.aeas.com.au) should be consulted for information about test centres and making arrangements to sit the tests. Most International Students study our Secondary Language Preparation - ELICOS (Intensive English) - course prior to entering mainstream classes and they need to reach Pre-Intermediate skill levels in order to graduate to mainstream.

#### ➤ **Enrolment**

If the Application is successful, Ivanhoe Grammar School will send the following to you:

- Letter of Offer
- International Student Agreement Form
- International Student Acceptance Form
- International Student Guardian Policy
- International Student Guardian Nomination Form
- International Student Homestay Policy
- International Student Homestay Nomination Form

To accept your application we require:

- Payment of the deposit (see Letter of Offer).
- Completed International Student Acceptance Form
- Completed International Student Guardian Nomination Form
- Completed International Student Homestay Nomination Form

On receipt of the above information and approval of Guardianship and Homestay arrangements we will send the following to you:

- Confirmation of Enrolment and Welfare Form so you can apply for a student visa.
- Confidential Medical Information Form to be completed and returned
- Elicos Students School Computer Policy to be completed and returned
- Overseas Student Health Cover Policy Certificate

Please note this information and Application Form is available on our Website

## **Education agents**

The School has signed agreements with agents in most of our source countries. These agents have a good knowledge of the School and are ready to assist with enrolment and visa application processes.

Families can request the names of suitable agents in their home country from the School.

## ***Looking after our International Students***

### **Younger Students**

Where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, the School will ensure that the arrangements made to protect the personal safety and social well-being of those students are appropriate.

The School will nominate the dates for which it accepts responsibility for welfare arrangements using the Department of Education pro forma letter and will also advise DIBP accordingly via this letter.

The School undertakes to monitor the suitability of the student's accommodation, support and general welfare arrangements. This is undertaken by the Dean of International Students and the Homestay Coordinator.

The School also undertakes to advise DIBP as soon as possible, using the DIBP pro forma letter, if the School no longer approves the living arrangements for a student under 18 years of age.

If the School has accepted welfare responsibility, and if the School suspends or cancels the student's enrolment, the School will continue to check the suitability of such arrangements until such time as – the student is accepted by another institution; the student leaves Australia; other suitable arrangements are made that satisfy the Migration Regulations; or the School reports to DIBP that it can no longer approve of the arrangements for the student.

The Dean of International Students is the first point of contact for students and parents/guardians in all student welfare matters.

## **Support Services for our International Students**

The School will conduct an Orientation Program with new students on arrival and will provide each student with an Induction Kit, containing the Induction Manual and other information. Included will be information about support services available and personnel involved in delivery of these services, legal services available, emergency and health services available, facilities and resources, complaints and appeals processes, and visa conditions relating to course progress and/or attendance.

The School will provide the opportunity for students to access these services to assist them in meeting course requirements and maintaining their attendance and to resolve accommodation issues. These services will be provided at no additional cost.

If the School refers the student to external support services, the School will not charge for the referral (although the service itself may involve a cost to the student/family).

The School's Critical Incident Policy is available on the School's website [www.ivanhoe.com.au](http://www.ivanhoe.com.au) under 'International' then 'Enrolment Procedures'

The Dean of International Students is the official point of contact for all International Students and may refer students to other support staff as appropriate.

## ***Guardianship and Homestay***

### **Guardianship**

Ivanhoe Grammar School requires all International Students enrolled at the School, irrespective of age, to have a guardian for the duration of their enrolment.

A Nomination of Guardianship Form will be sent with the Offer Documents, to be completed and returned with the Acceptance Documents, please refer to International Enrolment Procedure on our website.

Ivanhoe Grammar School accepts responsibility for the welfare of students who are not living with a parent.

Ivanhoe Grammar School must be approve Guardianship arrangements prior to the issue of the Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation/Welfare Letter (CAAW)

There are two acceptable categories of guardianship.

**1. Parents may nominate a relative who lives in Melbourne.**

This must be a blood relative and proof of the relationship will be required.

Parents are required to discuss the **Ivanhoe Grammar School Guardianship Requirements**, with their nominated Guardian. (Please refer to our Guardian Policy on our Website)

Payment arrangements:

As appropriate, will be made between the Parents and the Guardian.

**2. Parents nominate Ivanhoe Grammar School approved professional guardianship company**

Parents are required to select one of the following Ivanhoe Grammar School approved companies and make the necessary arrangements. Please follow the links below and apply online to your preferred Company.

Le Le Wang Student Care  
[www.llwstudentcare.com](http://www.llwstudentcare.com)  
(Le Le Wang, Director)

Melbourne Migration and Education Centre (MMEC)  
[www.mmec.com.au](http://www.mmec.com.au)  
(Sarah Cheng, Director)

International Student Alliance (ISA)  
[www.studentguardians.com](http://www.studentguardians.com)  
(Ivan McKinney, Director)

Payment Arrangements:

The Guardianship Company will invoice Ivanhoe Grammar School. The School will pay the company and the costs will be passed on to the family via the students account.



## Homestay

Ivanhoe Grammar School requires all International Students enrolled at the School, irrespective of age, to obtain homestay accommodation approved by the School. Students are not permitted to live independently or without adult supervision.

Many International Students studying at Ivanhoe Grammar School have relatives in Melbourne who can assist in providing homestay accommodation.

Homestays are expected to provide full board and a level of care and supervision appropriate to the age of the student.

The School has an extensive and closely monitored homestay network supervised by the Dean of International Students and the Homestay Coordinator. The Homestay Coordinator makes regular visits to homestays throughout the year.

A Nomination of Homestay Form will be sent with the Offer Documents, to be completed and returned with the Acceptance Documents, please refer to International Enrolment Procedure on our website.

Ivanhoe Grammar School must approve Homestay arrangements prior to the issue of the Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation/Welfare Letter (CAAW)

There are two acceptable categories for Homestay.

### **1. Parents may nominate a relative who lives in Melbourne.**

Parents are required to discuss the **Ivanhoe Grammar School Homestay Requirements** with their nominated Homestay. (Please refer to the Homestay Policy on our Website)

Payment arrangements:

As appropriate, will be made between the Parents and the Homestay.

### **2. Parents nominate Ivanhoe Grammar School approved homestay placement agency**

Parents are required to select one of the following Ivanhoe Grammar School approved agencies and make the necessary arrangements. Every effort is made by the homestay placement agency, Student Accommodation Services (SAS), to fulfil the requests of students as closely as possible. Students should expect to travel to School for 30 to 40 minutes on good public transport.

Please follow the links below and apply online to your preferred Company.

### **Southern Cross**

<http://www.southerncrosshs.com.au/>

### **Student Accommodation Services**

<http://media.igs.vic.edu.au/downloads/2013/Term4/StudentAccom.pdf>

Payment Arrangements:

As appropriate, will be made between the Parents and the Homestay Agency.

A placement fee and airport pick up fee is payable to the School with the initial deposit (see letter of offer).

## **Holiday Arrangements**

All students are expected to return home for the duration of the three week mid-year holiday period, and the end of year holiday period (December – January). The School is not able to provide supervision during these periods, and guardians and homestays are not expected to be available at these times. If a family wishes a student to remain in Melbourne during these vacation periods, a parent must come to Melbourne to take responsibility for the supervision and welfare of their son or daughter.

## ***Students as Consumers***

### **Transferring between Institutions**

Policies and procedures followed by Ivanhoe Grammar School for the purposes of enrolment and/or transfer of students are set out in the document 'Enrolment and Transfer Policies and Procedures' available on the website – see above. \*

### **Complaints and Appeals**

From time to time students enrolled at the School may be concerned or disagree with School decisions relating to their academic study, discipline or enrolment. In such cases all students have the opportunity to appeal the decision or lodge a complaint regarding the processes followed if they feel that they have been unfairly treated.

The following procedures will be adhered to:

1. The student should lodge their complaint or appeal in writing to the Head of Campus, clearly stating their concern and/or grounds for complaint or appeal.
2. The Head of Campus will make an appointment (within 24 hours of receipt of the complaint or appeal) for the student (often accompanied by the student's Guardian) to meet and discuss the matter.
3. The Head of Campus may consult the Principal or Deputy Principal for advice if deemed necessary.
4. A written response will be given to the complainant or appellant not later than 3 working days following the initial and/or subsequent appointments.
5. There is no cost associated with this process

In all cases relating specifically to **Bullying and Harassment**, the School's Harassment Policy will be adhered to and the above procedures are made redundant. The School's Bullying and Harassment Policy is printed in all Student Diaries and students are regularly made aware of this Policy.

In the event of an unresolved dispute, further assistance may be sought from:

Dispute Resolution Centre of Victoria  
235 Queen Street, Melbourne, 3000  
Telephone: 9603 8370

## **Overseas Students Ombudsman**

If you need assistance with the resolution of grievances such as those mentioned above, you can contact the Overseas Students Ombudsman at [www.oso.gov.au](http://www.oso.gov.au) or on 1300 362 072. This service is free and independent.

## ***Complying with Student Visa Requirements***

### **Course Completion**

1. The School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

2. Part of the assessment of course progress at the end of each assessment period will be to determine that the student will be able to complete the course within the expected duration. This review will be undertaken by the Head of House and Dean of International Students assisted by appropriate academic staff.
3. The School will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:
  - a. Compassionate or compelling circumstances
  - b. Student participation in an approved intervention strategy
  - c. An approved deferment or suspension of study being granted in accordance with Ivanhoe Grammar School's Deferment, Suspension and Cancellation Policy.
4. Where the School decides to extend the duration of the student's study, the School will report via PRISMS and/or issue a new COE if required.

### **How the School Monitors your Progress**

1. The School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
2. The course progress of all students will be assessed on a regular basis. Formal Assessments are completed at the end of each semester and Interim Assessments are completed at the half way point of each semester.
3. Students who have begun part way through a semester will be assessed at the first Interim Assessment time period.
4. To demonstrate satisfactory progress, students will need to achieve competency in at least four Core Subjects as determined by the subject course materials.
5. If a student does not achieve competency in at least 50% of units studied in an assessment period, the Dean of international Students and Head of House will meet with the student to develop an intervention strategy for academic improvement. This may include supervised study periods, extra after school classes or weekly meetings with the House Tutor.

6. A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents following discussion with the International Students Tutor. This report may need to be translated by the International Students Tutor into the native language of the parents.
7. The student's individual strategy for academic improvement will be monitored by the Head of House over the following semester and records of student response to the strategy will be kept.
8. If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, Ivanhoe Grammar School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process.
9. The school will notify the Department of Education via PRISMS of the student not achieving satisfactory progress as soon as practicable where:
  - a. The student does not access the complaints and appeals process within 20 days, or
  - b. Withdraws from the complaints and appeals process, or
  - c. The complaints and appeals process results in a decision in favour of the School.

## **Attendance Requirements**

### Ivanhoe Grammar School International Student Attendance Policy

1. Satisfactory course attendance is deemed to be attendance of 80% of scheduled course contact hours, although 100% attendance is expected unless there are extenuating circumstances, such as illness.
2. The Heads of House and Dean of International Students monitor student attendance. Student attendance is:
  - a. Checked and recorded daily
  - b. Assessed regularly
  - c. Recorded electronically and calculated over each term.
3. Late arrival at school is recorded and will be included in attendance calculations.

4. All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been granted by the Head of Campus.
5. Any absences longer than five consecutive days without approval will be investigated by the School.
6. Student attendance will be monitored every week throughout the semester. The class roll is marked electronically every lesson and a report is sent to Heads of Houses each day via email. A report on an individual student can also be viewed to determine satisfactory progress. Students are expected to attend at least 80% of all classes excluding any suspensions, deferment or approved absences from school.
7. Students at risk of breaching Ivanhoe Grammar School's attendance requirements will be interviewed by the Head of House or Dean of International Students. The student will be counselled and offered necessary support when they have absences reaching 10% of classes missed.
8. If a student's absence from classes exceeds 20%, Ivanhoe Grammar School will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the School's internal complaints and appeals process.
9. The school will notify the Department of Education via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
  - a. The student does not access the complaints and appeals process within 20 days
  - b. Withdraws from the complaints and appeals process
  - c. The complaints and appeals process results in a decision in favour of the School.
10. Students will not be reported for failing to meet the 80% threshold for class attendance where:
  - a. The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g. medical illness supported by a medical certificate and
  - b. Class attendance is not below 70%.

11. If a student is assessed as having nearly reached the threshold of 70% attendance, The Dean of International Students will assess whether a suspension of studies is in the interests of the student as per Ivanhoe Grammar School's Deferment, Suspension and Cancellation Policy.
12. If the student does not obtain a suspension of studies under the Ivanhoe Grammar School's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance will commence.

## **Credit for Prior Study**

All students of the School in the Senior Years are enrolled in a three year **Victorian Certificate of Education** or **The International Baccalaureate** (VCE/IB Course).

All International Students therefore, upon entering mainstream classes, will enrol in either the VCE or the IB program. This enrolment occurs following interviews between the student and the Dean of International Students, the Head of Senior Years, the VCE Co-ordinator and/or International Baccalaureate Co-ordinator. Prior to these meetings students are able to present notarised results of prior courses completed.

If the student wishes to apply for credit relating to prior study, the procedures outlined in the VCE and VCAL Administrative Handbook are followed.

## **Deferment, Suspension or Cancellation of an Enrolment**

### **1 Deferment of Commencement of Study Requested by Student**

Ivanhoe Grammar School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include, but are not limited to:

- illness, where a medical certificate states that the student was unable to attend classes.
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
- major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.
- a traumatic experience which has impacted on the student (these cases should, where possible, be supported by police or psychologists' reports).

The final decision for assessing and granting a deferment of commencement of studies lies with the Director of Admissions and Community Engagement.

Deferment will be recorded on PRISMS depending on the student's CoE status.

## **2 Suspension of Study Requested by Student**

Once the student has commenced the course, Ivanhoe Grammar School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:

- illness, where a medical certificate states that the student was unable to attend classes.
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
- major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.
- a traumatic experience which has impacted on the student (these cases should, where possible, be supported by police or psychologists' reports).

Suspensions will be recorded on PRISMS. The period of suspension will not be included in attendance calculations.

The final decision for assessing and granting a suspension of studies lies with the Director of Admissions and Community Engagement in conjunction with the Dean of International Students and the Head of Campus (or delegate).

## **3 Assessing Requests for Deferment or Suspension of Studies**

Applications will be assessed on merit by the Director of Admissions and Community Engagement in conjunction with the Dean of International Students and the Head of Campus (or delegate).

All applications for deferment or suspension will be considered within five working days.

## **4 Exclusion from Class**

Ivanhoe Grammar School may exclude a student from class studies on the grounds of misbehaviour of the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in the Ivanhoe Grammar School's Behaviour Policy/Code of Conduct.



Excluded students will abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Director of Admissions and Community Engagement in conjunction with the Dean of International Students and the Head of Campus (or delegate).

Where the student is provided with homework or other studies for the period of exclusion, the student must continue to meet the academic requirements of the course.

Exclusion from class will not be recorded on PRISMS.

Periods of 'exclusion from class' will not be included in attendance calculations as per Ivanhoe Grammar School's Course Progress and Attendance Policies.

The student would be re-admitted to classes following a satisfactory interview with the Head of Campus, Dean of International Students and guardian.

## **5 School Initiated Suspension of Studies**

Ivanhoe Grammar School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in Ivanhoe Grammar School's Behaviour Policy/Code of Conduct

Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Director of Admissions and Community Engagement in conjunction with the Dean of International Students and the Head of Campus (or delegate).

Students who have been suspended for more than 28 days are required to return to their home country by DIAC unless special circumstances exist (eg, the student is medically unfit to travel).

If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Director of Ivanhoe International in conjunction with the Dean of International Students and the Head of Campus (or delegate).

Suspensions will be recorded on PRISMS.

The period of suspension will not be included in attendance calculations.

## 6 Cancellation of Enrolment

Student requested deferment and suspension are not subject to Ivanhoe Grammar School's Complaints and Appeals Policy.

Exclusion from class is subject to Ivanhoe Grammar School's Complaints and Appeals Policy.

School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to Ivanhoe Grammar School's Complaints and Appeals Policy.

For the duration of the appeals process, the student is required to maintain his/her enrolment and attendance in all classes as normal. The Director of Admissions and Community Engagement in conjunction with the Dean of International Students and the Head of Campus (or delegate) will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

If students access Ivanhoe Grammar School's complaints and appeals process regarding a school initiated suspension (where the suspension is recorded in PRISMS) or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalized, unless extenuating circumstances relating to the welfare of the student apply.

Extenuating circumstances include:

- the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
- the student is missing
- the student has medical concerns or severe depression or psychological issues which lead the School to fear for the student's wellbeing
- the student has engaged or threatened to engage in behavior that is reasonably believed to endanger the student or others
- the student is at risk of committing a criminal offence, or
- the student is the subject of investigation relating to criminal matters

The use of extenuating circumstances by Ivanhoe Grammar School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

The final decision for evaluating extenuating circumstances lies with the Head of Campus.

## **7 Student Advice**

Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration and Border Protection for advice.

# ***Staff, Educational Resources and Premises***

## **Staff Capability, Educational Resources and Premises**

All academic staff members employed by the School are registered in accordance with the requirements of the Victorian Institute of Teaching (VIT). Each staff member is required to provide evidence that their annual registration has been approved and that their National Criminal Record History Check (NCRHC) is up to date.

In accordance with VIT requirements, staff undertake regular and on-going Professional Development including in-house training, workshops and local and overseas conferences. Staff qualifications are published in the Annual School Community Report.

Whilst some staff are employed specifically to teach International Students (notably in English as a Second Language), all staff may be involved in the teaching of these students in specialised subject areas.

All students of the school have equal access to the Educational Resources of the school including:

- School Libraries
- Computer Access
- Internet and Network Access
- Careers Counselling
- Health Services (e.g. School Nurse)
- Recreational Facilities

The suitability and adequacy of the School's resources are reviewed regularly by The Board of Governors, The Principal and Senior Staff to ensure that the ongoing registration as an independent school is maintained. As well the ELICOS program in particular is accredited by NEAS.

## **Ivanhoe Grammar School - Ownership or Management**

Ivanhoe Grammar School (the Registered Provider) is a company limited by guarantee, incorporated and domiciled in Australia.

The principal continuing activity of the School is the education of boys and girls at sub-primary, primary and secondary levels at The Ridgeway Campus, and at primary and secondary levels at The Plenty Campus. No significant changes in the state of affairs of the school have occurred in the past year or are planned for the immediate future.

The School is governed and directed by a Board of Governors and managed by a Principal who is supported by senior Academic and Administrative staff.

Updated April 2014