

A photograph of two young men sitting at a table. The man on the left is a white student with blonde hair, wearing a white short-sleeved shirt and a dark tie, smiling broadly. The man on the right is an Asian student with dark hair, wearing a dark school blazer over a white shirt and dark tie, also smiling. They appear to be in a classroom or meeting setting, with their hands near some papers on the table.

# THE HUTCHINS SCHOOL INTERNATIONAL STUDENTS

Additional Information  
Handbook

# Welcome to The Hutchins School, Hobart Tasmania

The Hutchins School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. We have a strong sense of tradition that instils in our students and staff an appreciation for the history of the School and what it means to be a part of the Hutchins community.

Hutchins provides an inspirational education where each boy strives to achieve his personal best and is willing to service his community as an informed and active citizen; locally, nationally and globally. Hutchins' supportive learning community works together to build character of boys.

Established in 1846, Hutchins is one of Australia's oldest and most prestigious schools, with a reputation for excellence in educating boys, and an outstanding academic record. Hutchins is a founding member of the [International Boys' School Coalition](#) and is accredited by the [Council of International Schools](#).

Our academic curriculum has been tailored specifically to suit the learning needs of boys, underpinned by a strong mentoring structure to support our students' learning needs as well as their character development as they grow into young men.

Importantly, the School promotes a learning environment of tolerance, acceptance and kindness. Our [Kindness Policy](#) provides behavioural guidelines for students and they are encouraged to show kindness and good character through their actions on a daily basis.





## About Tasmania

Tasmania is Australia's smallest and most southerly state, and is the only island state of Australia. It is located 250 kilometres (150 miles) south of the Australian mainland, separated by Bass Strait.



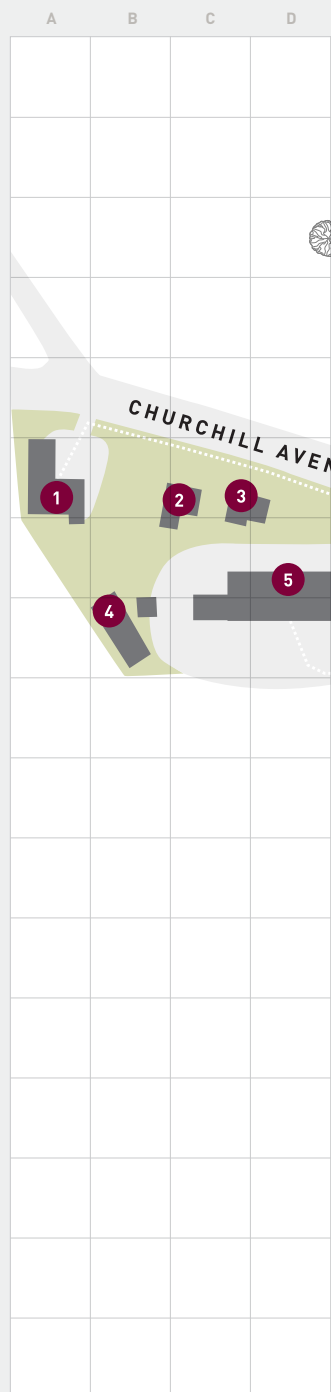
Tasmania is a natural state of which almost 45% lies in reserves, national parks and World Heritage Sites.

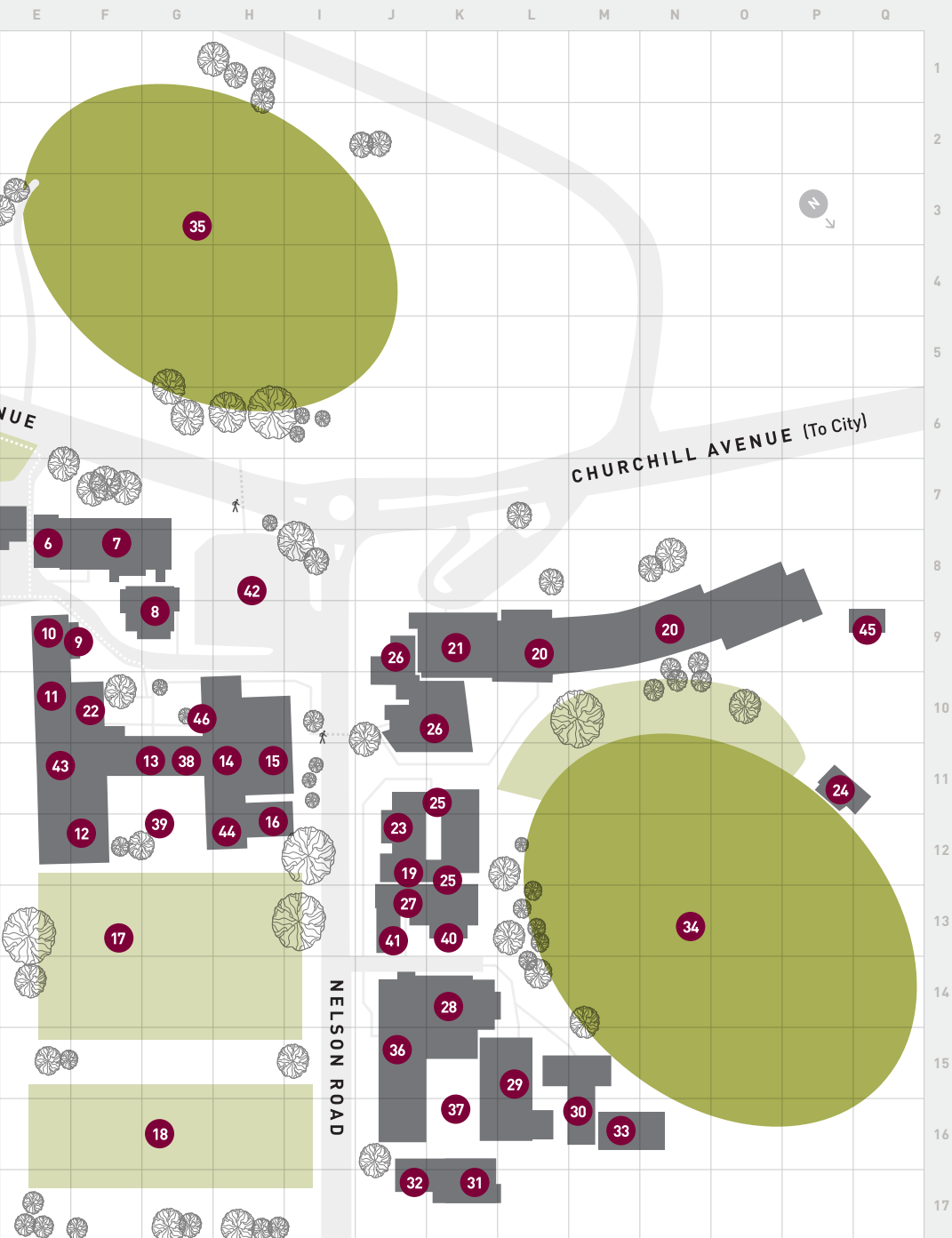
Tasmania has a cool temperate climate with four distinct seasons and rarely experiences hot or cold extremes. The population of Tasmania is approximately 512,000 with nearly half (216,000) residing in the greater Hobart area.

Tasmania boasts pristine white beaches, access to the freshest and largest variety of produce, is home to the Museum of Old and New Art (MONA), The Taste of Tasmania, international sporting events and multiple cultural experiences. The beauty of Tasmania is complemented by the friendliness of its locals.

# The Hutchins School map

- |  |  |
|--|--|
| <b>1</b> School Uniform Store <b>A6</b>                | <b>25</b> Junior School <b>K11-K13</b>   |
| <b>2</b> '193' Staff Residence <b>C6</b>               | <b>26</b> The Dudley Clarke<br>Performing Arts Centre <b>K10</b>                             |
| <b>3</b> Staff Residence <b>C6</b>                     | <b>27</b> Stephens Library <b>J13</b>  |
| <b>4</b> Maintenance <b>B8</b>                         | <b>28</b> Terence Butler Auditorium <b>K14</b>   |
| <b>5</b> Burbury House <b>D7</b>                       | <b>29</b> CHE Knight Building<br>(Design, Production and<br>Digital Technologies) <b>L15</b> |
| <b>6</b> Sick Bay <b>E8</b>                            | <b>30</b> Middle/Senior Art <b>M16</b>   |
| <b>7</b> Palfreyman<br>Gymnasium <b>F8</b>             | <b>31</b> Junior Art <b>K17</b>  |
| <b>8</b> Chapel of St Thomas <b>G9</b>                 | <b>32</b> Drama and Dance <b>J17</b>   |
| <b>9</b> Boardroom <b>F9</b>                           | <b>33</b> Middle School<br>Basketball Court <b>M16</b>                                       |
| <b>10</b> Conference Centre <b>E9</b>                  | <b>34</b> War Memorial Oval <b>M13</b>   |
| <b>11</b> Ray Vincent<br>Humanities Wing <b>E10</b>    | <b>35</b> South Oval <b>G3</b>   |
| <b>12</b> Nettlefold Library <b>F12</b>                | <b>36</b> Middle School <b>J14-J16</b>   |
| <b>13</b> Administration <b>G11</b>                    | <b>37</b> Middle School Mega Quad <b>K16</b>   |
| <b>14</b> Foster Science Wing <b>H11</b>               | <b>38</b> Bill Toppin Room <b>G11</b>  |
| <b>15</b> Irwin Science Wing <b>H11</b>                | <b>39</b> Senior School Quad <b>G12</b>  |
| <b>16</b> Business Studies <b>H12</b>                  | <b>40</b> Junior/Middle School<br>Tuckshop <b>K13</b>  |
| <b>17</b> Hockey/Soccer Pitch <b>F13</b>               | <b>41</b> McKay Staff Room <b>J13</b>  |
| <b>18</b> Tennis Courts <b>G16</b>                     | <b>42</b> Car Park <b>H8</b>   |
| <b>19</b> Centre for Excellence <b>J12</b>             | <b>43</b> HG Baldwin Wing <b>E11</b>   |
| <b>20</b> Early Learning<br>Centre <b>K9-N9</b>        | <b>44</b> Sailing Academy <b>H12</b>   |
| <b>21</b> Outside School<br>Hours Care <b>K9</b>       | <b>45</b> Early Learning Centre<br>Library <b>O9</b>   |
| <b>22</b> The Hutchins<br>Foundation Centre <b>F10</b> | <b>46</b> Careers Centre <b>G10</b>  |
| <b>23</b> Drama Studio <b>J12</b>                      |  |
| <b>24</b> David Brammall Pavilion<br><b>P11</b>        |  |





THE HUTCHINS SCHOOL



## Location

The Hutchins School is located in Sandy Bay only five kilometres from Hobart's city centre and has expansive grounds overlooking the picturesque River Derwent. The campus is located next to the [University of Tasmania](#) and only 20 kilometres away from the Hobart International Airport. Hobart has a population of approximately 216,000 people and enjoys a mild climate with warm summers and crisp winters.

Hobart offers exceptional lifestyle opportunities with concerts and sporting events, outdoor expeditions and live theatre, a sense of history and a sense of security. It is a safe and beautiful city and is said to have the cleanest air in the world.

## Accommodation

It is a condition of The Hutchins School Offer of a Place document that all international students are enrolled at the School as boarders and will reside in [Burbury House](#), the student residence, unless exceptional circumstances can be demonstrated. Burbury House is home to up to 60 boys from Tasmania, other Australian states and overseas.

Boarding at Hutchins is an intrinsically educational experience, providing a wide range of opportunities for students to develop from both an individual and a community-based perspective. During their time in Burbury House, boarders are exposed to a range of multicultural, Australian and uniquely Tasmanian social interactions and co-curricular experiences.



Burbury House has recently undergone a full refit and refurbishment to world-class standards. Year 6 to Year 11 boarders are accommodated in twin share rooms and Year 12 boarders have private rooms (subject to availability). Students enjoy spacious attractively furnished rooms, bathrooms and welcoming leisure areas, including a theatre room, games room, kitchenette and music rooms. Boarders also have access to the Schools' sporting facilities, a gym and weights rooms.

The new dining area and kitchen which allows boys to enjoy their meals and socialise also provides a venue for welcoming members of the boarding and wider school community. Each room has access to wireless internet connectivity, single beds, cupboards, wardrobes, study desk, power outlets and a reverse cycle heating system. All boarders are encouraged to lead a busy and active lifestyle.

The Head of Boarding supervises Burbury House and manages all residential aspects of boarding life at Hutchins. The Head of Boarding is supported by our Residential Tutors who supervise and assist boarders during their meal times, social activities, evening studies and on weekends. Matron is on call every day and first-rate medical and dental facilities are available nearby. The Burbury House chef and kitchen staff provide boarders with a variety of local and international culinary experiences and our laundry and cleaning staff ensure that boarders experience a clean and sanitary environment.



## School holiday arrangements and homestay

The Boarding House closes at the end of each term.

In vacation periods when the Boarding House is closed, boarders are required to return to their parents or reside with a direct family member(s) over the age of 21 years. If, under extenuating circumstances, Burbury House may open over the term break, a minimum of 10 boarders is required, and additional fees will apply. The Hutchins School's preference is for boys to return home and spend some quality and restful time with their families at the end of each term.

The Hutchins School has access to a UTAS Homestay agency to provide pre-qualified homestay accommodation where necessary for students from Year 9 and above, subject to availability, and only if, under extenuating circumstances, accommodation during school holidays is required. The Hutchins School, through the Head of Boarding, undertakes as part of its homestay procedures, pre-checks and audits of a homestay family's suitability, to ensure that we meet duty of care and legislative requirements for a student under 18 years of age.

The Hutchins School's Head of Boarding and Enrolments offices work closely with homestay families to ensure a safe environment, and acknowledge and retain full responsibility for approving the accommodation, support and welfare for our students. The Head of Boarding will monitor student/parent/guardian satisfaction with homestay arrangements by a questionnaire completed by students and host families. Any concerns will be immediately addressed with the homestay family.

24 hour mobile phone access to a senior Hutchins staff member is provided to parents and families whilst the student is placed in homestay care over any holiday period. Any unexpected changes during the homestay placement are managed and approved by The Hutchins School senior staff and followed up by the Deputy Headmaster and Enrolments Office thereafter.





The Hutchins School is committed to reviewing its homestay procedures each year to best serve the boys and families.

### **Procedures for school holiday arrangements and homestay**

Students requiring homestay placements, for school holiday periods, will need to advise the Head of Boarding at least 21 days prior to the end of the upcoming School term, and have this requirement considered by the Head of Boarding and Deputy Headmaster prior to any homestay being approved.

The Hutchins School will require background information from the boy, family and homestay family – to suitably match the student with an appropriate homestay. The Hutchins School has a form to be completed for this purpose.

#### **Procedures are outlined below:**

1. Enquiry with Head of Boarding
2. Head of Boarding to assess, counsel alternative options and to discuss if necessary with the Deputy Headmaster.
3. If approved, the Head of Boarding will assist with homestay procedures and form completion, for suitability matching of a homestay for the boy and vice-versa.
4. The Head of Boarding confirms a homestay arrangement and provides Homestay Family Profile and Student's Information to both parties (i.e. student and student's family and homestay family).
5. Checks of completion of 'working with children' requirement has been completed and approved as per Department of Justice, Tasmania requirements have been conducted and finalised.
6. Head of Boarding communicates with homestay family in regard to pick up time and location (from boarding house residence), and dates for return to boarding house, for re-commencement of school and provided all contact details for after-hours emergency or crisis purposes.
7. If a student or homestay family needs to contact the School during their homestay period, they contact the nominated 'on call' staff member of The Hutchins School, as noted on the student's and the Homestay family's paperwork, provided for the period of the homestay provision – where required, this nominated staff member will contact the Senior Staff Member of The Hutchins School (24 hours on call) for crisis situations.
8. Student and families to submit a completed questionnaire at conclusion of homestay.
  - The Head of Boarding to assess this questionnaire and record any action, if required. Note that this questionnaire is prepared by Head of Boarding and may vary from term to term, to meet the requirements of the student and the period of the homestay provision, and is not a standard questionnaire.
9. Deputy Headmaster to be advised of any issues of the homestay provision.

## New student induction process

All new international boarders will be guided through an induction program following their arrival at the School. This induction program will be co-ordinated by the Head of Boarding and conducted by a number of specialised staff. The program includes English as an Additional Language or Dialect (EALD) testing (where applicable), Mathematics testing, a familiarisation tour, selection of subjects and preparation of timetable, introductions to academic and pastoral care staff, information technology, library and other identity cards as required by the School and assistance with uniform, textbooks and banking needs. The induction and orientation process may take 1–2 days before full class participation can commence.

## Enrolment

Expressions of Interest for admission into The Hutchins School are to be made online on the School's website [www.hutchins.tas.edu.au/international-enrolments](http://www.hutchins.tas.edu.au/international-enrolments).

Once an Expression of Interest is received by the School, the enrolments office will take you through the steps of enrolment which will include having to undertake pre-enrolment English proficiency testing.







We offer an outstanding personalised age-and-stage education for boys, offered in a safe environment where a Christian life is commended and encouraged.

## English ability and testing procedures

As part of the enrolment process all international students must undertake online English testing so that the School can evaluate the EALD needs of that student in order to further support their English needs and prepare an appropriate course of study, if accepted to enrol at the School. The School will accept testing results from AEAS, iSTARTOnline or IELTS. The Registrar may be contacted for a Skype interview to further assess English proficiency.

The cost of any English assessment test will be paid by the parent/carer directly to the test administrator.

## Facilities

All boarders have access to various facilities on school grounds including the gymnasium and weights room, three ovals including cricket nets, basketball, tennis courts and computer classrooms for preparation time in the evenings.

Burbury House has a very popular games room containing an eight-ball table, table tennis tables, air-hockey and speakers for playing music. There are several high definition digital televisions available for communal viewing. Burbury House has a theatre room, 6.2 surround sound system, DVD player and HD digital TV.

Activities are regularly organised at the weekend for boarders who are not otherwise occupied with sporting or study commitments.





Activities offered are circumscribed by two considerations:

Firstly, they should not place an undue financial burden upon boarders who remain in residence. Whilst activities have been budgeted for, they should not place a financial burden upon boarders greater than their weekly pocket money allowance.

Secondly, where travel is involved, the transport used must meet with the standard utilised in any school excursion. A school bus, along with a licensed driver, may or may not be available. This may mean that numbers involved in any given activity may have to be limited or boarders may have to walk to the venue.

These type of activities may include:

- Indoor cricket, hockey and soccer
- Touch football
- Basketball
- Beach visit
- Ice skating
- Rollerblading
- Ten pin bowling
- Cinema
- Intensity
- Art group
- Rock climbing
- Gallery and exhibition visits
- AFL football
- Cricket fixtures
- SATIS state finals
- Bushwalking (day walk)
- Kayaking
- BBQ
- Salamanca
- Treasure hunt

The primary aim of the activities is to provide enjoyment and stimulation for the boarders in residence. The activities may also be educational, and certainly community-building, but the interest and enjoyment of the boarders within residence is the principal consideration.



## Teaching methods

Teaching methods vary throughout the School but in general students may expect to attend lessons in school classrooms, science or other laboratories and other specialist teaching areas such as the gymnasium and libraries on the school campus. Some subjects will involve compulsory off-campus excursions and other activities.

Hutchins' classrooms and other specialist teaching areas are well equipped and offer modern facilities. The School offers students computer rooms, specialist science laboratories for Chemistry, Physics, Biology, general Science and Sports Science, three libraries, two recording studios, performing arts areas, spacious classrooms, extensive playing fields, tennis courts, sail boat training, numerous rowing boats and a gymnasium.

Hutchins caters for students with varying needs from learning support to extended and accelerated learning in our [Centre for Excellence](#). Staff in the Centre are able to personalise a program of study for a student who requires additional support or extension, and work closely with professionals such as psychologists, paediatricians, speech pathologists and occupational therapists.

Gifted and talented students have the opportunity to be involved in the University of Tasmania's High Achievement Program which sees them supported in undertaking tertiary subjects.



**Power of 9** – an experiential learning program for Year 9 students built around life skills, spirituality, leadership, personal management and environmental awareness





## Outdoor Education and Power of 9

Outdoor Education activities can include bushwalking, skiing/snowboarding, cave exploration, surfing, sea kayaking, SCUBA diving, mountain biking, rock climbing and abseiling and navigation. During Outdoor Education adventures, students visit several spectacular areas around Tasmania, including Freycinet, Tasman, Mt Field, Cradle Mountain and Maria Island National Parks, Bruny Island, Mt Wellington and the School's own Outdoor Education camp at Southport.

Our Power of 9 program also has an expedition component which sees students undertake a challenge journey, and can include a sailing/bushwalking expedition to Port Davey, a global challenge, an indigenous challenge to central Australia and an island challenge.

## Who can help me resolve problems?

Bullying and other unsociable behaviour are not permitted at Hutchins. Formal policies provide a structure which protects the interests of all boys. If any boarder at Hutchins has a problem he may speak to the Director of Boarding or his House mentor in the day school. If the problem cannot be resolved at that level, then the Head of School or the Deputy Headmaster may be approached for assistance in resolving the difficulty.

The School has counsellors on permanent staff, as well as Chaplains, who are available for any student wishing to seek personal assistance.

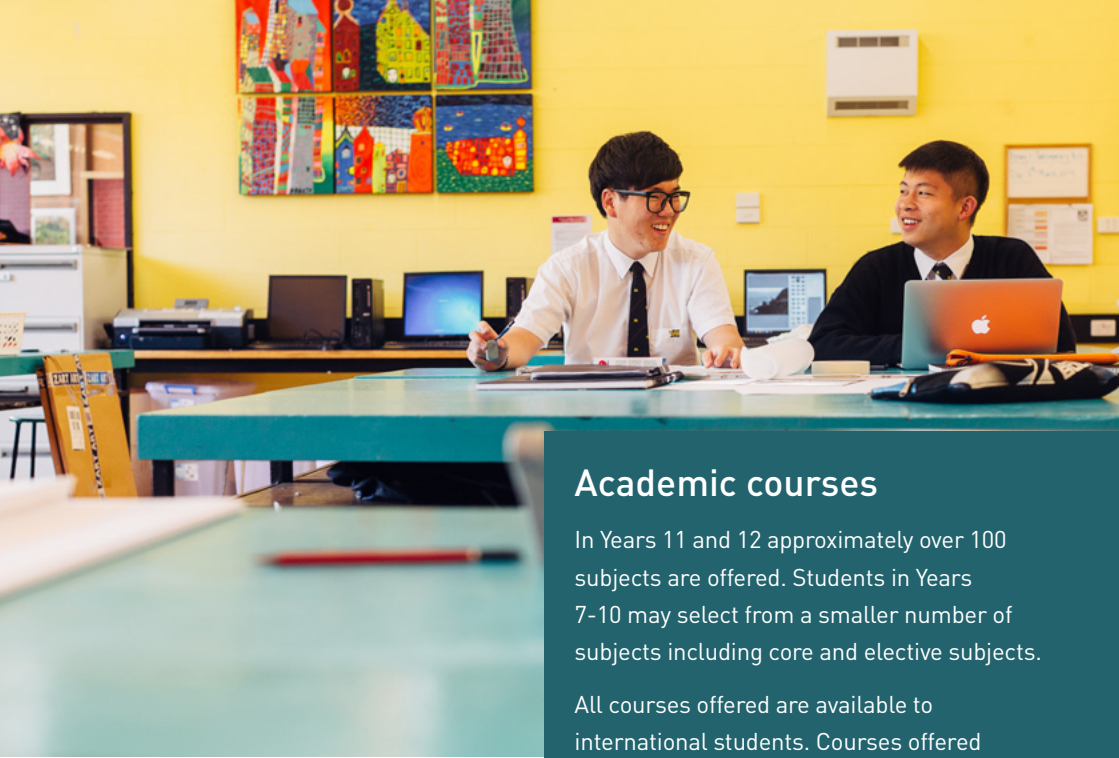
The School also has in place a Grievance Policy for international students which is widely accessible on noticeboards in Burbury House and in the Foster Wing foyer area. The Grievance Policy is also provided to all international students as part of their induction on arrival and is also accessible on the School's website.

## Academic performance and attendance monitoring

International students must adhere to at least 80% course attendance to maintain their Student Visa status. Hutchins will regularly monitor attendance. It is a condition of enrolment for all international students that they meet certain levels of performance in their academic work. School reports must contain a minimum of 80% 'satisfactory' or better ratings for Application, Effort, Behaviour and Attitude. They must also achieve ratings of SA, CA, HA or EA in at least half their subjects and assessments at level 'C' or higher in at least 80% of the criteria being assessed.

It is school policy that all boys meet all expectations of the Headmaster and in particular that they:

- Acknowledge and experience the religious life of the School while continuing to observe their own beliefs
- Commit themselves fully to their studies and to their homework



## Academic courses

In Years 11 and 12 approximately over 100 subjects are offered. Students in Years 7-10 may select from a smaller number of subjects including core and elective subjects.

All courses offered are available to international students. Courses offered at Year 11 and 12 include Accounting, Economics, Mathematics (5 levels), Biology, Chemistry, Physics, Psychology, Sociology, Sport Science, Environmental Science and Society, English, Computer Graphics and Design, Audio Design, Geography, History, Ancient Civilisations, Health Studies, Chinese, French and many more.

Many Hutchins students gain entry into their University of choice and many receive scholarship offers to University.

Courses offered at Hutchins are all full-time courses with lessons conducted from Monday-Friday during term times. The academic year runs for thirty-nine (39) teaching weeks, split over four terms in the year.

- Present and conduct himself in a manner consistent with the rules and accepted customs of the School
- Participate in the total academic, cultural and athletic program of the School and that they will give priority to all school commitments involved
- Attend all designated school occasions
- Be present at school for each teaching day of each term

If an international student's academic performance levels fall below the required levels, or attendance falls below the required course minimum, the Department of Immigration and Border Protection will be notified.

## Payment of school fees

All International students are required to pay fees in advance for a least Semester 1 (Terms 1 and 2) as outlined in their individual Letter of Offer from the School. Fees will include payment of Terms 1 and 2 tuition and boarding fees, an Enrolment Fee, Capital Fund, Overseas Health Cover, Technology Levy and Boarder's Bank. It may also include an upfront charge for EALD.

Additional fees would be payable on arrival for the purchase of school uniform, text books and stationery.

In addition, all boys from Years 5–12 are expected to bring their own technology ([BYOT](#)) to support their e-learning at school. A Technology Levy is charged per annum, as outlined on the [International Student Fee Schedule](#).

## Refund Policy

The Hutchins School has a [Refund Policy](#) which is provided to parents with the formal Letter of Offer, and is also available from the School's website.

## Privacy

Information is collected on forms, which require completion during the enrolment process, in order to meet the School's obligations under the [ESOS Act](#) and the [National Code 2007](#); to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the [Education Services for Overseas Students Act 2000](#), the [Education Services for Overseas Students Regulations 2001](#) and the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#). Information collected about a student and his parents on this form and during the enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPC) Director. In other instances information collected on this form or during the enrolment can be disclosed without the consent of parents where authorised or required by law.

Students and staff in Burbury House are expected to conduct themselves in a manner sensitive to the needs of others and at all times individuals are expected to respect the privacy of others, their right to study and rest, while at the same time balancing the expectations of community life in Burbury House.

## Change of address and communication details

It is a requirement that, should contact details change during the enrolment period, the School is notified immediately of any change in order to facilitate ongoing correspondence and contact.

## Insurance

The School does not hold Personal Accident Insurance for students, nor does it take responsibility for the loss, damage or theft of any personal items such as mobile phones, laptop, camera etc. Parents are advised to ensure they have adequate private insurance against accidental loss or damage to their son's property.

## Uniforms, text and stationery requirements

The School Uniform Store is located on school grounds and is available for purchase of uniform items once a student has arrived at Hutchins. The Director of Boarding will accompany the student to purchase the items of school uniform which are itemised on the school website.

The student will also be assisted with the purchase of textbook and stationery requirements on arrival, after confirmation of his course of study.



## Prohibited substances

It is illegal for people under the age of 18 years to be sold or consume alcohol, cigarettes or other tobacco products in Australia. These prohibited substances are not permitted to be on school premises at any time. The Deputy Headmaster, a Head of School, or the Director of Boarding may search any property of a student, any student's locker and any student's room in Burbury House, if it is believed that the student is in possession of prohibited substances.

## Prescription drugs

As part of the enrolment process, a parent must identify to the School any existing medical conditions of the student and therefore any prescription medicines that he is currently taking. These should be accompanied by a letter from the student's Medical Practitioner with details of the existing condition and the medication prescribed for that condition.

All prescription medication is handed to Matron in Burbury House on arrival and is kept under lock and key, and recorded in a sign out book when the medication is administered.

Some medications, such as Asthma preventers and inhalers, may be stored in a student's locked cupboard in their room.

## Customs and quarantine

Australia has strict customs and quarantine regulations. There are strict laws prohibiting or restricting the entry of drugs, weapons, firearms, protected wildlife and associated products. For further information visit the [Australian Customs Service](#) website.

Australia is free from many pests and diseases found elsewhere in the world. Luggage and hand baggage may be inspected when you arrive in Australia. It is important that you declare all items of quarantine concerns as you may be fined or prosecuted if you import forbidden items. For further information please see the [Australian Government Department of Agriculture](#) website.

## Water and electricity

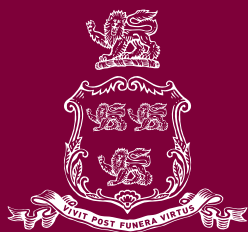
The quality of the water in Hobart and throughout Australia exceeds the standards of safe drinking water set by the World Health Organisation. It is safe to drink the water straight from the tap in Tasmania.

The electrical current in Australia is 220-240 volts, AC 50Hz. The Australian three-pin power outlet is different from many other countries so you may need an adapter which can be purchased at specialist electrical shops in Hobart and at airports for any electrical appliances being brought into Australia. You may also need a voltage converter if your appliances are 110 volts.

## Enrolment Student Compliance publications

Visit [International student compliance](#) on our website for the following:

- Easy Guide to ESOS
- ESOS Framework May 2014
- Hutchins and Co-operating Schools
- Course Credit
- Academics and Attendance Monitoring
- Deferring, Suspending or Cancelling an International Student's Enrolment Policy
- International Student Enrolment Agreement and School Rules
- Intervention Procedure
- Transfer Request Assessment
- Refund Procedure and Conditions
- Grievance Procedure
- International Fees Schedule



**HUTCHINS**  
ESTABLISHED 1846

## THE HUTCHINS SCHOOL

71 Nelson Road, Sandy Bay

Tasmania 7005 Australia

T (03) 6221 4200

[info@hutchins.tas.edu.au](mailto:info@hutchins.tas.edu.au)

[www.hutchins.tas.edu.au](http://www.hutchins.tas.edu.au)

Follow us



The Hutchins School Board as established by The Christ College Act 1926

ABN 91 133 279 291 CRICOS 00478F