MACQUARIE GRAMMAR SCHOOL™

Student Handbook

2025



CRICOS Provider No.: 03330B

Reviewed August 2025. This version meets all NESA, ESOS and legislative disclosure requirements.

Welcome Message: You Belong Here



Welcome to Macquarie Grammar School—a place where every student is valued and supported. We understand that starting at a new school in a new country can be both exciting and challenging. At Macquarie Grammar, you are not just a student—you are part of a vibrant, caring community. We are here to help you settle in, make friends, and achieve your very best. This handbook is your guide to navigating school life, discovering opportunities, and feeling at home. As a CRICOS-registered school, we are committed to complying with all laws and regulatory standards that protect international students and ensure high-quality education. We are delighted you are joining us and look forward to seeing all that you will accomplish.

Remember, every journey begins with a single step. Whether you are feeling excited, nervous, or a little of both, know that you are not alone. Our school is built on a foundation of respect, kindness, and encouragement. Together, we create an environment where everyone can thrive. We are proud to have you with us and can't wait to see the unique contributions you will bring to our community.

Ms Ellena Papas
Principal & PEO



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Meet Our School Community: A Home Away from Home

At Macquarie Grammar, we believe that a strong, supportive community is the heart of a great school. From your first day, you will meet teachers, staff, and fellow students who are eager to welcome you. Our community is diverse, inclusive, and united by a shared commitment to learning and growth. You will find friends from all over the world, each with their own stories and experiences to share.

We encourage you to introduce yourself, join in conversations, and take part in school activities. The more you engage, the more you will feel at home. Our school is a place where everyone's voice is heard and valued. We celebrate our differences and learn from one another, creating a rich and dynamic environment where everyone belongs.









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School Contact Details

- **Campus Address:** Level 8, 225 Clarence St, Sydney NSW 2000
- **Phone:** +61 2 8228 3022
- **Email:** sso@mgs.edu.au
- **Website:** www.macquariegrammarschool.edu.au
- **CRICOS No:** 03330B
- **24/7 Emergency Contact (student welfare & critical incidents):** 0438 709 871
  For any urgent safety or welfare concern outside school hours, call this number or 000 for Police/Fire/Ambulance.
- **Designated International Student Contact Officers:**
  - Principal: Ms Ellena Papas e.papas@mgs.edu.au
  - Director of Operations and Student Wellbeing: Mrs Sheng Sun j.sung@mgs.edu.au
  - Admissions: Mr Jeremy Wong Admission@mgs.edu.au

School Values & Code of Conduct

At MGS, we value **respect, integrity, responsibility, fairness, compassion, safety, and excellence**.
All students must:

- Treat others with respect.
- Follow instructions of staff and teachers.
- Attend classes punctually and be prepared for learning.
- Uphold school policies on behaviour, uniform, and digital use.
- Speak up about concerns, bullying, or risks to welfare.

All reports of unsafe, discriminatory or bullying behaviour—online or in person—are taken seriously and responded to in accordance with our Student Behaviour and Anti-Bullying Policies, available on the school website and at Student Services. Discipline is administered according to these policies, and your right to fair process and appeal is always protected.

School Code of Conduct: Living the Macquarie Way

At Macquarie Grammar, we believe in respect, integrity, and kindness. Our code of conduct is simple: treat others as you wish to be treated, take responsibility for your actions, and strive to do your best. We expect all students to act with honesty, fairness, and consideration for others. By following these principles, we create a safe, positive environment where everyone can learn and grow.

Our school values are at the core of everything we do. We encourage you to speak up if you see something that doesn't feel right, and to support your peers in doing the same. Together, we build a community where everyone feels safe, respected, and empowered to achieve their potential. We are proud of our inclusive culture and confident that you will contribute to it in meaningful ways.



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For All Members of Our School Community

I act with Integrity:

I do the right thing, even when no one is watching, and my actions reflect honesty and truthfulness in all situations.

I show Respect:

I treat myself, others, and our environment with care, kindness, and dignity, valuing every individual's voice and background.

I demonstrate Courage:

I face challenges with resilience, stand up for what is right, and strive to do my personal best, even when it is difficult.

I practice Responsibility:

I am accountable for my actions and choices, and I follow through on my commitments to myself and the school community.

I embody Fairness:

I make decisions impartially, uphold justice, and ensure everyone has an equal opportunity to thrive.

I lead with Truth:

I communicate honestly, seek understanding, and encourage open, constructive dialogue in all my interactions.

I nurture Compassion:

I show empathy and kindness, offering support to those in need and fostering a caring school environment.

I pursue Excellence:

I strive for continuous improvement in learning and teaching, setting high standards for myself and encouraging others to do the same.

I build Positive Relationships:

I work collaboratively, listen actively, and celebrate the achievements of others, contributing to a sense of belonging and community.

I uphold Safety and Wellbeing:

I contribute to a safe, supportive, and inclusive environment, intervening or seeking help when the welfare of others is at risk.

Affirmation for Daily Reflection

Today, I learn with virtue and lead with truth. My actions, words, and choices reflect the best of my character and inspire those around me.

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Enrolment, Orientation & Written Agreement

Entry requirements:

- Academic: As set per year group and outlined in your offer/pre-enrolment pack.
- English: As per published MGS standards or IELTS/TOEFL/AEAS or equivalent.
- Age: Must meet Australian and school-specific requirements.

All families receive a **Letter of Offer and Written Agreement** setting out:

- Course details (start date, campus, content, CRICOS code)
- Tuition and non-tuition fees
- Refund policy (including the $650 admin fee)
- Support and appeals contacts

Before you commence, you and your family must sign a Written Agreement with the school—this is a legal contract, required under the ESOS Act, that outlines your course, fees, refunds, and key responsibilities. Parents or legal guardians must sign for students under 18. You will receive a copy of this agreement once signed.

The initial compulsory orientation session will cover key topics, including your rights and obligations under your visa, health and safety, academic progress, reporting requirements, complaints and appeals, and how to get help at school and in the community.

Fees, Refunds & Payments

Full tuition and non-tuition fees, and refund arrangements, are explained in your offer documentation and the published Refund Policy and comply with ESOS Act s47E/F and Australian Consumer Law.

- Application/Admin Fee: $650 (non-refundable unless provider default)
- Tuition fee schedule: Fees - Macquarie Grammar School
- Fees must not be paid to agents; pay direct to the MGS bank account stated in the Written Agreement.
- Refunds are paid as per the policy, within 28 days of application.

For full details, including the non-refundable $650 administration fee and processes for requesting a refund, consult the current Refund Policy—available on our website and provided to you pre-enrolment. All payments must be made directly to the School's nominated account as stated in the Written Agreement.

Visa Obligations & Student Responsibilities

- Hold a valid student visa and OSHC at all times.
- **Minimum 80% attendance** and satisfactory progress each term (monitored; intervention and support provided as needed).
- Maintain accurate address and emergency contact details with MGS (updates within 7 days by law).
- Comply with all standard and course-related visa conditions.
- Report any changes, issues, or requests regarding transfers, welfare, or accommodation to MGS staff.
- All students must notify the school within 7 days of any change of residential address, phone number or emergency contact details, as required by Australian law.

Failure to meet visa/school conditions may result in formal warnings, intervention, and reports to DIBP (now DHA) as required by law.

Support Services & Emergency Assistance

- Dedicated Admissions Officer and Director of Operations and Student Wellness available during business hours for academic/welfare concerns, personal issues or emergencies.
- 24/7 emergency contact phone—given at orientation.
- School-based and external English, academic, and personal support services are available at no extra cost.
- All students receive clear, age- and culture-appropriate information at orientation about mental health, reporting risk or abuse, and how to access help in and outside school.

Our support services and orientation information are provided in age- and culture-appropriate formats, with language assistance as needed. If you need an interpreter, translated documents or extra help understanding your rights or obligations, please ask Student Services or the Director of Operations and Student Wellness.

Accommodation, Welfare & Child Protection (Under 18s)

If you are under 18 and not living with a parent or Department of Home Affairs-approved relative:

- Your accommodation and welfare arrangements must be approved and monitored by MGS (see our published Welfare Policy).
- Your assigned homestay/guardian will be screened, visited, and supported by the school.
- MGS will issue a CAAW letter as required and communicate with parents regularly.
- You receive regular welfare and home visits/check-ins during your stay.
- All adults resident in homestay/guardian houses have current WWCC clearance.
- Any changes to your accommodation or welfare **must be approved by the school first**, or it is a breach of your visa.

MGS complies fully with the Child Protection (Working with Children) Act and the Children's Guardian Act and reports all suspected abuse or safety risks promptly to authorities.

Homestay, parent/relative, and any changes in your accommodation require written approval from the school before taking effect. Our school is responsible for monitoring your welfare at all times until you turn 18 or enter the care of an approved parent/guardian.

You will receive regular welfare and accommodation visits/check-ins while under the school's welfare. The school must be immediately informed of, and approve, any proposed change of living arrangements.

Any risks or concerns regarding your wellbeing are reported and acted upon according to the law—including reporting to child protection or police if needed (see our Child Protection Policy). Your parents and legal guardians are always kept informed.

Attendance, Progress, and Academic Policies

- You must attend all scheduled classes and participate in school life.
- You must maintain satisfactory academic progress (see Academic and Attendance Policy for what this means for your year).

- Absences require a medical certificate or explanatory note; extended or repeated absence will trigger support/intervention and, if unresolved, NESA/visa action.
- Homework, assignments, and exam policies are explained by your teachers and in your course outline.

If your attendance or academic performance falls below requirements, you will be offered support, an individual intervention strategy, and written notice of any formal warning or risk of visa action. You have the right to seek support and appeal any decision.

Transfers, Deferrals, Suspension or Cancellation

- You are covered by strict protections regarding your right to **transfer to and from other CRICOS schools** in your first 6 months (see Transfer Policy online for conditions).
- Suspension, deferral and cancellation are only permitted under the policy—submit requests in writing, and your rights (including complaints and appeals) are protected in law.
- You will always receive written notice of intended school-initiated suspension/cancellation and can appeal any decision.

Requests for transfer, deferral, suspension or cancellation must be made in writing, with supporting evidence where relevant. The process, forms and full policy are available from the Admissions Office and on our website. The School will respond, in writing, within 10 working days. If your enrolment is affected, you will be advised in writing of your rights and appeal process.

Complaints, Appeals & Student Rights

- MGS guarantees a transparent, fair, no-fee internal complaints and appeals process, with escalation to the **Overseas Student Ombudsman** if needed.
- You may be accompanied by a support person at any meeting.
- Your enrolment is maintained (except in emergency health/safety risk circumstances) until the process is completed.
- Details: see Complaints and Appeals Policy (website & available in Student Services).

You have the right to lodge a complaint or appeal any decision impacting your study or welfare at no cost. The full process is available in the Complaints & Appeals Policy

(online and at Student Services), and you may be supported by a nominated person. If not resolved internally, you may contact the Overseas Student Ombudsman for external review.

Your enrolment is maintained throughout the process unless there is a compelling health/safety reason otherwise.

Behaviour, Uniform & Digital Policy

- **Uniform:** Worn neatly, as outlined in your uniform code (see website/student services for full details).
- **Mobile Phones:** Are not permitted during the school day. These are collected by your home room teacher each morning, stored securely, and returned to you by them at the end of the day. In class, devices are for learning purposes as directed by your teacher.
- **Digital Ethics:** Use all school computers/network according to the Acceptable Use Policy and never share passwords or breach privacy. Online conduct must meet the same standards as in-person behaviour. All digital/ICT use is governed by our Acceptable Use Policy, and breaches (including bullying, harassment or unauthorised sharing of personal data) will result in disciplinary action.
- Bullying, harassment, discrimination (including online/cyber) and illegal activity are strictly prohibited. Issues are dealt with in accordance with the Behaviour Policy and law.

Uniform and Appearance: Pride in Your Identity

Wearing the Macquarie Grammar uniform is a symbol of pride and belonging. Our uniform helps create a sense of unity and equality among students. Please ensure your uniform is neat, clean, and worn correctly at all times. This includes wearing the correct shoes, keeping your hair tidy (short for boys, and up and back in a ponytail for girls), and following the guidelines for accessories and jewellery (no items other than a watch, and one pair of plain stud earrings worn in the lower lobe for girls).

Taking care of your appearance shows respect for yourself and your school. It also helps you feel confident and ready to learn. If you have any questions about the uniform or need assistance, our staff are always happy to help. We want you to feel comfortable and proud to represent Macquarie Grammar every day.

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Campus Safety, Health & Wellbeing

- Emergency drills and evacuation: explained at orientation and posted around the school.
- Sick bay: go to reception if unwell. Inform your teacher and parents/guardian.
- General and mental health: speak with the Principal or wellbeing staff whenever needed; confidentiality is protected.
- For urgent help after hours, call the school emergency number or:
    - 000 for police/ambulance/fire
    - Mental health: Lifeline 13 11 14, Kids Helpline 1800 55 1800
    - University of Sydney Counselling Partnership 9514 7339

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Participation & Extra-curricular Activities

- Clubs, sports, cultural activities, and volunteering offered—your active participation is encouraged for friendship, wellness, and skill-building.
- Check the school calendar, notice boards, or staff announcements for upcoming events.
- Participation in school activities supports wellbeing, helps you make friends, and is an important part of the Australian school experience.

Student Card, Transport & Local Resources

- Your MGS student card identifies you, permits library and equipment access, and may provide discounts.
- Travel: The campus is centrally located and accessible by train, bus, light rail, and walking from the QVB.
- Support for public transport, banking, local medical clinics, and interpreter services is available at Student Services.

Useful Links

- **School policies:** www.macquariegrammarschool.edu.au/policies
- **ESOS Framework:** www.dese.gov.au/esos-framework
- **Tuition Protection Service (TPS):** www.tps.gov.au
- **Overseas Student Ombudsman:** www.ombudsman.gov.au

All our key policies—including Refunds, Complaints and Appeals, Transfers, Welfare and Accommodation, Critical Incident, Academic Progress & Attendance, and Privacy—are available on our website and from Student Services. You are encouraged to ask for clarification at any time.

Your First Day: What to Expect

Your first day at Macquarie Grammar is designed to help you feel comfortable and confident. When you arrive, please go to the main reception area on level 8. Our friendly Student Service Officers will greet you, check your details, and introduce you to your buddy—a current student who will help you settle in. You will receive your timetable,

locker assignment, and a tour of the school. Your teachers and classmates will welcome you warmly, and you will quickly start to feel part of the community.

It's natural to feel a little nervous on your first day, but remember that everyone was new once. Our staff and students are here to support you. Don't hesitate to ask questions or seek help. By the end of the day, you will already be making new friends and starting to find your way around. We are excited to have you join us and look forward to seeing you grow and succeed.



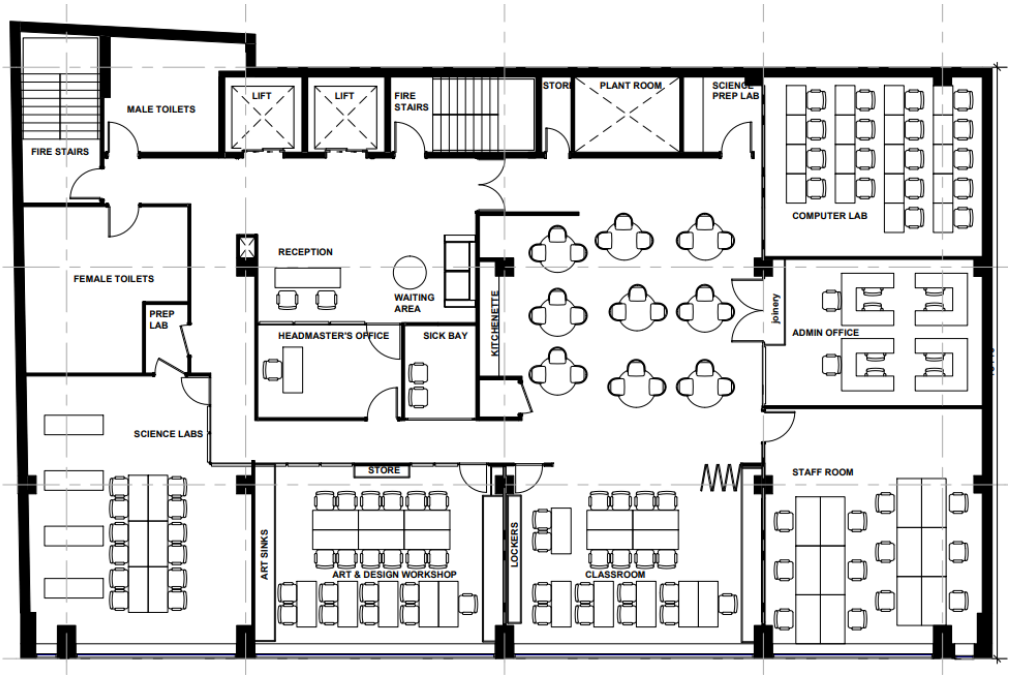
School Map: Finding Your Way

Navigating a new school can feel overwhelming at first, but our detailed map will help you find your way. The map shows the locations of classrooms, staffrooms, kitchens, rest rooms, and other important areas. Take some time to familiarise yourself with the layout, and don't hesitate to ask for directions if you need them.

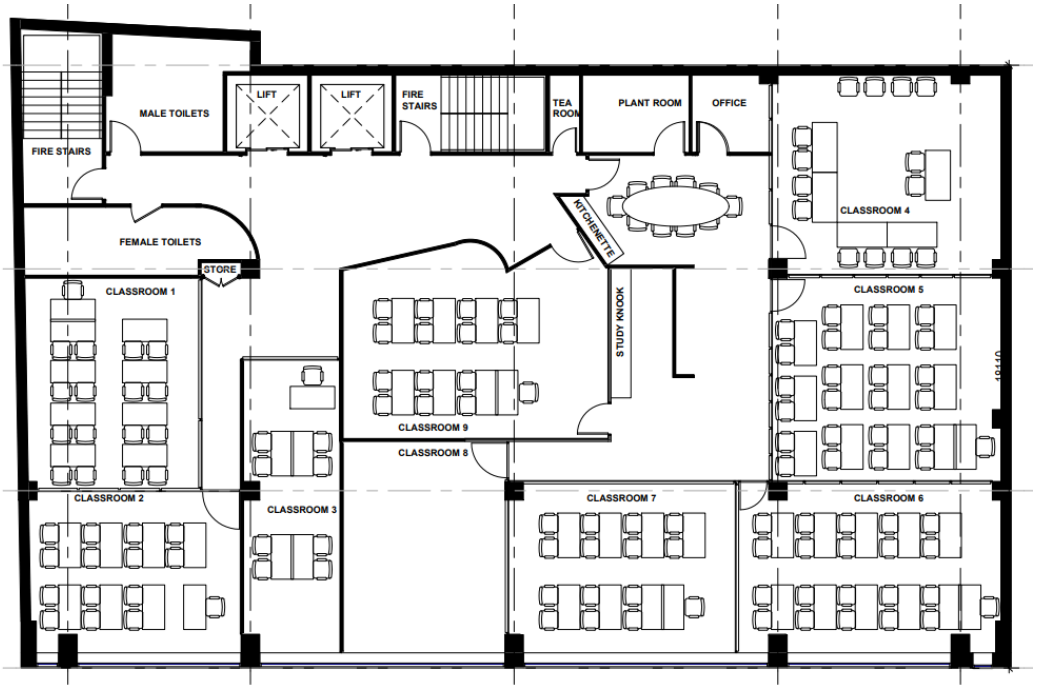
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You will quickly become familiar with the school's layout, and soon it will feel like a second home. Our staff and students are always willing to help you find your way. Remember, everyone was new once, and we are all here to support you as you settle in.



Level 8



Level 4

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Timetable: Your Daily Routine

Your timetable is your guide to each school day. It shows your classes, breaks, and any special activities or events. Arrive on time for each lesson, bring the necessary books and materials, and be ready to participate. Your teachers will help you understand your timetable and answer any questions you may have.

Establishing a routine will help you feel more comfortable and confident. Make sure to check your timetable each morning and plan your day ahead. If you are ever unsure about where to go or what to do, ask your buddy, teacher, or any member of staff. We are here to help you succeed.

Sample timetable

TERM 1	Monday	Tuesday	Wednesday	Thursday	Friday
8am to 8.45am	Year 7/8				
8.45am - 9am	Monday Assembly	Homeroom	Homeroom	Homeroom	Homeroom
Homeroom	8.45am to 9am				
Period/Time	Subject	Subject	Subject	P2: 9.00am to 9.50am	Subject
P1 9am - 9:50am	7/8 Science	7/8 English	Yr 7/8 Philosophy of Thinking	7/8 Maths	7/8 Chinese
P2 9:50am - 10:40am	7/8 Maths	7/8 Geography	7/8 Maths	7/8 Music	7/8 Technology
Recess 10:40-11am					
P3 11:00am - 11:50am	7/8 English	7/8 Maths	7/8 Science	7/8 English	7/8 Science
P4 11:50am - 12:40pm	7/8 History	7/8 Music	7/8 Chinese	7/8 PDHPE	7/8 English
Lunch 12:40 - 1.20pm					
P5 1:20pm - 2:10pm	7/8 Visual Art	7/8 PDHPE	7/8 Technology	Thursday Sports	Yr 7/8 Philosophy of Thinking
P6 2:10pm - 3pm	Year 7,8 Reading	7/8 Science	7/8 English	Thursday Sports	Clubs

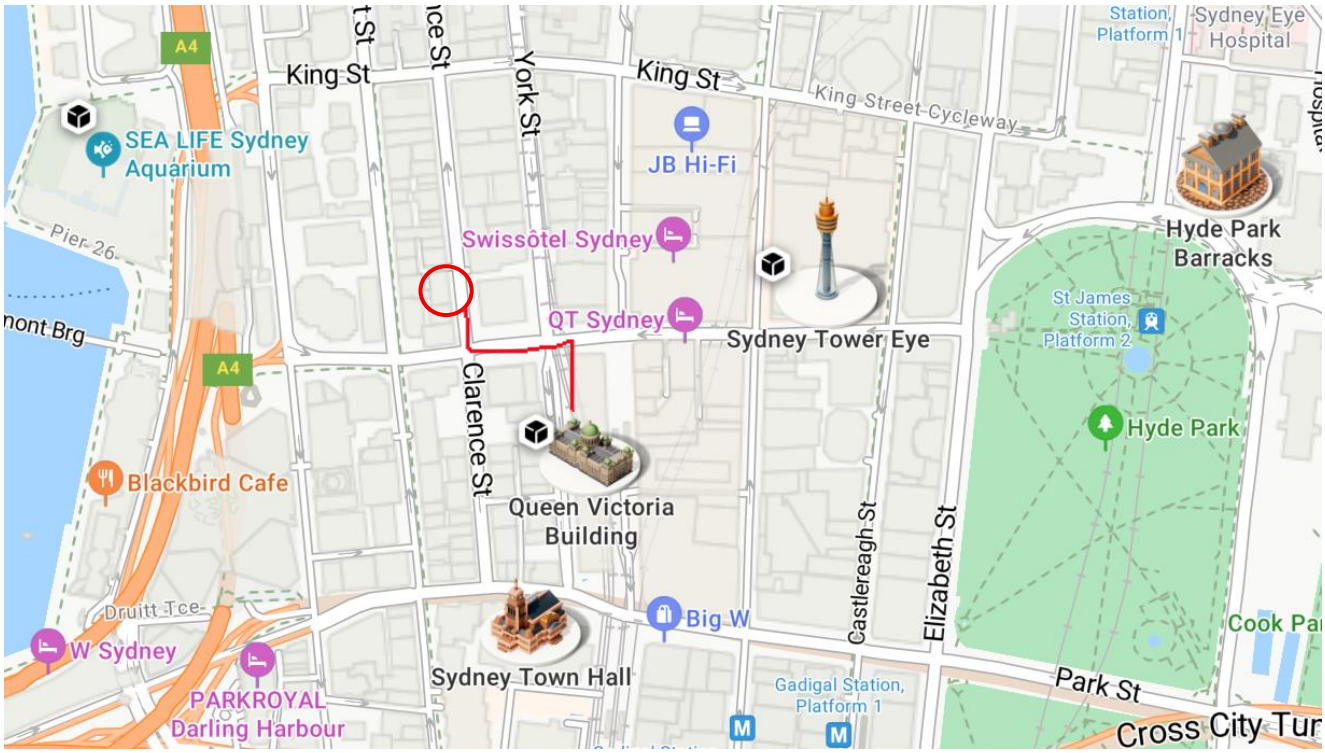
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Getting to School: From QVB to Macquarie Grammar

Traveling to school is easy and convenient. From Queen Victoria Building (QVB), it's a short, 3-minute walk to our campus. The journey is quick, and you will quickly become familiar with the route. Our handbook includes a map and step-by-step instructions to help you plan your trip.

If you are ever unsure about how to get to school, ask a staff member or fellow student for advice. Many students travel together, and you will soon make friends on your daily commute. We want you to feel safe and confident as you travel to and from school.





Handy Tips and Tricks: Settling in with Confidence

Starting at a new school is a big step, but these tips will help you settle in with confidence. Introduce yourself to your classmates and teachers—everyone is friendly and eager to welcome you. Join clubs and activities to make new friends and discover your passions. Don't be afraid to ask for help if you need it—our staff and students are here to support you.

Take care of yourself by eating well, getting enough sleep, and staying active. Establishing a routine will help you feel more comfortable and prepared for each day.



Remember, it's okay to feel nervous at first, but with time and support, you will soon feel at home. We believe in you and are excited to see all that you will achieve.

Academic Support: Reaching Your Potential

At Macquarie Grammar, we are committed to helping you succeed academically. Our teachers are experienced, supportive, and dedicated to your growth. If you need extra help with a subject, don't hesitate to ask your teacher or visit the learning support centre. We offer tutoring, study groups, and one-on-one assistance to help you reach your goals.

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We encourage you to set personal academic goals and take advantage of the resources available to you. Our library is stocked with books, computers, and study spaces to support your learning. Remember, asking for help is a sign of strength, not weakness. We are here to help you achieve your very best.



Wellbeing and Support: You Are Not Alone

Your wellbeing is our top priority. We understand that moving to a new country can be challenging, and we are here to support you every step of the way. Our counsellors and wellbeing team are available to talk, whether you are feeling homesick, stressed, or just need someone to listen. Don't hesitate to reach out—we care about you and want you to feel happy and supported.

We also offer workshops and activities to help you manage stress, build resilience, and develop healthy habits. You are not alone in your journey, and we are committed to helping you thrive both inside and outside the classroom. Together, we create a caring community where everyone feels valued and supported.



Celebrating Diversity: Our Global Community

Macquarie Grammar is a global community, and we celebrate the diversity of our students and staff. We value the unique backgrounds, cultures, and perspectives that each person brings to our school. Throughout the year, we host events and activities that highlight different traditions and foster understanding and respect.

We encourage you to share your culture and learn from others. By embracing our differences, we create a richer, more vibrant school community. We are proud of our inclusive environment and confident that you will find a sense of belonging here.







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Looking Ahead: Your Future Starts Here

Your journey at Macquarie Grammar is just beginning, and the possibilities are endless. With courage, determination, and the support of your teachers and peers, you will achieve great things. We encourage you to set goals, take on new challenges, and make the most of every opportunity.

Remember, success is not just about academic achievement—it's about personal growth, making friends, and contributing to your community. We are excited to see all that you will accomplish and are here to support you every step of the way. Welcome to Macquarie Grammar—your future starts here.



Quick Reference Guide

- **Emergency Contacts:** 8202 3022
- **School Hours:** 8:45am – 3:00pm
- **Wellbeing Office:** Room 4.7
- **Tip:** Always ask if you're unsure — help is just around the corner!

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Handbook Review, Acknowledgement & Feedback

This Handbook is reviewed annually for legal, NESA and policy compliance.

Declaration:
"I have read and understood my rights and responsibilities as a student at Macquarie Grammar School."

- Student signature: _____ Date: _____

- Parent/Guardian signature (if under 18): _____ Date: _____

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