



Qs School

Box Hill Campus

Handbook

2020



Qs Box Hill - WeChat Service Account 微信客服号		
 Qs School Admin 1 Admin 1  扫一扫上面的二维码图案，加我微信	 Qs School_Admin 2 Admin 2  扫一扫上面的二维码图案，加我微信	 Qs School_Admin 3 Admin 3  扫一扫上面的二维码图案，加我微信



Qs School

Qs School 2020 Calendar**January**

M	T	W	T	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Holiday

School day

Holiday Course

February

M	T	W	T	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

Qs T1 Starts from Tue 4th Feb

March

M	T	W	T	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T2

April

M	T	W	T	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Qs T2 Starts from Tue 14th April

May

M	T	W	T	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

M	T	W	T	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

Sa	Su	M	T	W	T	F
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

T3

August

Sa	Su	M	T	W	T	F
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

Sa	Su	M	T	W	T	F
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

T4

October

Sa	Su	M	T	W	T	F
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

Sa	Su	M	T	W	T	F
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

Sa	Su	M	T	W	T	F
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Welcome

Welcome to Qs School!

Children in our school will experience joyful learning, develop friendships, improve academic performance and emotional intelligence. Every staff member at Qs loves working with children.

Our school mission is to empower younger generations to reach their fullest potential through our innovative integration of academic teaching with emotional intelligence training. We take pride in our history, our many graduates in the past and our excellent academic results achieved.

Qs staff will be working intelligently to utilise all our available resources to optimize your child's learning experiences at Qs School.

Thank you.

Ms. Yan Chen

Principal



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Part 1 General Information

Office Hours

Saturday	8:30-17:30
Sunday	8:30-17:30
Monday	Closed
Tuesday	13:00-20:30
Wednesday	13:00-20:30
Thursday	13:00-20:30
Friday	Closed

Contact Us

Qs School Box Hill Campus

Phone: (03) 9898 6048

Email: boxhill@qsschoolgroup.com.au

Web: www.qsschoolgroup.com.au

Address: 18 Ellingworth Parade, Box Hill VIC 3128



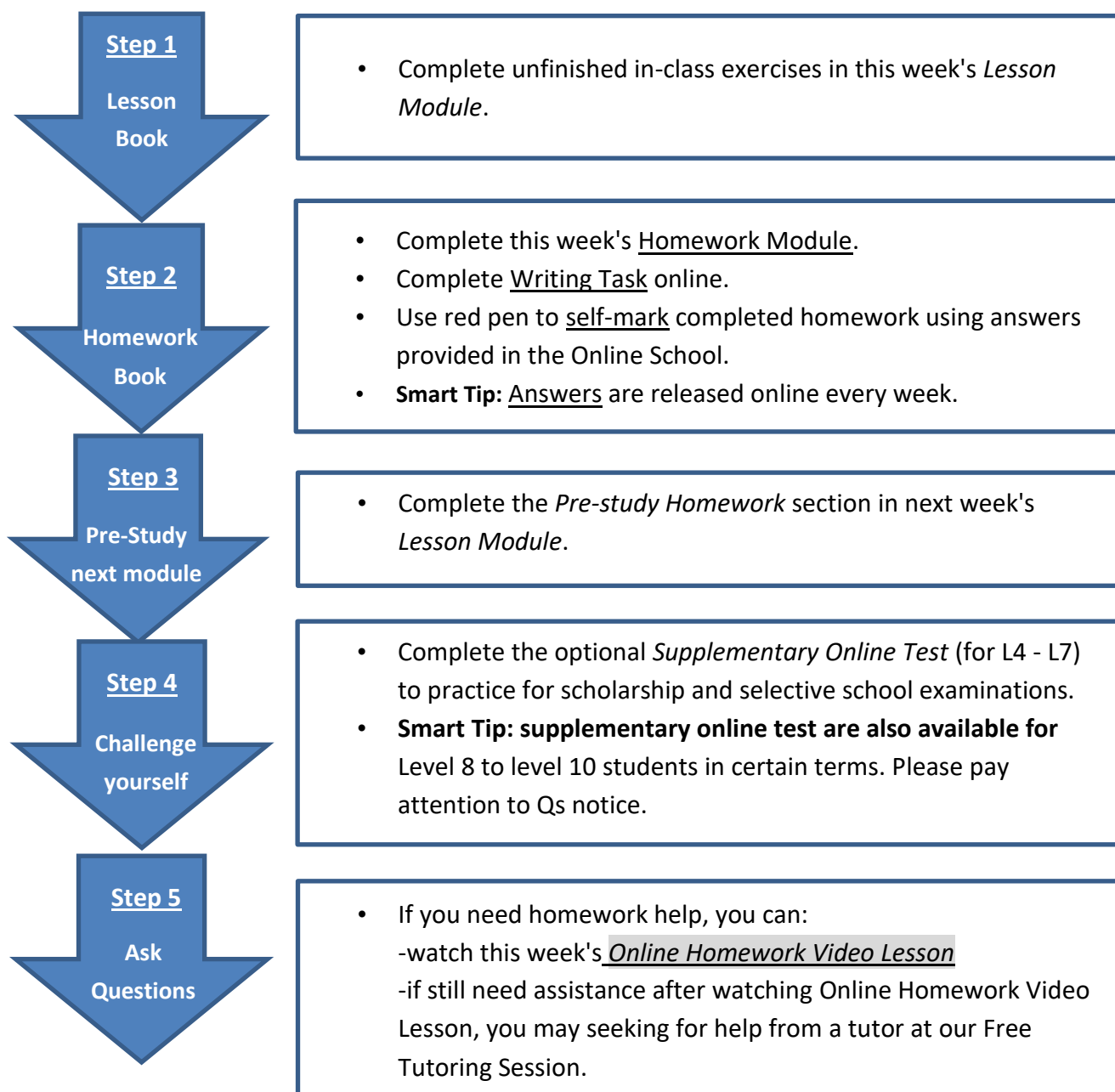
Part 2 Parents Information

1. THE 5-STEP Qs Homework Structure

The Qs School system has been carefully designed to encourage students to learn proactively. Follow our **5-step homework structure** to make the most of the educational systems and resources that Qs School provides!

Important notes:

- For further guidance, **Weekly Homework Checklists** can be found in the front pages of the **Homework Books**.
- No homework is assigned during Mock Test and Term Test weeks. Please refer to the **Contents Page** of the lesson books to determine your child's test weeks.



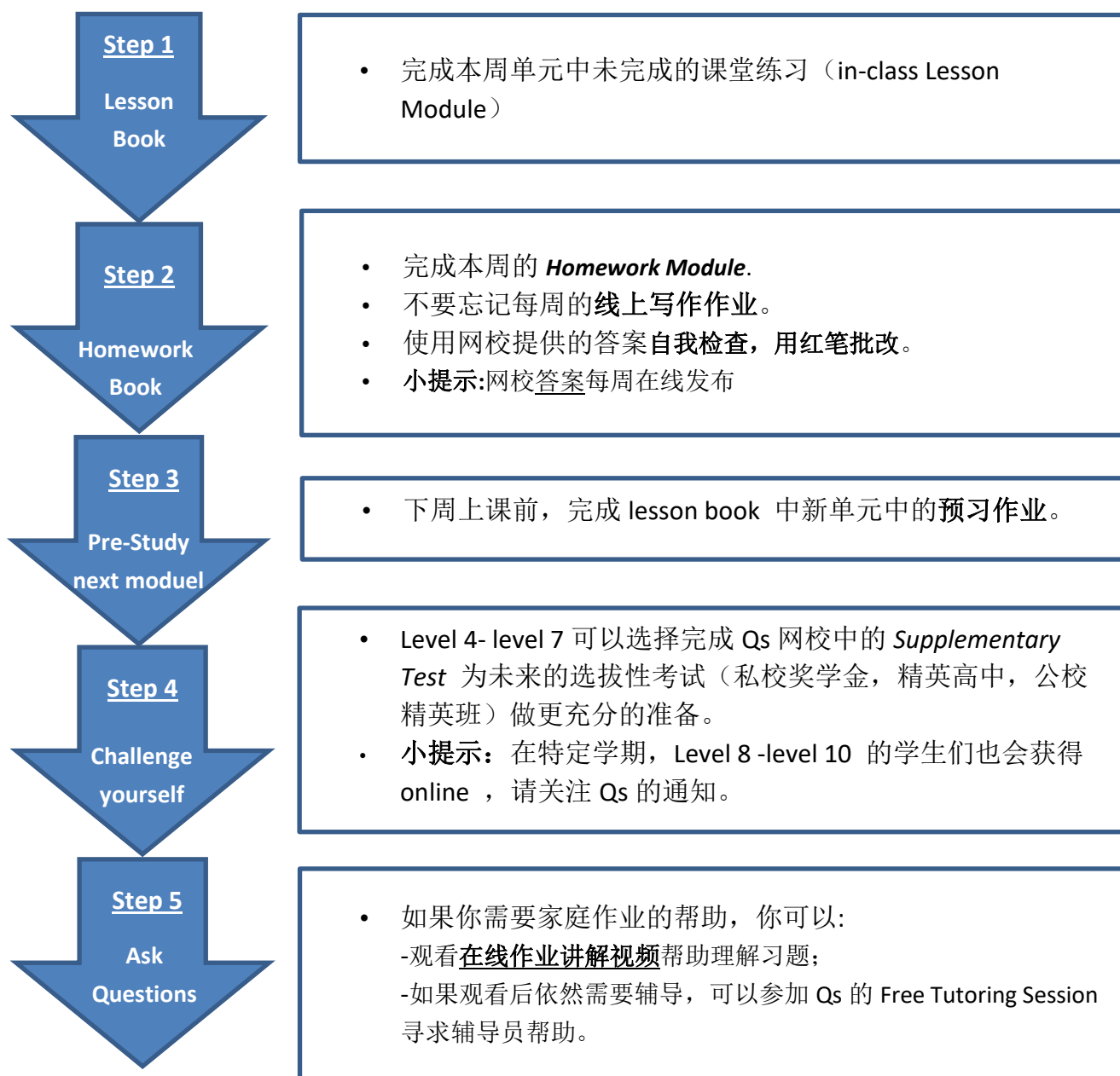


Qs 家庭作业 5 步骤

Qs School 通过精心设计的教材结构和强大的教学辅助系统（线下及线上），鼓励学生利用资源积极学习，有效学习，建立成长性思维及学习习惯。以下信息希望帮助到孩子和家长们更好的了解 Qs 的学习系统：

请注意：

- 更多指引，可以在 **Homework Book** 的首页找到 **Weekly Homework Checklists**。
- 每学期 Qs 的考试周没有家庭作业，您可以在的目录页面确定您孩子的考试周。





2. Qs Course structure 课程结构内容

	EQ Program	Lesson Book 课本
Lesson Contents (课堂内容)	情商课堂	1 module/week 每周一个单元

3. Qs School Online Learning Resources 网上教学资源

Detailed instructions about how to use the Qs School Online School are shown in a video on the front page of our online school 每一本教材的背面均印有详细的说明，网校第一页有中英文录像介绍，请家长仔细了解，并协助孩子利用 Qs 网上教学资源学习。

Weekly online scholarship practice test 奖学金模拟测试

Qs Primary students in Levels 4, 5, 6 and 7 will have a weekly online test in English, Maths and General Ability. This test will only be available online for 2 weeks. Parents please write down whether your child has finished the test. Qs 每周会为 Level 4–Level 7 的学生们提供奖学金网上模拟试卷（English, Math and GA）。测试每周更新，有效期为二周。请家长在 Homework Assignment List 上记录您的孩子是否完成试题。

**QS ONLINE SCHOOL SCHEDULE 网上教学资源更新时间表****Important notes:**

The Qs Online School is only available for our Empower and Elite courses. Qs 的网校资源主要适用于 Empower 和 Elite 课程。

SUPPLEMENTARY ONLINE TESTS (FOR SCHOLARSHIP & SELECTIVE SCHOOL TEST PREPARATION)

Level	Release date 更新时间	Number of tests 测试数量	Number of attempts allowed	Available for 开放周期
Level 4	Every Thursday 6 pm	1 test per week	2 times	2 Week
Level 5	Every Thursday 6 pm	2 tests per week	2 times	2 Week
Level 6	Every Thursday 6 pm	2 tests per week	2 times	2 Week
Level 7	Every Thursday 6 pm	1 test per week	2 times	2 Week
Level 8	Term 3 & Term 4 (Every Term Beginning)	See School Notice	1 time	1 Term
Level 9	Term 1 & Term 2 (Every Term Beginning)	See School Notice	1 time	1 Term
Level 10	Term 1 & Term 2 (Every Term Beginning)	See School Notice	1 time	1 Term

ONLINE HOMEWORK VIDEO LESSONS (MATHS/GA & ENGLISH/WRITING)**作业教学视频更新时间表**

Level	Release date 更新时间	Available for 开放周期
Level 2 Level 3 Level 4 Level 5 Level 6 Level 7 Level 8 Level 9 Level 10 VCE PREP	Every Thursday 6 pm	1 Term (close on the last day of every term)

**QS COURSE-RELATED ONLINE STUDY RESOURCES****Qs 课程相关的在线学习资源**

Course	Level	Available Term	Release date	Description	Duration
Empower/Elite Online Answers	2-11 (VCE PREP)	Term 1-4	Thursday 6 pm	Answers of Lesson Exercises and Homework Book Practices	1 Term
3hr Trial Test	6	Term 3-4	Every Thursday 6 pm	Test Paper Review (Questions & Answer explanations)	2 Weeks
1hr Trial Test	8	Term 4	Every Week	Test Paper Review (Questions & Answer explanations)	2 Weeks
1hr Trial Test	9	Term 1-2	Every Week	Test Paper Review (Questions & Answer explanations)	2 Weeks
3.5hr Trial Test	9	Term 1-3	Every Thursday 6 pm	Test Paper Review (Questions & Answer explanations)	2 Weeks
Online Practice Package (Purchase needed)	2-10	All Terms		Supplementary online practice package	2 Months



4. EQ Program 情商课堂

Our EQ program (emotional intelligence) will focus on parents and students' learning together 情商课堂要求家长与孩子共同学习。

- Parents should read the module content

请家长仔细阅读 EQ 书

- Discuss important thinking habits and complete EQ activities together

讨论重要的思维方式与习惯，共同完成情商课程的作业

- Parents should try to use habits in their own lives as well

希望家长们在生活中时常审视自己的心态，语言及行为，反复练习情商课程中思维和表达方式.

5. Information seminars 教育资讯讲座

Important Information seminars will be running throughout the term.

每个学期 Qs 都会举办精华教育资讯系列讲座。

Part 3 How to Access Online Homework Video Lesson

如何观看线上作业讲解视频

	<h2>Qs School 2020 Online Homework Video Lesson</h2> <p>"Bring Qs School Classroom To Your Home"</p> <h3>PARENTS/STUDENT GUIDE</h3>
<p>Overview</p>	<p>This document provides a specific guide line to Access Qs School Online Video Course Please refer to Qs Online learning Homepage for full detail instruction of Qs Online School</p>
 <p>How to log in to Qs School online School</p> <p><u>Qs Online School Support:</u> PC, Mac book and iMac</p> <p>Android phone, iPhone, and iPad user friendly in "Online Lesson" and "Online Test"</p> <p><u>Web Browsers Support:</u> "Google Chrome" "Apple-Safari" "Firefox"</p>	<p>1 Go to Online School website at https://www.qsschool.com.au/</p> <p>(Always log in Qs Online School from Qs School Homepage)</p>  <p>2 Click on "Online learning" and then click on "login"</p> 



3

Qs School Group Login

Please Input
*Student ID
* Password
* Verification Code

If you have problem of Account or Password, please refer to Section C

Student ID:

Password:

Verification:

Sign in

[Support need](#) [Forgot password?](#)

Email: info@qschoolgroup.com.au Tel: 01 9898 8008

B

How to access to the online lesson

1

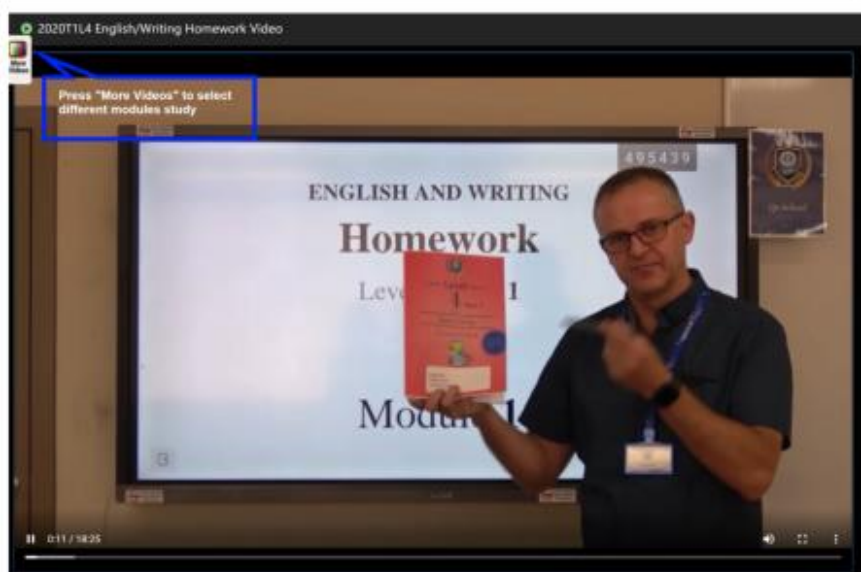
After logging in, in the right-hand side, you can find all your enrollment courses , Click the "Course" or "Answers", goes to next step

2

In the Course part, you will find the Homework and Lesson Book (yellow highlight) and Online Video (Blue highlight) , Click "Go" to next step

3

Online Video page (In the left-up part of page, click "More videos" icon, Select the different module if they are available)



4

In the "Answers" or "Book" page, you can select the different modules in bottom part of page if they are available.



5

In the "Answers" or "Book" page, you can press the "print" button in the up-right part of page to print out the material.



Qs Online School -
Username and
Password

1

Log in account is: **Qs School Student ID**


Log in Password is : **Password was sent to your registered email while you completed the enrollment**

2

Password Reset (Need to remember the email you use in the enrollment)




Qs School Group **Login**



Students:

Student ID:

Password:

Verification: 

Sign in

Support email: [Forget password?](#)

Password Rest

Qs School Group

Email: hschool@qschoolgroup.com.au Tel: 03 9888 6048

3 Forget Student ID or Reset password failure +

Please contact different Qs School Campus office

Part 4 How to Access Online Writing Homework/Test 如何完成写作作业/考试



How to Access Online Writing Homework/Test PARENTS/STUDENT GUIDE

Overview

With Qs School's online learning system, you can access and do your writing homework and term test at home. This instruction is especially designed to guide you on how to use the online system effectively.

This online writing system also enables you to identify the next crucial step for your child - in order to unlock any hidden potentials and accelerate their personal achievements.

We are also excited to announce that our new system will allow teachers to share examples of excellent student writing each week. This allows all students to learn from these outstanding examples each week. Your child's writing might be the next great example!




HOW TO ACCESS THE ONLINE WRITING SYSTEM

To access Qs online writing system

- 1 Go to Online School website at <http://www.qsschool.com.au/>
- 2 Click on "online learning" and then click on "login"



- 3 After logging in, click onto the "Online Writing" on the left menu



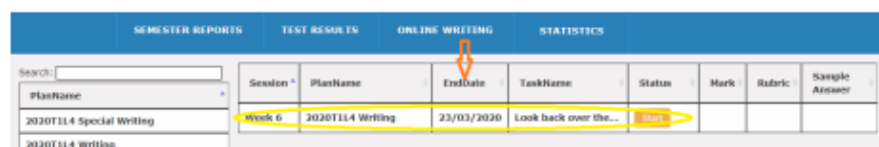
Task Name	Start Date	End Date	Admin
2020T11.8 Maths Homework	20/01/2020	20/04/2020	Admin
2020T11.8 English/Chinese Online Course	20/01/2020	20/04/2020	Admin
2020T11.8 English Online Course	20/01/2020	20/04/2020	Admin
2020T11.8 Test Test Answers	20/01/2020	20/04/2020	Admin
2020T11.8 Test Test Online Course	20/01/2020	20/04/2020	Admin
2020T11.8 Maths/English Online Course	20/01/2020	20/04/2020	Admin
2020T11.8 Maths Homework	20/01/2020	20/04/2020	Admin
2020T11.8 Maths Online Course	20/01/2020	20/04/2020	Admin
2020T11.8 English/Chinese Online Course	20/01/2020	20/04/2020	Admin



HOW TO SUBMIT THE WRITING TASK

To access your weekly writing task

- 1 After clicking the 'online writing' tab, then you can see the writing plans on the left side, and task details on the right side. Please be aware of the 'Due Date'.



PlanName	Session	PlanName	End Date	TaskName	Status	Mark	Rubric	Sample Answer
2020T11.4 Special Writing	Week 6	2020T11.4 Writing	23/03/2020	Look back over the...	Submit			
2020T11.4 Writing								

- 2 Choose the 'Week 6 Writing Task' and click 'Start', you can see the writing topic on top and can type in the box blow.

Topic: Does learning to play an instrument improve student focus in the classroom?
You should have already set out your reasons and decided what side of the argument you will be taking. Remember to use definite, strong language and let your reader know that your opinion is correct, and they should believe whatever you have to say. Write your 'introduction' on a loose piece of lined paper ready to hand up to your teacher next week. Make sure you include your name, date and title for your piece.

Does learning ----

- 3 Then you can choose the 'Save' or 'Submit' button on the bottom of the right corner to save or submit your writing piece. In case you couldn't finish the whole piece, please click 'save'.

Topic: Does learning to play an instrument improve student focus in the classroom?
You should have already set out your reasons and decided what side of the argument you will be taking. Remember to use definite, strong language and let your reader know that your opinion is correct, and they should believe whatever you have to say. Write your 'introduction' on a loose piece of lined paper ready to hand up to your teacher next week. Make sure you include your name, date and title for your piece.

Does learning ----



HOW TO REVIEW THE WRITING RESULT AND TEACHER FEEDBACK

To review writing results and teacher feedback

- 1 Go to Online School website at <http://www.qsschool.com.au/>
- 2 Click on "online learning" and then click on "login"
- 3 After logging in, click onto the "Online Writing" on the left menu







SEMESTER REPORTS		TEST RESULTS		ONLINE WRITING		STATISTICS			
Search:		Session	PlanName	EndDate	TaskName	Status	Mark	Rubric	Sample Answer
PlanName		Week 6	2020T1L4 Writing	23/03/2020	Look back over the...	Detail	90	Rubric	Sample Answer
2020T1L4 Special Writing									
2020T1L4 Writing									

Note:

1. Click 'Detail' to check the edited work by your teacher.
2. The score '90' is your writing result.
3. Click 'Rubric' to check teachers' comments.
4. Click 'Sample Answer' to view the excellent sample writing recommended by teachers.

Part 5 Qs School 2020 Online Test

网上考试指引

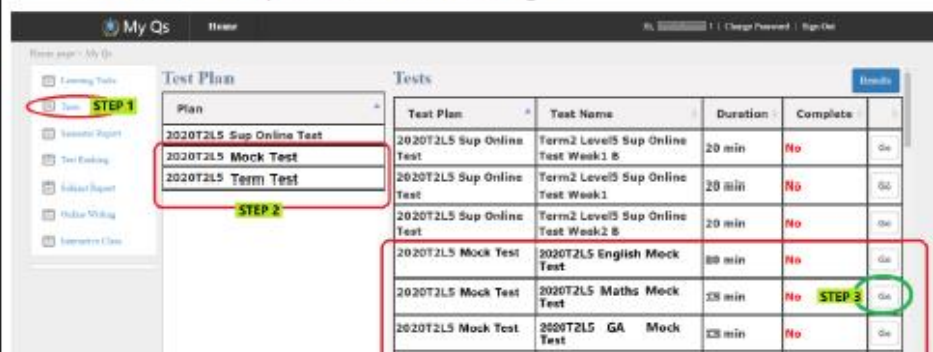
	<h2>Qs School 2020 Online Test</h2> <h3>PARENTS/STUDENT GUIDE</h3>
<p>Overview</p>	<p>This document provides a specific guideline to Access Qs School Online Term Test.</p>
<p></p> <p>How to login to Qs School online School</p> <p><u>Qs Online School Support:</u></p> <p>PC, Mac book and iMac</p> <p>Android phone, iPhone, and iPad user friendly in "Online Lesson" and "Online Test"</p> <p><u>Web Browsers Support:</u></p> <p>"Google Chrome"</p> <p>"Apple-Safari"</p> <p>"Firefox"</p>	<ol style="list-style-type: none"> Go to Online School website at https://www.qsschool.com.au/ (Always log in Qs Online School from Qs School Homepage)  Click on "Online learning" and then click on "login"   <p>Please Input *Student ID * Password * Verification Code</p> <p>Student ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Verification: <input type="text"/> </p> <p><input type="button" value="Sign in"/></p> <p>Support mail Forgot password?</p> <p>If you have problem of Account or Password, please refer to Section C</p> <p><small>Qs School Group</small></p>



How to access to the Qs online Mock/Term Test

1

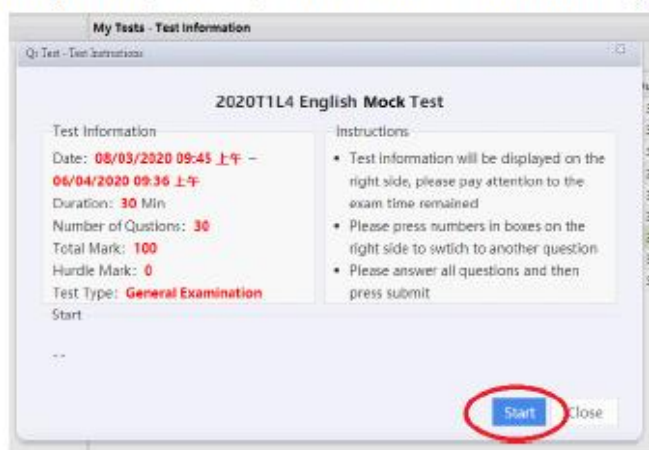
After logging in, you can find "Test" menu by clicking on "Test", you can find your Mock/Term Test plan and test list on the right.



The screenshot shows the 'My Qs' dashboard. On the left, there is a sidebar with a 'Test' menu item highlighted in red and labeled 'STEP 1'. The main area is divided into two sections: 'Test Plan' and 'Tests'. The 'Test Plan' section shows a list of tests: '2020T2L5 Sup Online Test', '2020T2L5 Mock Test', and '2020T2L5 Term Test'. The 'Tests' section shows a table of tests with columns: 'Test Plan', 'Test Name', 'Duration', 'Complete', and 'Go'. The 'Go' button for the '2020T2L5 Mock Test' is highlighted in green and labeled 'STEP 3'.

2

Select one of your test, Click "Go", then click "Start" to start the test. E.g. ↓



The screenshot shows the 'My Tests - Test Information' window for the '2020T1L4 English Mock Test'. The window displays test information such as Date, Duration, Number of Questions, Total Mark, Hurdle Mark, and Test Type. It also includes instructions for the test. At the bottom right, there is a 'Start' button highlighted in red and a 'Close' button.

3

The details of the questions will be shown below,



The screenshot shows the 'Question 1' interface for the '2020T1L4 English Mock Test'. The question is a multiple-choice question about 'The Birdman Rally'. The interface includes a 'Remaining Time' display showing 29:54, a 'Submit' button, and a 'Save and Quit' button. The question text is: 'The Unusual Sport of "The Birdman Rally"'. The image shows a person in a red and blue costume, possibly a birdman, holding a flag. The text below the image says: 'The Birdman Rally is an unusual sport, full of splashes, spills and thrills, as everyday Melbourne's (predominantly), dress to impress and stop... to fly or fall, all in the name of...'.

Note:

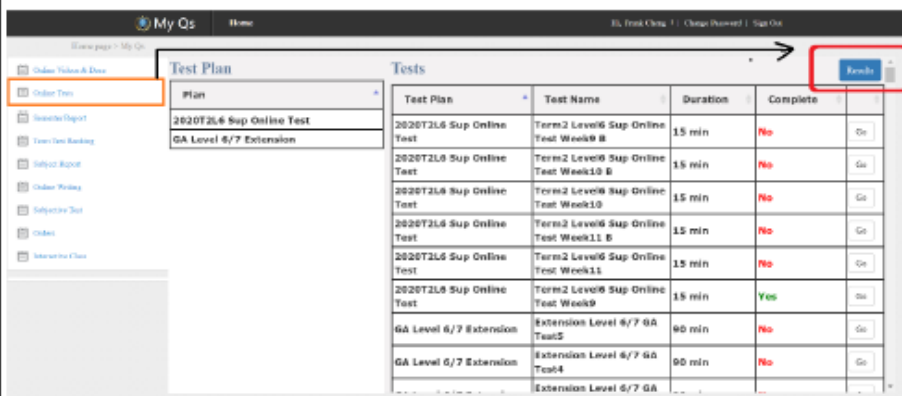
1. Be aware of the time limit on top of the right corner



HOW TO VIEW TEST QUESTIONS, RESULTS, AND COMPUTER ANALYSIS REPORT

- Click "Submit" once you complete all questions.
- Click "Save and Quit" to save unfinished test, and continue next time

- Go to Online School website at <http://www.qsschool.com.au/>
- Click on "online learning" and then click on "login". After logging in, click onto the 'Online Tests' on the left menu, then click "Results" on the right top corner.



My Qs Home Hi, Test Chang | Change Password | Sign Out

Home page > My Qs

Online Videos & Docs

Online Tests

Test Plan

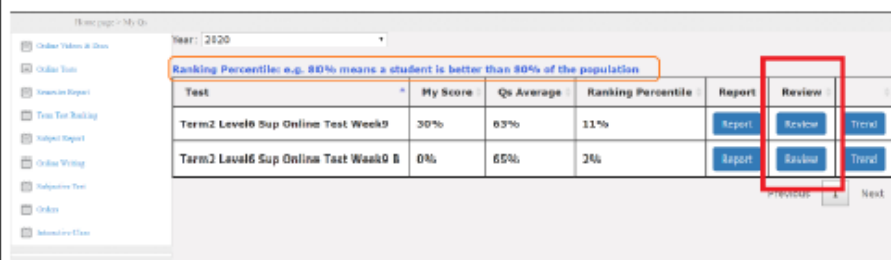
2020T2L6 Sup Online Test

GA Level 6/7 Extension

Tests

Test Plan	Test Name	Duration	Complete	
2020T2L6 Sup Online Test	Term2 Level6 Sup Online Test Week9 B	15 min	No	Go
2020T2L6 Sup Online Test	Term2 Level6 Sup Online Test Week10 B	15 min	No	Go
2020T2L6 Sup Online Test	Term2 Level6 Sup Online Test Week10	15 min	No	Go
2020T2L6 Sup Online Test	Term2 Level6 Sup Online Test Week11 B	15 min	No	Go
2020T2L6 Sup Online Test	Term2 Level6 Sup Online Test Week11	15 min	No	Go
2020T2L6 Sup Online Test	Term2 Level6 Sup Online Test Week9	15 min	Yes	Go
GA Level 6/7 Extension	Extension Level 6/7 GA Test5	90 min	No	Go
GA Level 6/7 Extension	Extension Level 6/7 GA Test4	90 min	No	Go
	Extension Level 6/7 GA			

- Second, click the 'Review' button to review question by question, the answers and explanations of the test:

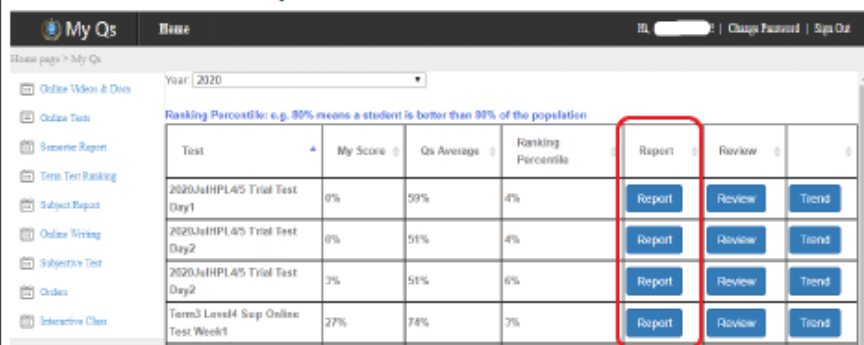


Home page > My Qs Year: 2020

Ranking Percentile: e.g. 80% means a student is better than 80% of the population

Test	My Score	Qs Average	Ranking Percentile	Report	Review	Trend
Term2 Level6 Sup Online Test Week9	30%	63%	11%	Report	Review	Trend
Term2 Level6 Sup Online Test Week9 B	0%	65%	2%	Report	Review	Trend

- To review the test report--click the 'Report' button to view the detailed analysis of a selected test. This analysis includes a few features:



My Qs Home Hi, Test Chang | Change Password | Sign Out

Home page > My Qs Year: 2020

Ranking Percentile: e.g. 80% means a student is better than 80% of the population

Test	My Score	Qs Average	Ranking Percentile	Report	Review	Trend
2020JutHPL45 Trial Test Day1	0%	59%	4%	Report	Review	Trend
2020JutHPL45 Trial Test Day2	0%	51%	4%	Report	Review	Trend
2020JutHPL45 Trial Test Day2	3%	51%	6%	Report	Review	Trend
Term3 Level4 Sup Online Test Week1	27%	74%	3%	Report	Review	Trend

- 5** Click the "Trend" button to review the test result trends and find out more about the student's advantages and where they need to improve:

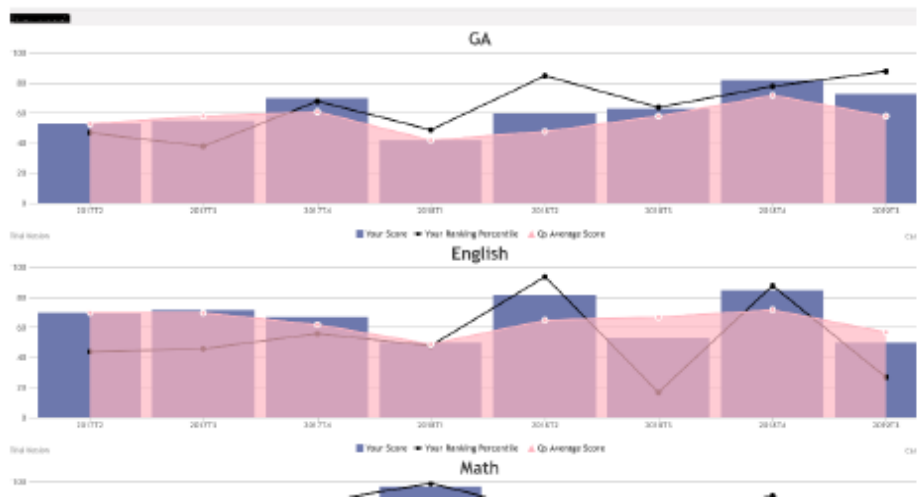
My Qs Home ID: [REDACTED] | Change Password | Sign Out

Home page > My Qs

Year: 2020

Ranking Percentile: e.g. 88% means a student is better than 88% of the population

Test	My Score	Qs Average	Ranking Percentile	Report	Review	Trend
2020JuliHPL45 Trial Test Day1	0%	59%	4%	Report	Review	Trend
2020JuliHPL45 Trial Test Day2	0%	51%	4%	Report	Review	Trend
2020JuliHPL45 Trial Test Day2	3%	51%	6%	Report	Review	Trend
Term3 Level4 Sep Online Test Week1	27%	74%	3%	Report	Review	Trend





Part 6 Qs School Parents' Code of Conduct

家长守则

- 1) Focus on and celebrate the talents and strengths of your children. Strive to always be able to quickly list more than 5 good points about your child
善于发现孩子的优点和长处，能快速列出孩子 5 点以上的优点。
- 2) Understand the importance of listening and communicating. Endeavour to always communicate clearly, effectively and warmly with your child. This will help you to create and maintain a harmonious relationship of trust with your children.
理解倾听和沟通的重要性，能够用清楚、有效、温暖的沟通方式与孩子保持沟通。能够创造信任和谐的亲子关系。
- 3) Understand “solution focus thinking”. In practice, always use this method of thinking, and strive to engage with challenges and solutions optimistically. This will demonstrate to your child how to be resilient and solve problems rather than to let setbacks impede their growth and happiness.
运用 Solution focus(解决方案专注型)的思维方式和方法，在实践中不断运用，和孩子一起乐观面对挑战、解决问题，并引导孩子运用 Solution focus(解决方案专注型)的思维和方法。
- 4) Parents have the power to lead by example regarding discipline with technology. Demonstrating this will empower your children to control their own computer and phone using time. It is important to ensure that you have time to think, and to spend quality time with your child every day. This will be a ‘breath of fresh air’ to both of you and greatly improve everyone’s performance and mental health.



家长能够自律。能控制自己的电脑和手机时间，尽量保证每周每天能够思考、能够和孩子一起共度一些有质量的时间。

- 5) Encourage your child to work harder; this will help them to become ever more dedicated to their academic and personal improvement. As a result they will develop a mindset of growth within them. Parents should not focus solely on children's scores; try to find areas to encourage even at times when their academic progress seems to have slowed down. Unnecessary pressure at such times can often worsen the problem, you should try to create moments of fun and relaxation at times when your child may be suffering from stress.

鼓励孩子的努力、付出和成长型思维，而不是只关注于分数。即使孩子学业成绩不够理想，更要关心和支持孩子。善于观察，在孩子有压力时，能够疏导孩子并引导孩子运用科学面对压力的思维和方法。

- 6) You should be aware of your own emotions, and be able to find solutions to adjust your own negative emotions. You need to create an atmosphere of positivity and harmony in the family environment. When encouraging your child to engage with emotional self-awareness it is important that you also exhibit this quality.

对自己的情绪有觉察力和控制力，能够找到方法转换自己的负面情绪。创造良好积极的家庭气氛。当产生冲突时，先从自己身上找原因。

- 7) Understand the importance of habits. Do not simply criticise your child. Instead, try to move focus in these issues to positive aspects and gradually teach them to develop better habits.

认识到习惯的重要性。不简单除暴地批评孩子，而是把事情往良性积极的方面推进，并逐渐建设孩子的好习惯。



Part 7 Qs School Code of Conduct (Offline Class)

Qs School 学生守则 (线下课堂)

Students have a responsibility to:

- Behave with courtesy and consideration of others. Violence, bullying, verbal intimidation, inappropriate language and offensive behaviour are not acceptable.
- Behave in a safe manner and show respect for learning environments. Avoid running in the building, shouting or screaming, and throwing balls or any other objects.
- Take responsibility for their own learning, work consistently and complete tasks as required.
- Not play electronic games and not use mobile phones during the class or break.
- Be punctual and regular in attendance.
- Respect the school environment by putting rubbish in bins or taking it home.
- Not bring to school any food with nuts or share foods with others. Avoid bringing food with strong odours to school. Avoid eating food in class time.
- Respect school property and the property of staff and other students.
- Not leave school and/or go home alone without parents' consent or to go outside school for shopping or wandering or any other purposes. A written notice to school must be provided if you need to leave school early.



- Not bring expensive items to school. The school cannot be held responsible for loss or damage to any personal item. Do not bring any hazardous object to school.

To ensure that this Code of Conduct is understood by every student in our Qs School community, we have implemented the following acronym, which is easy to remember.

H **humility:** being humble and respectful of our environment.

E **effort:** working hard

A **acceptance:** self-awareness

R **reflection:** thinking about what we believe and how we learn with others



Qs School Code of Conduct (Online Class)

Qs School 学生守则 (线上课堂)

Students have a responsibility to:

1. Qs School Zoom classes are to be treated as a normal classroom lesson in any Qs School campus. For this reason and a way of focusing our minds, always be dressed as if you were going to a campus classroom. Do not stay in your pyjamas as it will alter your focus and learning mindset.
2. It is preferred that children DO NOT work in their bedrooms unless they set up a virtual background. An open, common area as in a study, lounge or kitchen is advisable
3. Choose a quiet place in the house to enter the Zoom class. Be aware of background noise and other possible distractions to your learning.
4. To further enhance your online classroom experience, we ask that all students turn on their cameras so that your face is visible, to allow teachers to engage better with you. We understand that there may be reasons for this not to occur and we ask you negotiate best practice with your classroom teacher. Keep in mind it is the proper way to show respect to your classroom teacher.
5. Ensure your behaviour and attitude is of the expected standard of any Qs student. Teachers may use their discretion to remove you from the class if you choose to act outside these expectations after 3 warnings.



6. Correct behaviour and language is to be used and always respect the rights of other students to learn and to listen.
7. Remain focused and listen during the class
8. Log into the class 5 minutes before the start time to ensure your sound and video functions are working.
9. Have all materials readily available 5 minutes BEFORE your class commences
10. The 'Chat' is only for communication with your teacher and NOT other students
11. Remain in the same Zoom class in which you have been allocated. Do not change classes unless directed to do so by the Qs Campus Office staff.
12. Be in attendance each week.
13. Ensure you have completed your Homework and Pre-Study tasks prior to your lesson.
14. Submit all writing tasks prior to the due date to give your teacher more time to correct and provide valuable feedback.



Part 8 **Make-up Class policy 临时补课政策**

(Offline Class 线下课堂)

In order to maintain our high-level teaching quality at Qs School Box Hill Campus, each Qs student is entitled to a one-off make-up class opportunity per Qs school term.

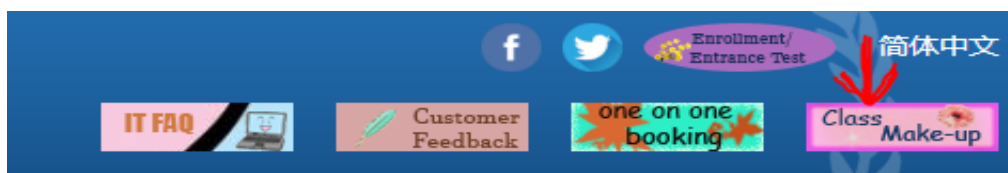
Approval of application for class make-up is subject to the availability of target class seating. Qs Box Hill Campus will make its best effort to accommodate students' request for make-up classes, but there is no guarantee for the success of the application.

Given Qs teaching arrangements, no make-up class is allowed in the first week of each term.

No make-up class should be taken between Online and Offline class.

No make-up class should be taken on a different campus.

Deadline – an application for make-up class needs to be lodged at least **48-hours** before the normal class begins (if the date of the make-up class is earlier than the normal class, then the application needs to be made 48 hours before the make-up class begins). Qs Administration Team will reply to your application as early as possible during the Qs business hours.



Make-up Class policy 临时补课政策

(Online Class 线上课堂)

- In order to maintain our high-level teaching quality at Qs School Box Hill Campus, each Qs student is entitled to a one-off make-up class opportunity per Qs school term.
- Please contact us 2 working days in advance. (请提前 2 个工作日联系我们。)

Contact us

WeChat →



Phone:

Office: 03 9898 6048 **Admin 1:** 04 80269382 **Admin 2:** 04 80264930 **Admin 3:** 04 80264927



Part 9 Permanent Class Swap Policy

永久换课政策

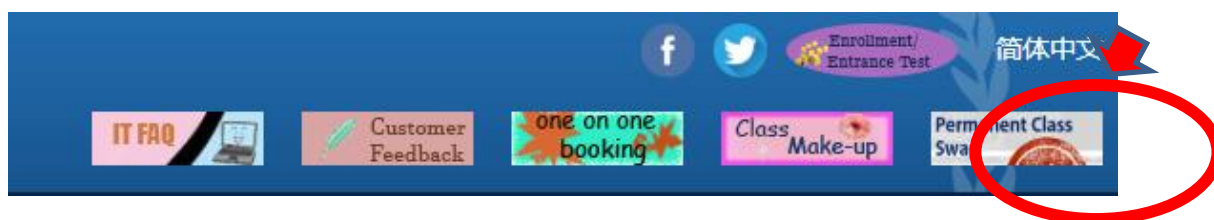
(Offline Class 线下课堂)

Dear Parents and Students,

- Each student is entitled to one opportunity to permanently swap class per term. This can only be done within the **first three weeks** of each term.
- If you need to swap into a different class for next term, you can do that when you enrol for next term at the reception desk.
- Approval of an application for a permanent class swap is subject to availability of seating. Qs will endeavour to accommodate all requests, but we cannot guarantee the success of all applications.
- Please submit your application at least one week prior to the normal class time.
- Given the Qs teaching and testing procedures, no class swaps will be allowed from Week 4 of each term.
- No class swaps are available between different Qs campuses.
- You will receive an email informing you whether your application is successful or not. If your application has been successful, your child can go to the new class. Unfortunately, if we cannot accommodate your child in the new class, they must continue to attend their original class. We suggest you enrol your child in your preferred class for the following term as soon as possible to avoid further issues.

How to apply for a same-level permanent class switch?

- Please visit Qs school official website at www.qsschool.com.au.
- Click on “**Permanent Class Swap**” Button on the top right of the website.



- Fill in the class switch application form step by step and submit it online.

Campus/校区
Sorry, currently only Qs Box Hill Campus opens online booking. Please contact 9572 1205 to book Caulfield Make up class, 9546 2468 to book Springvale Make up class.

Boxhill

Student Name/学生姓名: *

Student ID/学号: *

Mobile / 家长手机 *

Email/邮箱 *

Please check the email address. The make-up confirmation will be sent to this email address./ 请仔细检查您的邮箱地址。补课申请确认信会发送至此邮箱中。



- You will receive a notice of successful submission automatically if your submission is successful.



Same--Level Permanent Switch Class Eform

You have successfully submitted your application, the record number is 1 . Qs will contact you for the application result by email. 换课申请1 已经成功提交, QS会尽快通过邮件通知你申请的结果。

Go to [back to homepage](#) to check your submission

- We will inform you by email of the result of your application for the same-level class switch.
- The student whose name is not on the class roll is not allowed to attend the new class.

Permanent Class Swap Policy

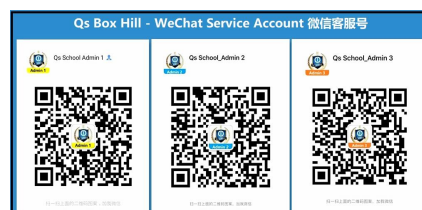
永久换课政策

(Online Class 线上课堂)

- Each student is entitled to one opportunity to permanently swap class per term. This can only be done within the first three weeks of each term.
- Please contact us 2 working days in advance. (请提前 2 个工作日联系我们。)

Contact us

WeChat →



Phone:

Office: 03 9898 6048

Admin 1: 04 80269382

Admin 2: 04 80264930

Admin 3: 04 80264927



Part 10 Qs School Box Hill 2020 Term 4

Enrolment and Tuition Fee Policy

September 2020

Dear students and parents,

Qs School Box Hill endeavours to continue improving the coaching quality and provide better value to students and Parents.

Facing to the COVID-19 problem, based on our very strong IT development in the past years and hard work from all the teachers and staff, Qs School has been enabled for making the best possible supports to our students. We thank you for the very positive feedback.

Considering students health, we will continue providing Qs School “online class” in Term 4. Meanwhile, for those students whom prefer classroom study, the families can choose to come back to the campus for “off line” study. However, if the coronavirus situation getting worse again, to protect everyone’s health, we will move all “off line” classes back to online.

Meanwhile with the school commitment for quality operation, we require the students also commit to the study effectively. Qs School Box Hill has set up the following enrolment and tuition fee policy for 2020 Term 4. Please read it carefully before your enrolment.

- 1.** To encourage students to obtain the best possible results during their study at Qs School Box Hill, a full-term enrolment is required for all main courses and programs in 2020 Term 4.
- 2.** Families need to carefully choose between “online study” or “off line in-campus study”. Due to the class size limitation, once selected, there will be rare chance to change again.
- 3.** For off line in-campus students, if a cough, fever or flu like symptom occurred, the student must not come to the campus. Please follow the Class-Swap policy and function to transfer to an online class in the same week and same level temperately.
- 4.** As the limited positions available on both online and in-campus classes, once students enrolled, no early withdraw, no credit, no refund will be considered.
- 5.** Once the Term 4 enrolment closed, no late enrolment will be accepted.
- 6.** Current student priority: 2020 Term 4 enrolment opens to current Qs School Box Hill students one week earlier than the public to ensure a guaranteed position. Due to the limited positions available, we cannot guarantee positions to existing students when opening to the public. We strongly suggest you do the enrolment immediately.



7. Early-bird discount: 5% will be applied if the student is enrolled at least one full-term course and the payment is made in full by 13th September 2020.
8. For current full Term 3 students, a 10% extra “thank you stay with Qs” discount will be also obtained if the full Term 4 payment received by the discount date, the 13th September 2020.
9. Sibling discount: 5% extra discount will be applied to the second sibling and onwards from the same family when they enrol together at the same time. This discount is for Semester and Full Term On-Time discount students only. The discount is applied to the lower fee students only. The enrolments must be made together and the payment must be made by the on-time discount due date, the 13th September 2020.
10. Any discount applies to tuition fees only, not for textbooks and teaching materials. All discounts apply to a full package of Empower, Elite course and/or a program, not for one or more single subject(s). Neither for study in different Levels.
11. In a very special circumstance, such as hospitalization or disability that prevent a student from continuing his/her study at Qs School Box Hill, notification through official evidences and a written application to Qs School Box Hill may allow us to provide compensation from a special fund. But this will not be guaranteed, and will be less than your tuition fee paid.
12. For students who would like to enrol a main course for less than a full term or want to try a lesson, we recommend you to try at other campuses of Qs School. These are Caulfield, Monash City (Springvale), Point Cook, Knox City, Yarra Valley (Ringwood) and Bayside (Cheltenham).

Please read this policy carefully. By completing your enrolment and payment, you have fully understood and agreed to the above policies.

Qs School Box Hill reserves the right to explain the terms of these policies.

Yours faithfully,

Management Team

Qs School Box Hill



2020 年第 4 学期 Qs School Box Hill 报名和学费政策

(中文翻译 - 内容以英文原文为准)

2020 年 9 月

亲爱的学生和家长们，

Qs School Box Hill 一直致力于提升教学质量和给学生和家长提供更好价值的服务。

面对 COVID-19 疫情，得益于我们过去几年在科技上不断的创新和投入，及全体老师及工作人员的辛勤付出，Qs School 在前三个学期为学生提供了全面有效的线上课程，我们收到了广大家长的非常正面的反馈。对此，我们表示感谢，同时也感谢各位家长对孩子们成长上的付出。

为学生提供健康的学习环境一直是我们首要的目标，我们将在 Term 4 继续提供 Qs School “在线”课程。同时，对于那些希望回到教室学习的学生，可以选择线下课程进行学习。但是，如果冠状病毒情况再次恶化，我们将把所有“线下”班级重新上线。

在学校承诺提供优质的培训的同时，我们也要求学生作出有效学习的承诺。为此我们制定了 2020 年 Term 4 报名及学费政策。请在注册及缴费前仔细阅读。

1. 为鼓励学生在 Qs School Box Hill 学习期间获得最佳成绩，2020 年第 4 学期的所有主要课程都需要整学期报名。
2. 在报名时，家庭需要在“在线学习”或“回校区学习”之间作出谨慎选择。由于班级人数的限制，一旦选择，将几乎没有机会再次更改。
3. 为了保证公共卫生，对于回校区上课的学生，如果出现咳嗽，发烧或类似流感症状等，该学生不得来校区。请遵循 Class Swap 政策，在同一星期和同一 Level 申请临时转为线上平行班上课。
4. 由于在线课程和回校区课程都只能提供有限的位置，一旦学生注册缴费，就不能提早退学、也不能记积分、不能退款。
5. Term 4 报名一旦结束，将不接受任何后期报名。
6. 当前 Qs 学生的报名优先权：2020 年 Term 4 的入学提前一周向 Qs School Box Hill 现有学生开放，以保证位置。一周后面向所有人开放报名。由于位置有限，全面开放报名后我们则无法为当前 Qs 学生保留位置。请现有学生报名从速。
7. 早鸟折扣：如果学生至少报读一门整学期主课，并在 2020 年 9 月 13 日之前全额付款，将享受 5% 的折扣。



8. 感谢与 Qs 一起特殊折扣：对于当前的 Term 3 读全科整学期就读 Qs 学生，如果在 2020 年 9 月 13 日的折扣日期之前报名完整 Term 4 课程并完成全额付款，还将一次性获得额外 10% 的“感谢与 Qs 一起”折扣。

9. 兄弟姐妹折扣：对于以上按时交费折扣获得者，如果同一家庭另一个或多个子女在同一时间报名 Qs School Box Hill 并在截止日期前付清全部费用者，从第二个孩子起，享受额外的 5%折扣，这个折扣只能用在较低学费的孩子身上。不同时报名的兄弟姐妹不能享受这一折扣，并且必须在按时折扣到期日（2020 年 9 月 13 日）之前付款。

10. 以上所有折扣只针对学费，不针对教科书和其它教学资料。所有折扣只针对报读 Empower, Elite 全部课程以及其它的专项课程，不针对选择一个或多个单科学习或不同 Level 的课程。

11. 对于极其特殊理由，比如住医院，残疾而无法继续在 Qs 的学习，请向 Qs School Box Hill 管理层提出书面申请并附有有效证明文件。管理层审议后可能会提请慈善基金给予适当补贴。请注意这个补贴不能保证、通常也与所交学费不等值。

12. 对于想参加 Qs School 培训，但无法承诺全学期学习的学生或想试课的学生，我们建议与 Qs School 的其它校区 Caulfield、Monash City (Springvale)、Point Cook、Knox City、Yarra Valley (Ringwood) 或 Bayside (Cheltenham) 联系，他们可能在部分年级有少量位置可以满足不同学生的要求。

请仔细阅读本政策。您的注册和付款完成时，表示您已完全理解并同意本政策。

Qs School Box Hill 保留解释本政策条款的权利。

此致敬礼！

Qs School Box Hill

管理团队



Campuses Information

Box Hill Campus	Caulfield Campus
Business hours Saturday 8:30 am – 5:30 pm Sunday 8:30 am – 5:30 pm Tuesday- Thursday 1:30 pm – 8:30 pm	Business hours Saturday 8:30 am – 5:30 pm Sunday 8:30 am – 5:30 pm Tuesday 14:00 pm – 8:00 pm
Contact Phone: (03) 9898 6048 Email: Boxhill@qsschoolgroup.com.au Address: 18 Ellingworth Parade, Box Hill VIC 3128	Contact Phone: 0411 729 992 Email: Caulfield@qsschoolgroup.com.au Address: 933 Glen Huntly Rd, Caulfield VIC 3162

Monash City Campus	Point Cook Campus
Business hours Wednesday 2:00 pm – 8:00 pm Saturday 9:00 am – 5:30 pm Sunday 9:00 am – 5:30 pm All other days by appointment	Business hours Saturday 1:00 pm – 5:00 pm Sunday 9:30 am – 5:00 pm
Contact Phone: (03) 9546 2468 Email: springevale@qsschoolgroup.com.au Address: 1 Springvale Rd, Springvale VIC 3171	Contact Phone: (03) 9369 8870 Email: pointcook@qsschoolgroup.com.au Address: 6/22-30 Wallace Ave, Point Cook



Knox City Campus	Yarra Valley
Business hours Saturday 10:00 am – 4:30 pm Sunday 10:30 am – 4:30 pm Tuesday 1:30 pm – 6:00 pm Thursday 1:30 pm – 7:00 pm Friday 1:30 pm – 7:00 pm	Business hours Sat: 1:30-4:00pm Sun: 10:00 - 4:00pm
Contact Phone: (03) 9887 3565 Email: Knoxcity@gsschoolgroup.com.au Address: 2C Capital City Blvd, Wantirna South, VIC 3152	Contact Phone: 0480120331 Email: yarravalley@gsschoolgroup.com.au Address: Gate C, Science Building, Yarra Valley Grammar, Kalinda Road, Ringwood, VIC 3134

Bayside Campus	Preston Campus
Contact Phone: (03) 9585 1234 Email: Bayside@gsschoolgroup.com.au Address: 4/350 Charman Road, Cheltenham, VIC 3192	Contact Phone: (04) 80291242 Email: Preston@gsschoolgroup.com.au Address: Building R, Melbourne Polytechnic Preston Campus (Entry from 77-91 St. George Rd), Preston, VIC 3072