

CENTENARY HEIGHTS
STATE HIGH SCHOOL

Safety - Respect - Learning

International Students ORIENTATION WORKBOOK



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INTERNATIONAL STUDENT ORIENTATION

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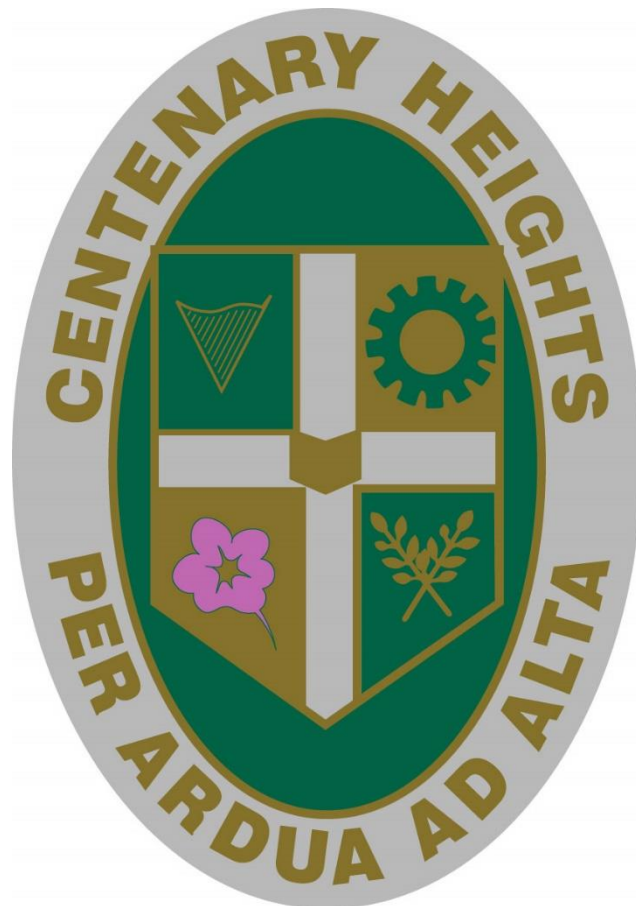
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CENTENARY HEIGHTS STATE HIGH SCHOOL



Here is your school badge. The words Per Ardua Ad Alta is the school Motto.

Print an English equivalent for this expression below.

In your own words, write what this motto actually means?

THE SCHOOL SONG

Per Ardua Ad Alta
Through hard work to the top

Is the motto of Centenary
Our success will never stop

We are striving for achievement
Participation is the key
Centenary will come out on top
And everyone will see.



Chorus: That

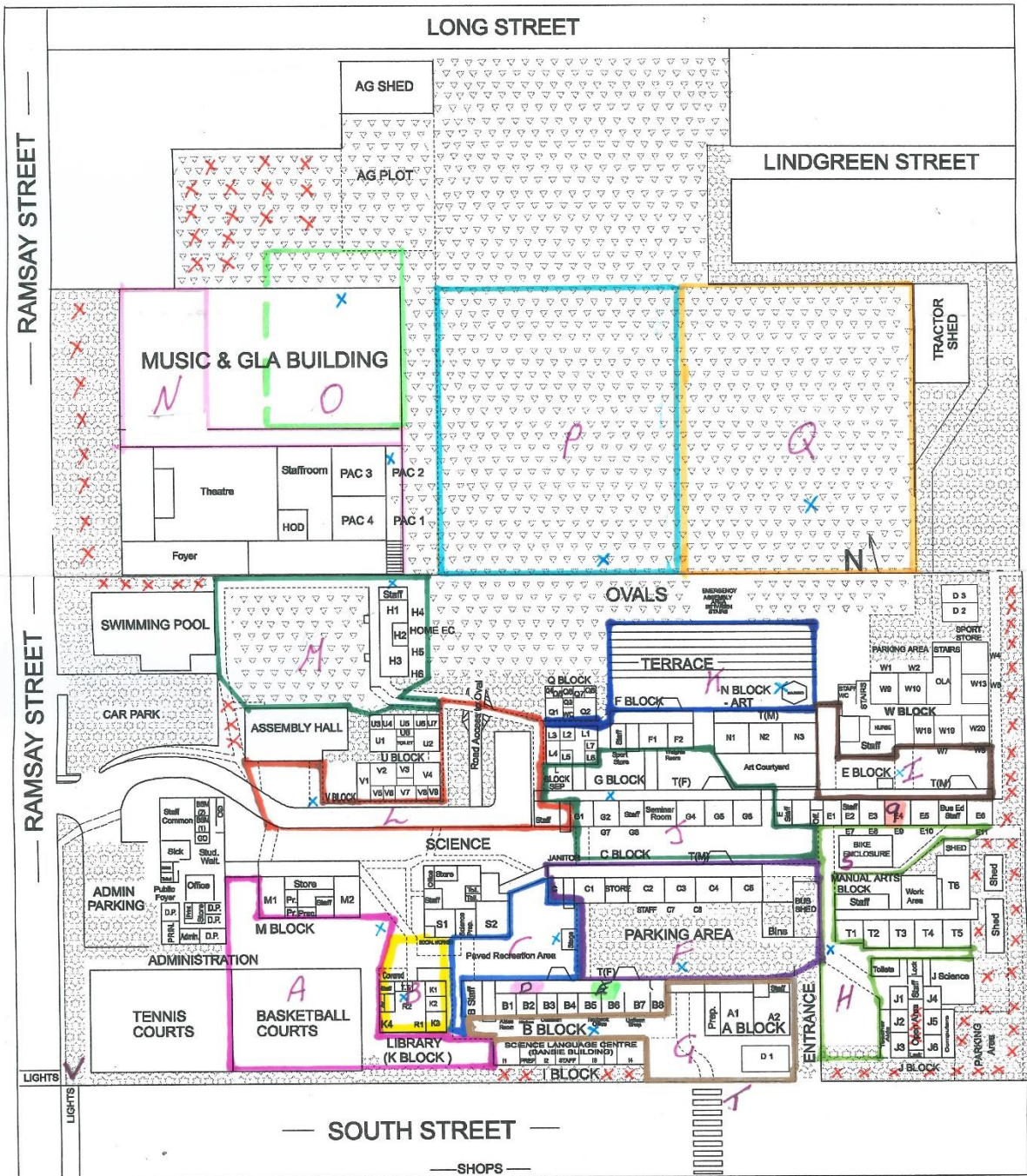
We have sportsmen and women
Who represent us well
We have speakers and performers
And the "A" graders as well.

But we are all from Centenary
We'll make them proud
Our hard work will reach the top
So let's sing out loud.

Chorus: Because

Chorus: Yes

CENTENARY HEIGHTS HIGH SCHOOL MAP



LEGEND: Out of Bounds (which also includes 2m around the school Boundary) Only with Teacher Supervision

CAN YOU FIND THE FOLLOWING LOCATIONS ON YOUR SCHOOL MAP?

International Student Office (J Block)

Main Oval

Library

Music Excellence Centre (MEC)

Administration Building

Assembly Hall

Science Block (S Block)

Art Block (N Block)

Manual Arts Block (T Block)

Tennis Courts

Diverse Learners (Q U & V Blocks)

I Block

Performing Arts Centre (PAC)

W Block

IN WHICH BLOCK WOULD YOU FIND EACH OF THE FOLLOWING:

The computer rooms

E Block staffroom (English)

The nurse's office

Science laboratories

The sports storeroom (sporting equipment)

The canteen

The guidance officer's office

The social worker's office

The chaplain's office

The janitor's office

The International Student Kitchen

The textbook office

The uniform shop

Head of Department (HOD) International Studies

Principal's office

PEOPLE YOU SHOULD KNOW: IN THE SCHOOL OFFICE

You will need to get to know a number of people who perform different roles in the day-to-day running of our school. Learning their names and knowing what each of these people do will help you to settle into school life very quickly.

Using the names supplied, write the name of each person in the space provided and then link the person with their job.

Our **PRINCIPAL**, _____, is responsible to the Executive Director of Toowoomba Schools



and the Director-General of Education for the management of Centenary Heights State High School. There are four Deputy Principals, a number of Heads of Department, Heads of Year, two guidance officers, many specialist teachers, two business managers and office and ancillary Staff.

Our **DEPUTY PRINCIPALS**, _____, _____, [_____] and _____ assist the Principal in the general running of the school and in particular in the following areas: timetabling, curriculum supervision and development, welfare of staff and students, discipline of students, and so on.



Our **GUIDANCE OFFICERS**, _____ and _____ are concerned with the welfare of all students. They will be happy to assist you with all subject and career choices as well as other matters of a personal nature.



NAMES:

*Dan Lindenmayer, Jeremy Cox, Kim Rohde, Kathleen Hannant,
Amy McAleer, Kerri-Ann Frew, Tracey Priebe*

IN THE INTERNATIONAL STUDENT PROGRAM



Deputy Pincipal, Deputy Pincipal,
are there to look after every matter
with regards to the international student
program. Their offices are located in .

Your **INTERNATIONAL STUDENT COORDINATOR** is
there to help all international students to settle into high school
and to offer any assistance that you might need during the year.
Her office is located in .



Our **HOMESTAY COORDINATOR** is there to help you with any matters
concerning your homestay. The Homestay office is also located in .



, and are also available to help you with any questions you may
have. They can be found in Block.

NAMES:

*Yao Wu, Tracey Ferguson, Kathleen Hannant,
Rong Zeng, Kirrily Scarff, Julie Keating, Kerri-Ann Frew,*

BELL TIMES

Warning bell	8.35 a.m.	NOTES
Pastoral Care	8.45a.m. – 8.55a.m.	<ul style="list-style-type: none"> • Rolls checked each lesson of the day.
Period 1	8.55a.m. – 10.05a.m.	
Period 2	10.05a.m. – 11.15a.m.	
Morning Tea	11.15a.m. – 11.55a.m.	
Warning Bell	11.55a.m.	<ul style="list-style-type: none"> • Be on time for all lessons, parades and assemblies.
Period 3	12.00p.m. – 1.10p.m.	
Lunch	1.10p.m. – 1.40p.m.	
Warning Bell	1.40p.m.	<ul style="list-style-type: none"> • Student notices are read in PCG.
Period 4	1.45p.m. – 2.55p.m.	

SCHOOL ROUTINE (Bell Times)

Study the bell times above: this will give you some indication of when school starts and finishes and when lessons begin. Can you complete the statements below?

- I should arrive at school no later than _____.
- I should go to my locker to get my books for the morning session at _____.
- Morning tea is for _____ minutes.
- Pastoral Care Group meetings are held between _____ and _____ everyday.
- Lunch is for _____ minutes.
- On Tuesday mornings, in Period _____ there will be a _____ Assembly.
- I go home at _____ pm everyday.
- The only time I can leave school before 2:55pm is _____.
- During **Exam Blocks** I attend school _____.

WHAT DO I DO IF

I arrive late to school?

I have been absent from school?

I have to leave school early? (e.g. doctor's appointment)

I feel sick at school?

I wish to see the guidance officer, social worker, school nurse or chaplain?

I have a personal problem and need some advice?

I bring something of value, or important to me, to school?

I have difficulty with my schoolwork?

I want to see a teacher in their staffroom?

LOST PROPERTY

How not to lose your belongings:

- Never leave your valuable belongings in your _____ - put them in your _____ or take them to _____ instead.
- Put your _____ on all of your books, lunch boxes, clothing, sporting equipment etc.
- Do NOT bring _____ to school. If you must bring these to school, leave them with _____.

If you have lost something:

- Firstly, you should check your _____, _____ and the place you last remember seeing it/them.
- Finally, you must check **Lost Property**. It is kept by the _____, _____ whose office is found in _____ Block.



LOCKERS

The _____ will issue students with **locks** and my _____ teacher will assign lockers.

Students are responsible for the confidentiality of their **lock combination**. This means

Students are responsible for their own lock. Students will not be given another lock unless a deposit is paid.

I should go to my locker at _____ to collect my books for the morning lessons. At the

_____ of **morning tea** I return my books to my locker. At the end of morning tea a warning bell goes. I then have _____ minutes to get my books for **Period 3**. At the

beginning of lunch my books are _____ . At the end of lunch, I have

minutes to collect my books for **Period 4**. After school I have to collect all the books I

need to take home to do my _____ .

I **should NOT** go to my locker _____ .



WHERE I CANNOT GO

There are some areas in the school grounds where students are **NOT permitted**. We call these areas _____ of _____ .

The answers to these questions can be found in your Homework and Study Planner.

- i Verandas and locker areas are out of bounds _____ and during breaks.
- ii Classrooms are out of bounds _____ .
- iii List five (5) other out of bounds areas
 - a
 - b)
 - c)
 - d)
 - e)
- iv Students are not allowed to sit on _____ .



SCHOOL UNIFORMS

Students at Centenary Heights are expected to wear the school uniform every day.

At school both boys and girls have two uniforms: a _____ uniform, and a _____ uniform.

I wear the **formal uniform**:

- a)
- b)
- c)

I **MUST** wear my **sports uniform** when I have _____ .

Boys are to list the boys' uniform and girls are to list the girls' uniform.

FORMAL UNIFORM

FULL SPORTS UNIFORM

- In winter the following items may also be worn _____ .
- Hats are to be worn when _____ .
- In practical subjects (Science, Art, _____ and _____) _____ shoes must be worn for safety reasons.
- The rule regarding jewellery is _____ .
- List the dates that formal uniform are required _____ , _____ , _____ .

STUDENT CODE OF CONDUCT

Please complete the following statements.

- The **Student Code of Conduct** is a management plan for school
d
- Centenary Heights State High School would be a b school if all students upheld the Statement of Expectations and Student Code of Conduct plan (both found in the front pages of your Homework and Study Planner).
- There are levels in our **Student Code of Conduct**:
level is the highest.
level is the lowest.
- Students on level may be elected School Captain.
- Teachers d put students on levels. It is a s own action which places him/her on each level.
- New students begin on level.
- We hope that all students will rise to level.
- Because the **Student Code of Conduct** is written down, everyone is fully aware of the con of being on any particular level.
- We expect that you will discuss the policy with your homestay parents to make sure they u it also.
- **REMEMBER** - you will not be the exception when receiving the consequences of Y actions.

HOMework

You **ALWAYS** have homework!

But sometimes you have to set it for yourself.

There are three types of homework:

- 1 Set homework
- 2 Study homework
- 3 Assignments

Set homework is

Study homework is

Assignments are

- Homework is assigned by teachers in most subject areas on a regular basis.
- You are expected to complete ALL tasks within the given period of time.
- The teachers concerned will penalize neglect of home tasks or refusal to do them.
- Your homework diary should be taken to ALL lessons; homework tasks are to be entered in as they are given by the teacher.
- Use the following as a guide to the amount of time you should spend on homework.

5 nights a week

As a student of year _____ I need to spend _____ hours a week on study after school.

TECHNOLOGY

How much technology did you use in school in your home country? List examples in the space.

In Queensland, students are required to bring their fully charged laptops to school every day.

Activities:

1. **Using OneNote:**

Your mentor will show you how to use OneNote effectively.

2. **Accessing Email:**

Your mentor will demonstrate how to access the school email.

3. **Using Digital Textbooks:**

Your mentor will guide you on how to access digital textbooks.

4. **Laptop Etiquette:**

Ask your mentor to list a few things you should avoid doing with your laptop at school.

5. **Turn it In**

Ask your mentor to show you the features of turn it in.

6. Schedule an appointment with your mentor and have them take you to the IT staff in the library to help connect your laptop to the EQ Wi-Fi.

I CAN'T DO MY ASSIGNMENT

1. DRAW UP A PLAN OF ATTACK

- When is your assignment due?
- Have you marked it on your calendar? Yes/No
- When will you get the books you need?
- How many points do you have to write about?
- Write each point on a half a sheet of paper to give yourself room for notes.

2. RESEARCHING

- Skim read widely over the area.
- Write down the main themes or ideas that you can follow up later.

(Note: Don't forget to take note of references and where they came from. It makes it easier to follow up later.)

3. NOW

Read in detail under the selected themes for:

- Detailed information
- Arguments
- Illustrations, examples and supporting data

4. READ

Read over your notes and decide on the basic format of your essay/assignment.

MAKE A PLAN NOW!

You must sort out your ideas now and not in the middle of your essay/assignment.



- How do you know the due date?
- What if I don't understand what to do?
- What if I don't understand how to write reference?
- Have I plagiarized?
- How should I submit the assignment?

FINDING A FRIEND

(completion assisted by your mentor)

- | | | |
|-----------|-----------|---|
| PURPOSE | ➤ | To get to know more about one other person. |
| PROCEDURE | ➤ | Find a person whom you do not know very well.
Interview that person.
They then interview you. |
| 1. | Name | |
| 2. | Birthdate | |
| 3. | Phone no. | 46 |
| 4. | Address | |

5. Best friend
6. Favourite TV shows
7. Favourite foods
8. Pets
9. Hobbies and sports
10. Favourite holiday places
11. What do you fear most
12. What don't you like about the world
13. What would you like to be doing in 10 years time



If we have more time today, please go through the topics below

- Laptop charging policy
- Mobile phone policy
- Important dates for this term including year parade, public holidays, uniform free days etc
- Red food brought into school will be confiscated
- Chewing gum
- Subject change policy
- Internet and computer network policy
- Locker
- Valuable personal belongings