LAUNCESTON FAST FACTS

Location: 41ºS, 147ºE
Population: 100,000

Flying Time:
- Melbourne to Launceston: 60mins
- Sydney to Launceston: 90mins

Driving Time:
- Airport to School: 15mins
Institution Profile

Launceston is a picturesque city with a low population density and calm lifestyle, situated near the Tamar River estuary with snowfields, beaches and lakes - all within an hours drive.

Founded in 1846, our School has the longest history of any continuously running school in Australia, yet it is very much a place of the present and future. Building on the strong traditions of the past, our present generation of students look to the future as the time when they will be leaders of Australian society or within whichever community they find themselves. Past, present and future unite in providing the fullest possible education for boys and girls from Pre-Kinder to Grade 12. The family nature of the School is respected by all who come into contact with it and parents are encouraged to participate fully in all aspects of school life.

Launceston Church Grammar School has a long tradition of boarding going back to 1846. Since then the quality of life and style of management within our Boarding House has changed to reflect contemporary practice. Our School provides boarding places for up to 100 students from Grades 5 to 12, in separate buildings for boys and girls, with common areas for recreation and dining in a friendly, family atmosphere. International students from Pre-Kinder to Grade 4 are enrolled under the Guardian Visa provisions.
School **Facilities**

- School Chapel
- Boarding Houses (Girls and Boys)
  - Dining Hall
  - Accommodation
  - Recreation facilities
- Health Care
- ‘Poimena’ Visual Arts Centre
- Art Gallery
- Photography & Media Art Centre
- Science Laboratories
- Computing Centre
- Manual Arts – Technology
- Home Economics & Textile Centre
- Music School & Recording Studio
- Drama & Dance Studio
- Assembly Hall
- Careers Centre
- Gymnasium / Sports Hall
- Auditorium
- Weight and Fitness Centre
- Overseas Students’ Centre
- Learning Hub
- Special Education Centre
- Grade 7 Centre (Log Cabin)
- General Purpose Classrooms
- Sports Grounds
- Administration Centre
- Indoor Swimming Pool
- Tennis Courts
Major Areas of Study

Our School has a broad academic curriculum:

- English
- EAL (English as an Additional Language)
- Mathematics
- Sciences
- Humanities
- Business Studies
- Physical Education and Health

The Arts
- Visual Arts
- Media Arts
- Performing Arts (Music)
- Performing Arts (Drama)
- Performing Arts (Dance)

Languages other than English

Junior -
- German (Gr 5 - 6)
- Indonesian (K - 4)

Senior -
- French (Gr 9 - 12)
- German (Gr 7 - 12)
- Indonesian (Gr 7 - 8)
- Japanese (Gr 7 - 8)

Other languages by arrangement

Technology

- Design Graphics
- Applied Technology
- Applied Engineering
- ICT Studies
- Food Studies
- Lifestyle and Fashion
Special Services

Pastoral Care
This refers to our continuing provision for the intellectual, emotional and social development of all students. The School devotes generous amounts of personnel and resources to the welfare of each individual student, including the services of an Educational Psychologist.

Chapel
All students participate in a weekly Chapel Service as part of the School’s programme. The School Chaplain leads worship in the school and is available to students as a mentor.

Careers Education and Counselling
Our Careers programme aims to develop knowledge, skills and attitudes that will enable our students to become independent, informed decision makers about future opportunities for tertiary study and employment.

The Co-Curricular Programme:
All students participate in a range of co-curricular activities:

Sports
A wide range is available. Every student plays at least one. Many of our international students have excelled in soccer, badminton, tennis, table tennis, athletics and basketball.

Cultural
Performing Arts are highly valued and students are encouraged to perform in choirs, orchestras or smaller music groups, or in dramatic productions. Public Speaking is another activity which the School strongly promotes.

Outdoor Education
Under the care and supervision of our qualified Outdoor Education staff, every student in Grades 7 - 10 spends at least one week on camp in the wonderful Tasmanian environment, where many life skills are taught.

Futures Week
Every student in Grade 10 participates in a career focused week of activities with the aim of assisting students to research options and career pathways.
Inter-school Links - Grade 11 & Grade 12 Co-operative Study

- Launceston Church Grammar School  •  Scotch Oakburn College  •  St Patrick’s College

Background
A reciprocal arrangement was established in 1998 following discussions between the three Principals and Dean of Studies of the above schools, in recognition of the need for the most appropriate study outcome for senior students attending the three independent schools. The subjects offered across the three schools may vary from year to year but will always be those that allow the maximisation of student choice at Launceston Church Grammar School, Scotch Oakburn College and St Patrick’s College. Student travel is arranged and paid for by the three schools and participating students’ programmes fit study lines at all venues. An information meeting of students and parents is held at the start of the year to explain rules, travel arrangements, reporting, etc., and to answer questions. Students from overseas participating in Grade 11 and Grade 12 subjects who elect to study off-campus subjects remain with their original provider of education in relation to fees arrangements. An induction programme for students entering these grades is convened upon commencement of studies at their respective institution.

Parent / Teacher Evenings & Information Sessions
For domestic students - when each school sends out reports a covering letter extends an invitation to parents to attend either a Parent / Teacher Evening or a planned Information Session.

For students from overseas – an orientation programme is organised upon arrival at the School. The Dean of Studies in conjunction with the International Students’ Co-ordinator and/ or the Careers Adviser will assist students with subject choices for Grade 11 and Grade 12.
How to enrol - checklist

☐ Request details about the Launceston Church Grammar School by contacting us directly, either by telephone on +61 3 6336 6052 or email registrar@lcgs.tas.edu.au.

☐ In many countries the School has ‘approved’ overseas agents who may be able to assist you with your questions and with your visa processing arrangements to enable you to undertake studies in Australia.

In order that the Headmaster may give consideration to your Application for Enrolment, you must send the following:

☐ the Launceston Grammar Application for Enrolment (completed);

☐ sighted and certified copies of your most recent academic results - translated into English;

☐ a reference from your current School Principal, translated into English;

☐ copy of passport (main page);

☐ an independent report certifying the students proficiency in English. For example an AEAS report or IELTS test result;

☐ the registration fee (see Application for Enrolment).

A Letter of Offer from the School will advise you if your application has been successful. The offer of a place will set out the procedure to follow in order to finalise the enrolment.
The **International Boarding** Scholarship

The International Boarding Scholarship is offered for entry to the Senior Campus each year. The Scholarship will carry a rebate of tuition fees, which will be determined by the Scholarship awarding committee. Applicants will be assessed on the basis of school reports and references. A high level of proficiency in English is required. Information and application forms are available on our website.

**Criteria**

New and current students, entering Grade 7-11, who are non permanent residents in Australia, are eligible to apply for this scholarship. Students who do not currently attend Launceston Grammar are required to include two references with their scholarship application.

Applicants for this scholarship will need to demonstrate a high level of academic achievement. This will be assessed on the basis of school reports and references. A good level of written and spoken English is required. i.e. the applicant must be able to reach an overall Band score of at least 4.5 in an IELTS test or more than 45 on the AEAS test.

**Procedure for application**

- All applicants must complete the School's Scholarship Application Form and an Application for Enrolment Form.
- The Application for Enrolment Form must be returned with the registration fee.
- Certified copies of recent academic reports transcribed into English.
- Closing date – end of August in the year preceding entry into the School.

**Award Conditions**

The Scholarship Award will be held on the condition that a scholarship holder maintains a high level of application to studies and makes a full contribution to our co-curricular activities programme. Scholarships will be reviewed annually and this award will not prejudice any sibling allowance for which another member of the family may become eligible. Overseas students are also eligible to apply for any of the Academic and Performing Arts Scholarships offered by the School.
The **International Students’** Co-ordinator & Co-ordinator of EAL

The International Students’ Co-ordinator and Co-ordinator of English as an Additional Language (EAL) is the contact person for international students who will assist them with all matters relating to their welfare and progress. The Co-ordinator oversees the academic programme of the international students and provides or organises tuition in EAL and in other subject areas as required.

The Co-ordinator liaises closely with Boarding House, Pastoral and Academic staff and other key personnel such as the Registrar to support our international students. The Co-ordinator is based in the International Students’ Room which is available to overseas students at all times during the school day. The Co-ordinator counsels and assists students in practical and pastoral matters and helps prepare international students for all aspects of our broad school programme, such as Grade activity weeks, co-curricular activities and homestay. On arrival of a student at the School the Co-ordinator oversees the induction programme which includes:

- assessment of a student’s level of English and hence requirements for EAL tuition and general academic support.
- in conjunction with the Dean of Studies, selection of subjects and an academic course best suited to that student’s needs.
- liaison with teaching staff regarding new students.
- general orientation including familiarisation with school routine, buildings, issue of student card, yearbook, school policies, textbook hire/purchase, computer access, introduction to staff.

**The Co-ordinator is responsible for:**

- organisation of EAL, subject specific and peer support as required.
- preparation of students for involvement in areas of school life which are not directly academic, e.g. co-curricular, outdoor education, community service, homestay.
- advice to students on course selection on entry into Grades 9 to 12. Discussion of future plans/career prospects with senior students and liaison with the Careers Adviser to co-ordinate university application.
- preparation of students for IELTS assessment at the university if required.
- organisation of excursions and of tuition/ study programmes for those senior students who wish to sit pre-tertiary exams in their own language.
International Students - *The Boarding House*

The Boarding House at Launceston Grammar has a number of structures to support international students.

The Boarding House is divided into separate residences (called houses) for boys and girls. Each residence has a senior tutor who works closely with the Deputy Head of Boarding to run the day to day operation of each house. The Head of Boarding takes responsibility for the overall progress as well as the pastoral care of all boarding students, including international students.

Outside of formal class time all boarders are supervised by the tutorial staff, with one tutor being on duty in each house at anytime. The Head of Boarding or Deputy Head of Boarding are always available out of school hours. Students are regularly checked upon. At least one staff member is present overnight in each house.

There is a structured daily programme for time outside the classroom, in which there is a balance of study (called prep), recreation and sleep. All prep sessions are supervised by the boarding staff, who are also available to assist students with their work. This not only assists students with their studies but also helps to develop teamwork which is an important factor in academic success. In some cases students may receive academic support from tutors outside of formal prep times. During prep times students have access to the School’s computer facilities. The School offers free after-school tutoring three afternoons a week from 3:30pm to 5.00pm. The Learning Hub is open at this time. Out of regular school hours international students have access to the School’s computer network.

All off campus leave is available only after approval has been sought from the appropriate staff member on duty. Leave to approved destinations is permissible. From time to time excursions and outings are organised for boarders. The School operates a Health Centre where all medical, physiotherapy, optical, pathologist and dental appointments are made.
**Homestay Guidelines** for International Students

The School arranges ‘homestay’ for International Students during school holiday periods (i.e. Easter, Term 1, Term 2 & Term 3 holidays) and Australian public holidays. Costs are included in boarding fees. All international students are expected to return home for the long summer vacation at the conclusion of Term 4.

**Homestay Benefits**
1. You become a member of your homestay family and join in family activities.
2. You can develop further your understanding of English with your homestay family.
3. You make new friends and learn about life in Australia.

**Homestay Arrangements**
Arrangements will be made on your behalf to place you with a homestay family. Your host family welcomes you as part of their family. Your homestay family will assist you as much as they can and provide you with accommodation, nourishing meals and friendship. Do discuss any preferences you may have in respect of food with your homestay family.

**Homestay Guidelines**
The School would expect its students to co-operate with the homestay family’s house guidelines and it is polite to ask your homestay family about the following matters:
- making and paying for telephone calls or use of the internet;
- going out during the day and meeting with your own friends;
- bringing friends to your homestay family’s house;
- assisting your homestay family with everyday household jobs, i.e. helping with the washing-up, setting the table for a meal or helping to cook the meal, etc.

**Homestay Problems**
If you have any problems, please discuss them first with your homestay family. Your homestay family would then contact a member of the School’s boarding staff as appropriate.

**Homestay Experience**
It is hoped that your homestay will not only provide for you a new experience away from your boarding school, but heighten your social and cultural understanding of your chosen country of study. The School would be very interested in learning of your observations and experiences whilst with a homestay family.
Terms & Conditions for full-fee paying overseas students

Statement of Expectations
International students seeking enrolment at Launceston Grammar, must be aware that the School expects a conscientious approach to studies and full involvement and participation in the Co-curricular Programme (i.e. cultural, sporting, outdoor education and community service). We encourage our international students to enter the School as boarders. The Boarding House provides boarding places for students from Grades 5 - 12. Located at the Senior Campus (Mowbray), the Boarding House offers a safe and caring environment, a place to make friends and which facilitates the learning of English.

Welfare and accommodation
Where students under the age of 18 are not being cared for in Australia by parents or suitable nominated relatives. Launceston Grammar will provide appropriate arrangements for students’ accommodation, support and general welfare. Students must not enter Australia before the day nominated by Launceston Grammar as the day on which those arrangements are to commence.

Students entering the Senior Campus
An independent report certifying the student’s level of English will be required. It would be a normal expectation that students over the age of 16 years would be able to reach an overall Band score of 4.5 or higher in an IELTS test, or more than 45 on the AEAS test. These tests are designed to assess the language ability of students who need to study where English is the language of communication.

Students entering the Junior Campus
Prior to enrolment and during the induction process, students will be required to undertake a series of standardised assessments in English to determine their ability to understand, speak, read and write English. As students entering the Primary years at the School will be dependent upon satisfactory English skills to access the curriculum offered, specialist classes in English an Additional Language are offered if results of assessment indicate that this would be beneficial - this would involve an additional cost. A certified copy of the student’s most recent school report indicating the student’s academic level will be required prior to acceptance.

Students entering Launceston Grammar under the Guardian Visa
The School is supportive of the Guardian Visa to enable students to study here as day scholars and to be cared for by a parent or relative during their period of study in Australia. Details can be obtained from The Registrar - email registrar@lcgs.tas.edu.au

It should be noted that each international student holds his or her Australian Visa subject to compliance with conditions relating to full-time study. Below is an important visa condition applicable to international students undertaking studies within the school sector:
• Satisfactory attendance and meeting academic requirements.

All students at the School, international or domestic, must meet the School’s attendance requirements for their course of study. Acceptance of the above Statement of Expectations is a prerequisite of entry to the School.

Visa Requirements
When your first half-yearly tuition and other fees have been paid, the School will issue you with a Confirmation of Enrolment form, which is electronically generated for the purpose of accompanying your Student Visa Application, together with the Approved Student Welfare Letter, if appropriate. These important documents should accompany your Visa Application and other supporting documents, when they are presented to the Australian Embassy in your country.
Schedule of Fees
Please refer to the current fee schedule for Full-Fee Paying Overseas Students, which outlines the fees for tuition, boarding, homestay, Overseas Student Health Cover (OSHC) and expenses for activities within the compulsory school programme. Fees are subject to review each year.

A half years tuition and boarding fees, plus non-refundable capital fee and visa length Overseas Student Health Cover (OSHC) are payable on acceptance of the student’s application for enrolment. The balance of the annual fees are payable by 31 July each year. Subsequent fees are charged at the beginning of each semester and are due for payment at the end of February and July each year for continuing students.

English Tuition
English as an Additional Language (EAL) classes are provided for all international students and are included in the quoted tuition fee. However, if the student’s level of English is not adequate and additional individual tuition is required, this will incur an additional charge to the family.

Additional Information
• The total fee includes most sport expenses, expenses for activities within the compulsory school programme - except travelling, special entry costs and voluntary hire of instruments and equipment, music tuition and individual boarding-related costs. Additional fees are charged each term.
• The total fee does not include personal spending on sporting equipment, uniform, books, sundries and taxis.
• The School attempts to set fees for a calendar year to assist parents’ planning. However, it reserves the right to adjust fees in the event of any major change in operating costs, such as a major salary or wage increase or any significant change in the pattern of enrolments.
• The non-refundable capital fee is charged to all international full-fee paying students and these funds are directed towards buildings and resources. This fee is payable prior to the student’s commencement at the School.

General Guidelines
• Twelve school weeks' notice, in writing, is required prior to the withdrawal of a student. In the event of insufficient notice being given, the School reserves the right to charge a late withdrawal fee of AUD$1,000.00.
• Acceptance of an application for enrolment is dependent on the understanding that visa and other requirements regarding residence in Australia are completed.
• Normal terms and conditions of enrolment, as printed in the School’s Application for Enrolment Form, apply except where specifically excluded in a written agreement.
• Commission fees charged by a Launceston Grammar ‘approved’ overseas education agency would be payable by the School in accordance with the Launceston Grammar Educational Agents’ Agreement.

Complaints and appeals
In accordance with The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code), Launceston Church Grammar School has developed a response to the requirements laid down in respect to complaints and appeals. Whilst the School has in place internal arrangements to resolve any grievance an overseas student might raise with us, we also offer to students the option of using a mediation/conflict resolution ombudsman who is external to the School. The Overseas Students Ombudsman (OSO) investigates complaints about problems that overseas students or intending overseas students may have with private education and training in Australia. The legal basis for the Ombudsman role is
the Education Services for Overseas Students (ESOS) Legislation Amendment Act 2011, passed by the Australian Parliament on 21 March 2011. The OSO can be contacted by email at ombudsman@ombudsman.gov.au.

In addition, with effect from 2004, an external mediator has been appointed to work with our international students. A student may also nominate someone to accompany them at any dispute resolution if the student so chooses. Further details are obtainable from the International Students’ Co-ordinator.

• Student Visa Conditions: Under the visa conditions set by the Department of Immigration and Boarder Protection (DIBP), students must study with the original Education Provider for 6 months after they commence their course of study in Australia. Students must attend classes, show commitment to their studies and be of good conduct. Failure to meet any one of these requirements may result in the cancellation of the Student Visa and the student will then have to return home.

• Deferring, suspending or cancelling the student’s enrolment: Students may only defer or temporarily suspend their studies, including granting of a leave of absence, during the course through formal agreement in certain limited circumstances such as:
  a) compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes).

  Students are advised that deferring or suspending enrolment may affect their visa status.

  OR

  b) misbehaviour by the student.

  Students are advised that the School may also defer or temporarily suspend the enrolment of students due to misbehaviour.

Misbehaviour of students can also be grounds for cancellation of studies and may lead to permanent cancellation of the student’s enrolment and the student’s visa to study in Australia. The student will then be required to make contact with the DIBP.

• Attendance Requirement: It is not permissible for our international students to leave the School prior to the end of each school term. Students who wish to make forward airline reservations must ensure that departure from the School occurs on or after the day term ends and definitely not before. Consideration of early leave, prior to the end of a school term, will only be approved in exceptional circumstances. Any request for such leave should be expressed to the Headmaster, in writing, by the parent concerned - at least six (6) weeks before the proposed date of travel. All boarding students are required to return to the School the day before the commencement of each term.

• School Policies: As a condition of enrolment, the student agrees to abide by all school policies for the duration of their enrolment. Please visit the School’s website to read the policies at: www.lcgs.tas.edu.au/school-policies

As a registered provider of education to overseas students, the School is also required, under the ESOS Act 2000, to tell the DIBP about:

[i] certain changes to the student’s enrolment; and

[ii] any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.
Refund Policy for International Students

Refund of Fees

1. If you have paid your tuition fees and you are thereafter unable to commence study in Australia, on receipt of a written claim the School will refund, within four (4) weeks, all or part of your fees on the following basis:

   a) If you cancel your place four (4) weeks or more before your advised date of commencement, 90% of your fee will be refunded.

   b) If you cancel your place less than four (4) weeks before your advised date of commencement, or if you commence your schooling and then withdraw within the first four school weeks, 50% of your fee will be refunded.

   c) If you withdraw after the fourth school week, no refund is payable.

   d) If your Visa Application is refused, and when the School is provided with evidence the Visa refused in the form of a letter from the DIBP, a full refund of fees will be made; although an Administration Fee of AUD $200 will be charged.

2. If you have commenced schooling and you do not meet the conditions as outlined in the School's Terms and Conditions for Full-Fee Paying Overseas Students, or the Student Visa Conditions 8202, and enrolment is terminated by the School, a partial refund of fees may be made. An Administration Fee of AUD $200.00 would also be charged.

3. If you have commenced schooling and the School can no longer provide the course, the School will make a refund of the student’s unspent tuition fees within two (2) weeks or Launceston Church Grammar School will arrange for the student to be offered a place in an alternative course. The administrative expense associated with executing the student’s transfer to an alternative course will be paid by Launceston Grammar.

4. All requests for refunds must be made, in writing, to the Headmaster of Launceston Church Grammar School by the enrolling parent of the international student.

Please note:

In accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007) Launceston Church Grammar School is required to advise that:

- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take further action under Australia’s consumer protection laws, and
- Launceston Church Grammar School’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.