



# Information and Orientation for New Students

## Contact Details

The Directors: Mick Edwards & Sam Milton  
Address: La Gallerie, Suite 19. Level 1, 74 - 78 The Corso, Manly 2095  
Telephone: 9976 6988  
Fax: 9976 6977  
Email: [info@sea-english.com](mailto:info@sea-english.com)  
Website: [www.sea-english.com](http://www.sea-english.com)

## What happens on the first day?

Please arrive at the school at 9am for General English and IELTS students, and 10am for Cambridge students.

You will do a written placement test followed by an oral interview with one of the teachers. Please bring pen and notebook. A dictionary is recommended. You will then be given information about the school and Manly, followed by a walk around Manly town centre. At 11.10am you will be placed in the class which best suits your level of English.

## Study Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-10:45	Class	Class	Class	Class	Class
10:45-11:10	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break
11:10-1:10	Class	Class	Class	Class	Class
1:10-2:00	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break
2:00-3.00	Elective Class	Supervised study	Conversation Club	Elective Class	Supervised study
3:00-4:30 (4:00 Friday)	Full use of school facilities	Social Activity	Full use of school facilities	Full use of school facilities	Social Activity

**BELONG...ENJOY...SUCCEED...**

## **Safety & Security**

- Please be calm and careful when you are in or around the school
- Never leave your bag or other valuable things in the school when you go outside
- At the beach - always swim between the red and yellow flags, and never go surfing or swimming alone
- Please tell your Homestay family or share mates where you plan to go when you go out; and what time you plan to come home
- If you need to contact Manly Police, the Police Station is at:  
3, Belgrave Street, Manly (2 minutes walk from Manly Wharf) Tel:99779499
- In case of an **EMERGENCY telephone: 000 (Police, Ambulance, Fire Station)**

## **Fire**

If you smell smoke or see in the building:

- Immediately tell your teacher, classmates and students in the other classes by shouting the word 'Fire'.
- Leave the classroom quickly and calmly. Do not waste time trying to find bags and books.
- Leave the school by the front door (green Exit sign)  
Exit the building by the front entrance or back fire stairs (near the toilets)
- Follow your teacher to the meeting point in Rialto Square
- Your teacher will check the names of all the students in your class. Please stay with your teacher until he/she tells you it is safe to go back to the school

## **Rules**

- No smoking in the school
- Please wash up your cup or glass and wipe the tables
- Please put all your rubbish in the correct bins
- Please be quiet when you are inside or around the school
- If you are on a student visa and change your address or telephone number you must inform reception immediately

## **Problems**

- If you have a problem with your Homestay, please talk to the homestay coordinator.
- If you have a health/medical/personal problem please talk to reception immediately.
- If you think your class is too difficult or too easy for you, please talk to your teacher.
- If you have another problem with your class, please talk to the Director of Studies.
- If you have a problem about money or your visa, please talk to reception.
- If you are under 18 and you have a problem, speak to the Senior Teacher, Cathy Martin or the Welfare Officer Samantha Milton.

## **If you are not happy with something at the school (Grievance Policy)**

If you have a problem during your time at the school, follow the steps below.

(At any relevant meeting students can be accompanied and assisted by a support person).

### **Step 1**

Speak to your class teacher. If he/she can not help you, then go to Step 2.

### **Step 2**

Speak to the Director of Studies, Sam Milton. If she cannot help you, then go to Step 3.

### **Step 3**

Speak to the Principal, Mick Edwards. If he cannot help you, then go to Step 4.

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#### **Step 4**

Ask the Principal to organise an outside mediator to help you and the school find a solution to the problem.

#### **Step 5**

If a solution can still not be found contact the Department of Fair Trading or Department of Employment + Education and Workplace Relations (DEEWR), or Overseas Student OMBUDSMAN

#### **Department of Fair Trading**

Tel: 133 220 City Centre Level 21, 227 Elizabeth St

#### **DEEWR**

Helpline: 6240 5069 [esosmailbox@deewr.gov.au](mailto:esosmailbox@deewr.gov.au)

[www.deewr.gov.au](http://www.deewr.gov.au) Click "International" - "For Students", scroll down then click "ESOS" - consumer protection sight and responsibilities.

If you need translation, contact the Ethnic Affairs Commission of NSW (Translation Services) Tel; 1300 651 500

#### **Overseas Student OMBUDSMAN**

Tel: 1300362 072 Fax: 02 6276 0123 Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Web: [www.oso.gov.au](http://www.oso.gov.au) Postal address: GPO box 442, Canberra ACT 2601

(If you need an interpreter, call the Translating and Interpreting Service (TIS) on 131 450. This ombudsman will pay for the interpreter.)

#### **Homestay**

If you want to have a really great time with your Homestay Family:

- Join in with everyday activities as much as possible - helping to do the dishes, watching TV, and chatting at meal times are all great ways to improve your English
- Be interested and open minded about Australian culture - don't complain about things that are different
- Never stay in the shower for more than 10 minutes - Australia is a big country with little water
- If you need something, or you don't understand something - ask your Homestay Family
- Your Homestay Family may worry about you if you stay out late - always tell them you are going, what time you'll be home, and if you will be late for dinner where you are.
- Please ask your family if it's OK to use the phone - you must pay for all calls

#### **Attendance**

- If you really want your English to improve, try to come to school on time everyday
- If you are sick, get a note from your doctor and give it to your teacher when you return.
- If you don't give your teacher a sick note you will be marked 'Absent'
- If you are more than 10 minutes late for your morning class, you may not be able join the class, and you will be marked "Absent" for that hour. If you are more than 5 minutes late after your coffee break you may not be able to join the class. You will be able to join the class for the second hour.
- If you are studying on a student visa you must maintain an attendance record of at least 80%

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### **Homework**

- Please try to do all the homework your teacher gives you
- If you don't do your homework you will waste your time and your classmate's time
- If you cannot understand your homework, please ask a teacher for help

### **Recycling**

- Please put rubbish in the correct bins in the kitchen area.
- Please put clean paper in the paper recycling box.
- Please put cans and bottles in the bottle recycling bin marked cans & bottles.

### **Social activities**

- Social activities are a great way to practise your English and make new friends
- Many Social Activities are free, but sometimes there is a cost - the cost of Social Activities is **not** included in your school fees
- Sometimes you will need to bring your own food and drink - if you don't know what to bring, ask Mick or Sam
- If you have any suggestions for Social Programme Activities, please tell Mick or Sam
- There are also weekend trips available to places such as The Blue Mountains, Port Stephens, Royal National Park and the Hunter Valley. These trips take students from many different schools in Sydney. Weekend Trips are advertised above the SEA notice board and can be booked at SEA. Ask at reception for more details.

### **Receiving your letters and parcels**

SEA welcomes you to use our address to receive your letters or parcels if you don't have a fixed address at the moment.

But please note, the conditions below will be applied;

1. Notification that you have a parcel will be in the "Students Letter Box".
2. It is your responsibility to check the "Student Letter Box" occasionally.
3. OSHC cards will be delivered to this box. Student visa holders, please do not forget to check the box to pick it up. If you didn't receive your card 10 days after your course start date, please ask Reception to check.
4. We'll keep your letters and parcels a maximum of 30 days after we receive them.
5. We won't keep letters and parcels for students who've already graduated from SEA.

### **Transport Information**

Call 131500 or visit <http://www.131500.com.au/> to get information service for public transport in and around Sydney area.

You can buy weekly ticket at news agency, or visit <https://ticketing.cityrail.info/> to buy term tickets. Weekly tickets are cheaper than single tickets, term tickets are cheaper than weekly ones.



# A - Z of ACTIVITIES and SERVICES IN MANLY

☺ These activities are free or discounted to SEA students ☺

## **Aquarium**

There is an aquarium where you can see sharks, as well as lots of other marine animals in Manly near the ferry wharf (Oceanworld, West Esplanade Reserve, Manly [www.oceanworld.myfun.com.au](http://www.oceanworld.myfun.com.au) [www.sydneyaquarium.myfun.com.au](http://www.sydneyaquarium.myfun.com.au) ).

At Sydney Aquarium in Darling Harbour, you can also see our famous Australian platypus!

☺ For both aquariums you may get a discount with your student card.

## **Art**

☺ Manly Art Gallery and Museum is next to the Oceanworld. Here you can see art work, sculpture and photography exhibitions as well as a history of beach culture. Sometimes there are exhibitions about surfing as well as the history of beach culture☺

The Art Gallery of NSW in the Domain Park behind the Botanical Gardens in the city is free.

## **Asian Groceries**

We recommend A & S Asian Grocery at Shop 1/18, Whistler Street, Manly (just near the Manly Council Car Park). You can check their products at their website: [asiangrocery.net-shop.com](http://asiangrocery.net-shop.com)

## **Bar-B-Q's**

☺ There are free Bar-B-Q's at Shelley Beach. Just take your food, push the button and cook! In the summer you should get there early as it gets very busy. This area is an alcohol free zone.

## **Beaches**

☺ Manly Beach has overtaken Bondi Beach as the most popular beach in Sydney! Join locals for a day on the beach but don't forget your sunscreen!

**BE CAREFUL** - always swim between the red and yellow flags.

## **Bicycles**

You can hire bicycles from several places in Manly. Manly Cycles is at 17 Sydney Road, Manly, Tel: 9977 1189. <http://www.manlycycles.com.au/>

## **Bushwalking**

Bushwalking is a very popular pastime in Australia and a good way to experience 'the real Australia'. However you should never go bushwalking alone. Ask reception about organised bushwalks.

## **Cafes**

Manly has lots of great cafes. One of the most popular ones for students is Candy's on Belgrave Street, where you can play board games with your friends.

## **Chinatown**

☺ If you want to experience Asian culture or try authentic Asian food; Chinatown is the best place to go. Catch the ferry to the city then catch any bus going along George Street in the city and get off at Haymarket. There is a great fruit and vegetable market here every Fri, Sat and Sun called Paddy's Market.

## **Comedy at Manly**

The Boatshed is a pub/club which has comedy on certain nights (usually Monday nights, but check the local paper, the Manly Daily, to find out when the next comedy night is).

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### **Cricket**

You can watch live cricket at Manly Oval (summer only) on Belgrave Street.

### **Diving**

There are several dive schools in Manly; The closest to the school is the Dive Centre at 10 Belgrave Street, Manly (near the police station). You can prepare for your PADI ticket here.

### **Doctor**

The Family Medical Centre, corner of Belgrave and Raglan Streets, Manly. To make an appointment Tel: 99 77 8733. There are also several other doctors surgeries in Manly, ask at reception.

### **Emergency**

If you are in danger, see an accident or fire, telephone '000' for police, fire station and ambulance.

If you have a very serious or personal problem that the police cannot help you with, you may contact the school emergency number 0423 522 936.

### **Ferries**

Ferries go to Circular Quay (city centre) every 30 minutes from the wharf at the end of the Corso. We suggest that you get a timetable from the wharf as the times change depending on the season. You can get a single or return ticket or a 'Ferry Ten' which will give you 10 trips.

The jetcat is much quicker - only 15 minutes, but also more expensive.

It is lovely to sit outside on the ferry on a summer's evening. Ferries to Manly leave from quay number 3 and jetcats from quay number 2 at Circular Quay. Enjoy the trip!

[www.sydneyferries.info](http://www.sydneyferries.info)

### **Festivals**

© There are several annual festivals in the Manly area:

The 'Food and Wine Festival' takes place on the Manly beachfront in June each year - try some of Australia's famous wines, international food and live music. The Jazz Festival is on in October with lots of free and ticketed events. The Manly Arts Festival in spring is a great opportunity to experience or get involved in the art scene.

### **Football**

Football in Australia means rugby union -or Rugby league great games to watch. Manly Oval on Belgrave Street often hosts big matches (winter only). Check the Manly Daily to find out when the next match is.

### **Golf**

You can play a round of golf at the Warringah Golf Club - the public days are Thursday and Friday. You usually don't need to book - just go to the Pro Shop on the corner of Kentwell and Condamine Streets, Manly (10 minutes by bus from Manly centre). Most golf courses in Australia are public so you don't have to be a member to play. [www.warringahgolfclub.com.au](http://www.warringahgolfclub.com.au)

### **Gyms**

There are several gyms in Manly which you can become a member of or pay per visit. There is a gym on Belgrave Street just past Manly Oval. Go to [www.gymlink.com.au](http://www.gymlink.com.au) to find details of your nearest gym.

### **Harbour Bridge**

© You can walk across the Harbour Bridge for free (from North Sydney to the Rocks), or you can pay more than \$200 and walk over the top of the Harbour Bridge and have a fantastic view of the harbour! <http://www.bridgeclimb.com/>

### **Historic Tours**

Quarantine Station, North Head, Manly - a tour around the old buildings where quarantined people used to stay until they got well. Learn about the illnesses of the past and some of the ghosts that haunt this area! You must book in advance - To get there, catch bus number 135 from Manly Wharf. [www.manlyquarantine.com](http://www.manlyquarantine.com)



### **Jogging**

☺ Many local people love jogging along the beach in the morning or evening. Or you can join a local jogging club - contact the local gyms to find out more about jogging clubs.

### **Kayaking**

Kayaks can be hired next to Manly Wharf (3minute walk from the school). There are many beautiful beaches and coves to discover. <http://www.manlykayaks.com.au/>

### **Library**

☺ There is a very good library at the Marketplace, Manly. You will be shown the library on your first day orientation. This library has many books and audio materials for studying English. You can join the library and borrow books for free by showing your SEA student card and confirming that you are living in the local area. The library also has daily newspapers, video players, and computers which you must reserve to use.

### **Live Music**

The Fishos Club on Pittwater Road (very close to the SEA, or catch bus number 155 from the ferry wharf) is well known for having popular new or alternative bands. The crowd is young. Check the local paper - the Manly Daily to find out which bands are coming up. The Steyne Hotel, The Boatshed on the Corso and The Manly Pacific Hotel also have live music.

### **Markets**

☺ There is an arts and crafts market every Saturday and Sunday at the beach end of the Corso. Also, on the third Saturday of every month there is a second-hand market in the school Grounds of Manly Primary School, Darley Street, Manly. There is also a market at Narabeen Lakes Primary School (catch bus number 155 or 156 from Manly Wharf) on the 1st Saturday of each month. If you want to buy souvenirs, Paddy's Market in Chinatown is very cheap. Entrance to all these markets is free. Paddington and Glebe markets are two great city markets.

### **Movies**

In Sydney you can see a movie for half price at most cinemas on Tuesday evenings. Some cinemas however are half price on Monday evenings, not Tuesday evenings, so please check before you go.

### **Movies in Manly**

There are two cinemas in the Manly area; the Manly Academy Twin opposite the ferry wharf, Tel: 9977 0644, and Hoyts at Warringah Mall, Brookvale (catch bus number 155, 156 or 139 from the ferry wharf) Tel: 9938 4051. Details of which movies are showing can be found in the Manly Daily newspaper.

### **Music**

☺ You can listen to music for free around Circular Quay at the weekends; there are many buskers who play music and you give them money if you want to. There is also often music at Darling Harbour. Every Friday in the Sydney Morning Herald newspaper there is music guide for what music is playing in Sydney.

### **Newspapers**

☺ The local newspaper - the Manly Daily is delivered free to houses in the area. It is very useful for finding out what's on, what's happening locally etc.

The Sydney Morning Herald (SMH) is the most popular newspaper for the Sydney area (it also includes world news). On Monday the SMH includes a TV and radio guide. On Friday it has a section called 'Metro' which is the best guide for what's going on in Sydney - including music, clubs, theatre, films etc. Both newspapers are available to read at the SEA daily.

### **Nightclubs**

On Friday and Saturday nights the Steyne Hotel, the Manly Pacific Parkroyal Hotel, the Wharf Hotel the Shark Bar and The Shore Club are popular venues for young people. The Boatshed on the Corso is popular with backpackers on Saturday nights.

### **The Opera House**

☺ It is worth going to the Sydney Opera house to look around - you can buy a cocktail and drink it outside overlooking the harbour just for the experience, although it is quite expensive!

### **Opera**

☺ Telephone the Sydney Opera House Booking Office on 9250 7777 at 9 am to get cheap tickets for the same evening's performance.

### **Parasailing**

10 minutes flying in the sky! Operates from Manly Wharf. Ask at reception for more details.

### **Police**

The police station is located on Belgrave Street very close to the ferry wharf and the Town Hall. If you lose something or have something stolen go to the police station to make a report straight away. Police in Australia are very helpful.

### **Post Office**

Manly Post Office is located in Central Avenue and is open from 8.30am to 5pm Mon to Friday.

### **Pool**

There are pool tables at the Shark Bar, above the New Brighton Hotel, and at the back of the Steyne Hotel (behind the courtyard) on the Corso. There is also a pool club upstairs at the end of the Corso opposite the ferry wharf.

### **Roller-blading**

Manly Blades - Shop 2, 49 North Steyne. <http://www.skaterhq.com.au/>

### **Shopping**

For the biggest range of shops head to Warringah Mall - catch bus number 155, 156 or 139. At the Mall you will find clothes shops, gift shops, cafes, music shops etc all under one roof.

### **Second-hand Shopping**

For really cheap second-hand clothes try St Vincent de Paul on Pittwater Road, and for cheap clothes and furniture St Vincent de Paul at Brookvale (catch bus number 155 or 156 to Warringah Mall - cross the road and walk up a bit). Dee Why also had good charity shops such as Lifeline, the Smith Family and St Vincent de Paul.

For great souvenirs and cheap clothing, fruit and vegetables try Paddy's Markets at the Haymarket in Chinatown. Catch a ferry to Circular Quay, then any bus that goes down George Street.

### **Sickness**

If you are seriously ill, tell your homestay family or teacher or contact a doctor. Dr Rowed at Raglan Street Family Medical Centre, corner of Belgrave and Raglan Streets, Manly, can be contacted on Tel: 99 77 8733. For emergencies or out of hours you can go to the casual department of Manly Hospital.

### **Swimming**

There is a heated swimming-pool 'the Manly Swimming Centre', at Balgowlah Road, Manly.

☺ There are also beautiful sea-pools at Queenscliff, Freshwater, Fairlight and near Shelley Beach where you can join local people and swim for free (great in the afternoon and early evening).

### **Surfing**

☺ The Manly area has some of the best surf beaches in Sydney. Queenscliff, North Steyne and South Steyne are popular and close - just walk north along Manly Beach. Further north there are Curl Curl (Bus number 139 from the ferry wharf), Collaroy and Dee Why beaches. You must surf outside the flags (between the flags is for swimmers only).

### **Surfboard Hire and Surf Lessons**

Learn to surf at the Manly Surf School (MSS) at the North Steyne Surf Club (2 minutes walk from the SEA). Ask Mick for details.



### Surf Gear

There are several surf shops in and around Manly where you can buy boards, accessories and surf clothes. Check at reception for more details.

### Taxis

There is a taxi rank very close to the ferry wharf at the beginning of Belgrave Street.

### Tennis

There are tennis courts very close to the SEA at the corner of Belgrave and Raglan Streets. Telephone the Manly Tennis Centre on 9977 3159 for details about booking a court. Tennis racquets can also be hired.

### Theatre

There is a small theatre in French's Forest (about a 15 minute drive from Manly) - it's called the Glen Street Theatre. Check the Manly Daily newspaper to find out what plays are on this week.

<http://www.glenstreet.com.au/>

### Transport

If you use the bus or ferry regularly you should buy a Travel 10 or Weekly Pass - these give you discounted travel. You can also buy a combined ferry and bus ticket which is very good if you are planning to visit the city centre a lot during your stay.

The last jet-cat at night from the city returning to Manly leaves Circular Quay at 11.55pm (except for Sunday night when the last jet-cat is at 10.55pm). If you miss the last jet-cat you can catch the night bus from Carrington Street, Wynyard, behind Wynyard train station.

<http://www.131500.com.au/>

### Travel

If you plan to travel around Australia, go to Budget Oz Travel at 16 Sydney Rd Manly, or Student Flights at 23 Belgrave St Manly.

### Volleyball

☺ Keep fit and have great fun for free! Get a group of friends together (borrow a ball from the SEA) and use the volleyball nets on Manly Beach just near North Steyne Surf Club.

### Walks

☺ Join local Manly people for an early morning or evening walk beside the beach.

One of the most popular walks is from Manly heading South to Shelley Beach.

You can continue this walk all the way to Spit Junction - it's a long walk - it takes between 2 and 3 hours, but there are great views and lots of wildlife to see on the way. Catch bus number 143 or 144 from the Spit Bridge to return to Manly.

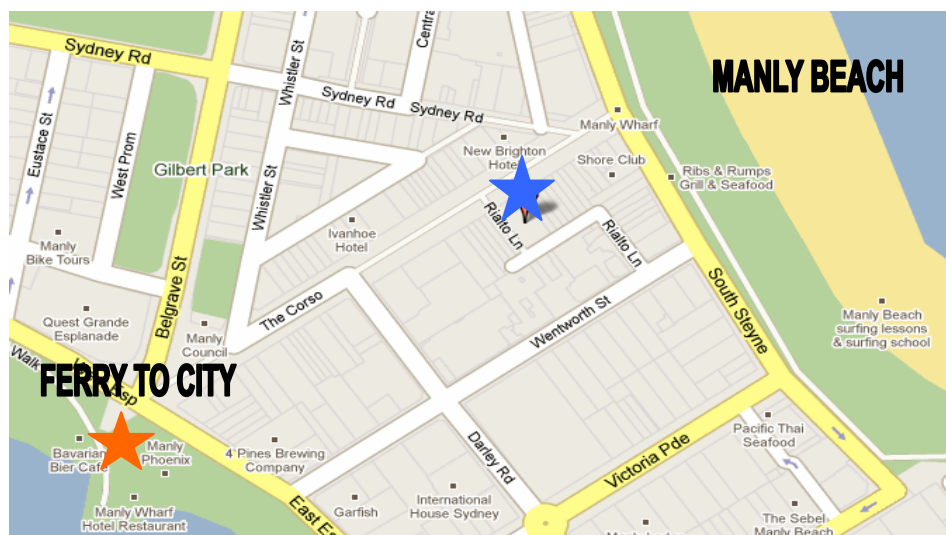
### Water

☺ You never need to buy bottled water while in Manly! There are fountains along the Corso with filtered water available.

### Zoo

Taronga Zoo has all the usual animals plus our fabulous Australian animals. To get to the zoo you need to take a ferry to Circular Quay and then another ferry to the zoo.

<http://www.taronga.org.au/>



Above Hungry Jacks and  
New Zealand Ice Cream

**LA GALLERIE,  
Suite 19, Level1,  
74-78 The Corso,  
Manly**