

Global Explorers

Junior Holiday Program Guide

Welcome to Greenwich College!

We are delighted to welcome you to Greenwich College. Our goal is to provide a safe, supportive, and enjoyable environment for all students, particularly those under 18 years of age. This guide explains your rights, responsibilities, and day-to-day expectations while studying and living in Australia.

Welfare & Support

- Designated staff will monitor attendance, wellbeing, and accommodation.
- If you feel unsafe, unhappy, or unwell, speak to your teacher, coordinator, or Student Services.
- In an emergency, call 000 (Police, Fire, or Ambulance).

Campus Access & Safety

- Students must sign in and out at Reception each day.
- Parents or guardians must provide written notice for any change in pick-up or drop-off arrangements.
- Lunches can only be delivered at Reception and must be clearly labelled with the student's name.
- Only authorised individuals may enter campus premises.

Excursions & Activities

- All excursions start and finish at the College under staff supervision.
- Students must travel in groups and follow all staff instructions.
- Written parental consent is required for each off-campus activity.
- Students must not separate from the group or leave without permission.

Accommodation & Curfews

Students under 18 must stay in approved accommodation such as with a parent, guardian, or Greenwich-approved homestay.

Curfew Times:

Ages 7–15: Must always be under direct adult supervision outside class hours.

Ages 16–17:

- Sunday to Thursday: Home by 9:00 pm
- Friday and Saturday: Home by 10:00 pm

Overnight stays outside approved accommodation are not allowed without written permission from both the College and parents.

Code of Conduct

All students must follow the Greenwich College Code of Conduct:

- Treat others respectfully and follow staff instructions.
- Attend all scheduled classes and remain on campus during school hours.
- Do not engage in bullying, harassment, or discrimination.
- Alcohol, drugs, or vaping are strictly prohibited.
- Inappropriate or offensive behaviour may result in disciplinary action or program termination.

Behaviour & Misconduct

Serious misconduct* includes:

- Violence, threats, harassment, or illegal activity.
- Possession or use of illegal drugs or weapons.
- Leaving approved accommodation without notice.

General misconduct includes:

- Dishonesty, bullying, or disruptive behaviour.
- Damaging property or using offensive language.
- Repeated unapproved absences from class.

*Parents will be informed immediately if serious misconduct occurs.

Child Safety & Support Contacts

Greenwich College ensures that all staff:

- Hold a Working With Children Check (WWCC).
- Are trained in duty of care and child protection laws.

If you feel unsafe or need to report a concern, contact:

- Student Services Officer
- Young Learner Coordinator
- Academic Manager
- Other designated staff

Attendance and Wellbeing

- Attendance is compulsory for all classes.
- Notify the College if you are unwell or absent.
- Parents/guardians will be contacted if you miss class without explanation.
- Regular welfare and progress updates are shared with parents.

Homestay Expectations

While living in a Greenwich-approved homestay:

- Follow household rules and respect your hosts.
- Keep your room tidy and inform your host if you will be late.
- Tell your host or the College immediately if you feel unsafe.

Emergency and Key Contacts

000**Police/Fire/Ambulance**

Student Services Email

student.syd@greenwichcollege.edu.au

Campus Reception Hours

Monday to Friday | 8:00am to 7:00pm

Parent & Guardian Communication

Parents or guardians receive regular updates on:

- Academic progress
- Attendance and wellbeing
- Accommodation and welfare checks

Contact Greenwich College anytime for updates or questions.

Sydney Pitt St. Campus

Level 2, 396 Pitt Street
Sydney NSW 2000
+61 2 9264 2223

Gold Coast Campus

56 Nerang Street
Southport Gold Coast QLD 4215
+61 7 5606 7133

Sydney Mary St. Campus

Level 2, 72 Mary Street
Sydney NSW 2000
+61 2 8317 0502

Perth Campus

13 Beechboro Road South
Bayswater WA 6053
+61 8 6187 9625

Melbourne Campus

Level 8, 120 Spencer Street
Melbourne VIC 3000
+61 3 8609 0000

Adelaide Campus

Level 4, 27 Currie Street
Adelaide SA 5000
+61 8 6333 0338

Brisbane Campus

Level 3, 119 Charlotte Street
Brisbane QLD 4000
+61 7 3040 4417

Greenwich College thanks you for your cooperation and commitment to ensuring a positive, safe, and enriching learning experience for all young learners.