**Personal information and contact details**

My name is _____________________________________________________

In Australia we write our given name first and then our Family name so you would write your name ____________________________________________

My date of birth is ________________________________

In Australia we write the day first and then the month and finally the year. So your date of birth would be written like this ________________________________

My Homestay address is

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

<table>
<thead>
<tr>
<th>Homestay host’s names:</th>
<th>Homestay telephone numbers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother:</td>
<td></td>
</tr>
<tr>
<td>Father:</td>
<td></td>
</tr>
<tr>
<td>Children:</td>
<td></td>
</tr>
<tr>
<td>Pets</td>
<td></td>
</tr>
</tbody>
</table>

**SCHOOL STUDENT CODE**

When you start at Cheltenham Secondary College you will be given a code. It will be the first three letters of your family name and four numbers.

* e.g WAN0001 or XU-0006 or DEN0046
Where do I go???

If you wanted to pay some money you would need to go to the Bursar’s Office. If you do not know where that is you would go to the general Office and ask for help.

You would say…

“Excuse me, could you tell me where the Bursar’s Office is, please? Thank you”

Or

“Excuse me, where should I go to pay some money to the school? Thank you.”

Once in the Bursar’s office you would have to tell the Bursar who you are, what you want to pay for and what class you are in.

(Code - the first three letters of your family name and four numbers,
Class - ELC, pay for - an excursion to the Zoo)

You would say…

“Excuse me, I would like to pay for the Zoo excursion. My code is….. and I am in the English Language Centre. Thank you”

Or

“Hello, I would like to pay for the Zoo excursion. My code is….. and I am in the form 10B. Thank you.”

Another place you might go to is the Canteen to buy food. Think of 2 foods you would like to buy.

You would say…

“Hi, could I have an apple and a sandwich please? Thank you”
**Who’s who in the school**

The way we say names in Australia.

**TITLE**: We use Mr/Mrs/Ms/Miss at the start of someone’s name as a sign of respect.

Mr – Male  Mrs/Ms/Miss – Female. If women are married we use Mrs before their name

**GIVEN NAME**: The next name is the person’s given name, it is **not respectful** for a student to use this name.

**FAMILY NAME**: The next name is the person’s family name. A student should call a teacher by their title and then their family name, e.g. Mrs Ponton, **not** Judy

<table>
<thead>
<tr>
<th>Name</th>
<th>Photo</th>
<th>Name</th>
<th>Photo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Maggie Williams</td>
<td></td>
<td>Ms Lawton</td>
<td></td>
</tr>
<tr>
<td>International Student Co-ordinator</td>
<td></td>
<td>Multicultural Aide</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs Judy Ponton</td>
<td></td>
<td>Mr Jason Bek</td>
<td></td>
</tr>
<tr>
<td>International Student Co-ordinator</td>
<td></td>
<td>Principal</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr Adam Collings</td>
<td></td>
<td>Mr Brett Younger</td>
<td></td>
</tr>
<tr>
<td>Assistant Principal</td>
<td></td>
<td>Head of Senior School</td>
<td></td>
</tr>
<tr>
<td>Senior School</td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms Willis</td>
<td></td>
<td>Ms Mercuri</td>
<td></td>
</tr>
<tr>
<td>EAL teacher</td>
<td></td>
<td>EAL teacher</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Mr Melki Wegner</td>
<td></td>
<td>Mr Styliantopoulos</td>
<td></td>
</tr>
<tr>
<td>Science teacher</td>
<td></td>
<td>Maths teacher</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs Dawn Bennett</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bursar</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reading a timetable

We have a 10 day timetable. That means that in the first week we have Days 1 to 5, in the next week we have Days 6 to 10. The timetable repeats this pattern. Mondays are shortened, to allow for staff meetings.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:35</td>
<td>Locker bell. Go to your locker, get your books and equipment for class.</td>
</tr>
<tr>
<td>8:45</td>
<td>Period 1</td>
</tr>
<tr>
<td>9:37</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:29-10:54</td>
<td>Recess</td>
</tr>
<tr>
<td>10:54</td>
<td>Period 3</td>
</tr>
<tr>
<td>11:46</td>
<td>Period 4</td>
</tr>
<tr>
<td>12:38-1:26</td>
<td>Lunchtime</td>
</tr>
<tr>
<td>1:26</td>
<td>Period 5</td>
</tr>
<tr>
<td>2:18</td>
<td>Period 6</td>
</tr>
<tr>
<td>3:10</td>
<td>End of day</td>
</tr>
</tbody>
</table>

Reading the timetable

Year level
Day within the 10 day timetable
Subject/Room/Teacher
Asking for help

In Australia it is a good thing to ask for help.

It is important to always say “Please” when you ask for something and “Thank you” when you receive something, even if it is a small thing.

If you are interrupting someone, then you should say “Excuse me” before you ask what you need to ask.

Conversations:

“Excuse me Mrs Ponton, I don’t understand this. Could you explain it again please?”

“How Do You Feel?

I feel good. I do not have any questions. I think I could help others with this topic.

I feel ok. I may have a few questions about this topic.

I do not feel ok. I have many questions. I need help with this topic.
Homestay

Conversations:

It is important to always say “Please” when you ask for something and “Thank you” when you receive something, even if it is a small thing.

It is also important to say “Goodnight” before you go to bed. You say “Goodnight, I am going to bed now” or “I’m going to bed now, goodnight”

Practise saying these sentences:

- “Good morning, how are you?”
- “Hello, I’m home. Did you have a good day?”
- “Could I have something to eat, please?”
- “May I help you with that?”
- “Could you please help me with this?”
- “May I go shopping with you?”
- “Could you drive me to school today please?”
- “Where would you like me to put this?”
- “Is it OK to use the Bathroom now?”
- “Would you like me to bring my washing out?”
- “Is it OK if I go into the City with my friends tomorrow night? I will be home by 8pm”
- “Would you be able to meet me at the train station tomorrow night please?”

Eating meals:

You should eat breakfast and dinner with your Homestay family. You could ask to help set the table.
You hold the fork in your left hand and the knife in your right hand.

It is not polite to talk when there is food in your mouth.

It is not polite to eat with your mouth open.

It is not polite to slurp soup or noodles.

If you burp you should always say “Excuse me” or “Pardon me”

After people have finished eating it is polite to offer to help take the plates, knives and forks from the table to the kitchen. This is called clearing the table.

You would say, “May I help clear the table?”

**Using the Bathroom:**

- In Australia, we usually wash in the shower not in a bath.
- We have a shower **every day**.
- We do not have lots of water in Australia so we have quick showers, only 4 to 5 minutes in length.
- You must keep the bathroom clean. Wipe up water if it is spilt on the floor or benches.
- Pick up your towel and hang it up.
- If you have long hair check the shower plug and take out any hair caught there.
Using the Toilet:

- Toilet paper should be put into the toilet. Make sure you flush the toilet after you use it.
- We do not have squat toilets: girls, always sit down. Put pads and tampons in a bin, do not flush them down the toilet.
- Boys, make sure the seat is up and aim carefully. Be careful to leave the toilet clean.

Bedroom:

- Your Homestay host will ensure that you regularly have clean sheets and towels.
- They might ask you to take the sheets off your bed and take them and your towel to the laundry. You should put your dirty washing in a basket and then take it to the laundry in your home.
- In Australia, we believe it is not healthy to have the heating on in a bedroom when you are asleep. Your Homestay should give you enough bedding to stay warm at night while you sleep.
Weather and time

Writing the date in Australia

In Australia we write the date in the following way: - day/month/year

So the 16th of June 2001 would be written 16/06/2001

Write down your date of birth: -

Write down today’s date: -

Time

At the moment Melbourne is two hours ahead of China and six hours ahead of Russia.

The time difference changes during Australia’s summer months when we have Daylight savings. Then we are three hours ahead of China and seven hours ahead of Russia.

Go to this website: - http://www.timeanddate.com/worldclock/ to check what time it is in various cities.

<table>
<thead>
<tr>
<th>City</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melbourne</td>
<td></td>
</tr>
<tr>
<td>Beijing</td>
<td></td>
</tr>
<tr>
<td>Moscow</td>
<td></td>
</tr>
<tr>
<td>Tokyo</td>
<td></td>
</tr>
</tbody>
</table>
Australia, Victoria, Melbourne

Cheltenham is a suburb in Melbourne, Victoria, Australia.

It is located 19 km south-east of Melbourne's central business district.

Its local government area is the City of Kingston. As of the 2011 Census, Cheltenham has a population of 20,292.
Cheltenham the suburb

Mark in the location of your Homestay.

Catch the train to the City from this side of the station

It is not polite to speak loudly on trains. If you are talking to your friends or on the phone talk quietly.

IF YOU ARE LOST
If you are lost go to a spot where 2 roads cross one another. Ring your Homestay parents or Mrs Ponton.

Example Say “I’m lost. I am at the intersection of Argus Street and Leon Street” We can then help you.
Log on to http://www.xe.com/currencyconverter/ and find out the value of each coin and note in your home currency

<table>
<thead>
<tr>
<th>Coins</th>
<th>Value in Home currency</th>
<th>Notes</th>
<th>Value in Home currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>5c</td>
<td></td>
<td>$5</td>
<td></td>
</tr>
<tr>
<td>10c</td>
<td></td>
<td>$10</td>
<td></td>
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<tr>
<td>20c</td>
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<td>$20</td>
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</tr>
<tr>
<td>50c</td>
<td></td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>$1</td>
<td></td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>$2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Shopping

Conversations:
“Excuse me. Could you help me?”   “Thank you”
“Excuse me. How much is...?”   “Thank you”
“Excuse me. Where would I find.......?”   “Thank you”

Shopping Hours: General Guide

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Wednesday</td>
<td>9.00am to 5.30 pm</td>
</tr>
<tr>
<td>Thursday and Friday</td>
<td>9.00am to 9.00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9.00am to 5.00pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>10.00am to 5.00pm</td>
</tr>
</tbody>
</table>

Shopping hours change close to Christmas, when shops remain open in the evenings and open on Sundays. Shops are generally not open of Good Friday and Christmas Day.

Southland Shopping Centre is a large shopping centre in Cheltenham. It has a wide variety of shops.

Small shops selling drinks, ice creams and various items are usually scattered throughout the suburbs. They generally have longer opening hours.

Paying for your shopping

You can pay for things with cash or card. If using cards, you can use Pay Wave, EFTPOS or credit.

Pay Wave is used for purchases up to $100. Money is deducted from the card’s account.
EFTPOS. This is a debit card. When paying with EFTPOS the money is taken out of your savings or cheque account. You will be asked to swipe or insert your card. You then choose the account the money should be taken from (either cheque or savings) and then put in your 4 number code and then press OK.

Credit When paying with credit card the money is borrowed from your parent’s credit account. You will be asked to swipe or insert your card. You then choose the account the money should be taken from (credit) and then put in your 4 number code and then press OK. Your parents will have to pay interest for this money so you should always check with them that it is OK.

ONLY USE CREDIT IF YOUR PARENTS HAVE SAID YOU HAVE PERMISSION TO DO SO.
Directions and the local area

The hand that forms an "L" is your left hand and left side.

UP  

DOWN

SIDeways

OR

LEFT  RIGHT
Conversations:

“Where is the library?” “The library is in the Learning Futures building.”

“How do I get to the Nike shop?” “Go down the escalator, it’s on the left.”

“How do I get to McDonald’s?” “Walk up there and then turn right, it is the fifth shop on the left”

“What bus do I catch to get to Oakleigh?” “You catch the 703”
Getting around- trains and buses

Public transport options around Cheltenham include train or bus.

myki cards

myki is Melbourne's ticket to travel on the city's trains, trams and buses. It is a plastic smartcard with stored value which can be topped up and re-used again. Purchase your myki Cheltenham train station or retail outlets displaying the myki sign (including 7-Elevens)

Fare types

Metropolitan Melbourne is divided into two zones. When you touch your myki on and off the electronic readers as you travel, the lowest fare for your trip is deducted. Train travel completed before 7.00am on a weekday is free.


You should download the PTV App on to your phone

Plan your trip using our 'route planner' mapping feature; get detailed, easy-to-follow driving or walking directions and information.
Personal safety

Cars travel on the left side of the road in Australia. **Always look to the right first. BE CAREFUL**

- **LOOK** in **all directions** for approaching traffic.
- **LISTEN** in **all directions** for approaching traffic.
- When crossing, walk straight across the road. Keep **LOOKING** and **LISTENING** for traffic while crossing.

- Only have earphones in one ear so you can hear the traffic.

If traffic lights are nearby you **MUST** cross the road using the traffic lights.

You must **ALWAYS** wear your seat belt in a car. **IT IS THE LAW**

From 1 July 2013 to 30 June 2014, an on-the-spot fine applies to pedestrians who commit the following offences:
- Crossing against an amber or red traffic light
- Crossing against a ‘don't walk’ sign
- Crossing the road within 20 metres of a pedestrian crossing
- Failing to obey a traffic instruction from a police officer
- Failing to use the shortest or most direct route across a road
- Alighting from a moving vehicle
- Walking along or fail to give way when crossing a bicycle path
- Walking improperly on a road
- Crossing a level crossing when not permitted
- Disobeying a 'no pedestrian' sign.

**Make sure you obey the law to avoid fines.**
Travelling at night

Australia is a very safe country BUT it is not safe to walk around at night by yourself. People do not walk around at night and so you are not safe as there is no-one around to help you if you need help. Plan your travel to be home before dark or make sure you travel in a group.

You must never plan to catch a train or bus and then walk home by yourself this is NOT SAFE. You should ask to be picked up by your Homestay host or catch a taxi from the train station.
Health and Medical services

In Australia we go to the doctor if we are sick. We usually only go to the hospital if we are very sick. You will have a medical card. If you go to the doctor you must pay money for the appointment. You will be given a receipt which you must take to the medical insurance office and you will get a refund of some of the money.

If you are too sick to go to school you should ask your parent or Homestay host to ring the school and tell us you are not well. The phone number is 9555 5955.

You must attend 90% of the time so if you have a little headache or a little cough you MUST STILL COME TO SCHOOL. If you are too sick to come to school you cannot go out after school.
DRESS CODE/STUDENT UNIFORM

GIRLS SUMMER (to be worn Terms 1 and 4)

- Cheltenham Secondary College tartan dress. (Dress length no shorter than 5cm above knee)
- Royal blue woolen jumper- 7-10 or Red VCE woolen jumper – Years 11 and 12 only.
- Navy blue socks (available only from primary School Wear) OR navy blue tights
- Black polishable leather lace-up school shoes with black laces

GIRLS WINTER (to be worn Terms 2 and 3)

- White business or school shirt (with peaked collar), long or short sleeves
- Cheltenham Secondary College plain blue tie
- Royal blue woolen jumper (Years 7-10) or Red VCE woolen jumper (Years 11-12)
- Navy blue knee-high socks or navy blue opaque winter tights
- Cheltenham Secondary College skirt(no shorter than 5cm above the knee) or grey school trousers.
- Black polishable leather lace-up school shoes
- NO JACKET MAY BE WORN IN REPLACEMENT OF THE SCHOOL JUMPER.
- CSC branded soft shell jacket for Years 7-12

YEAR 7-10  YEAR 11 & 12  YEAR 7-10  YEAR 11 & 12

SUMMER

WINTER

BOYS STANDARD UNIFORM

- White business or school shirt (with peaked collar), long or short sleeves
- Cheltenham Secondary College striped tie
- Royal blue woolen jumper- Years 7-10 OR Red VCE woolen jumper – Years 11 and 12 only.
- Long College grey tailored trousers purchased from Primary School Wear OR grey tailored “walk shorts” (hems should be 5cm above the knee)
- Belts must be plain black or grey (leather or vinyl) and not oversized
- Plain, dark grey or black socks to be worn with long trousers
- Light grey long or short socks to be worn with shorts
- Black polished leather lace-up school shoes with black laces
- CSC branded soft shell jacket for Years 7-12

YEAR 7-10  YEAR 11 & 12  YEAR 7-10  YEAR 11 & 12

SUMMER

WINTER