



College council will review this policy every three years or as directed by DET

**Date approved:** June 2016

**Date of next review:** 2019

## RATIONALE

Participation in the full fee paying International Student Program provides for greater cross-cultural experiences for students, as well as the generation of additional funds for College development.

## PURPOSE

- To enhance the understanding and tolerance of different cultures for all students and staff;
- To provide educational opportunities for International students; and
- To provide opportunities to further develop the College resources and support educational programs.

## GUIDELINES

- The College will sign a Memorandum of Understanding with the Department of Education and follow Ministerial guidelines in implementing an International Student Program at the College. In addition, the College will adhere to legislative framework as outlined in the Education and Training Reform Act 2006 and relevant ministerial orders as well as Commonwealth Legislative framework.
- The College will follow the requirements outlined in the International Student Program in Victorian Government Schools School Resource Kit in the development and implementation of the program.
- Enrolments will be decided by the Principal, Assistant Principal and International Coordinator, in consultation with the relevant Head of School. Consultation with certain specialist subject areas, such as EAL, may also occur.
- Students will be provided with a range of publications. These will outline – rights, rules, obligations, expectations, the process for making complaints and child safety and welfare advice:
  - 1) International Student Handbook
  - 2) Pre-arrival Instructions
  - 3) Parent Student Welcome letter
  - 4) Principals Welcome letter
  - 5) International Students Homestay responsibility document
  - 6) International Student Safety & Welfare Complaints Policy and Procedures – Homestay & School related matters
  - 7) International Student Homestay Policy
  - 8) Homestay information for providers
  - 9) Homestay information for students
- A Welcome Program will be provided to new students. The program will include support such as: airport collection, contact with families to provide relevant information, allocation of a 'buddy', English Language Centre visits, a school tour, assistance with banking, use of transport, familiarisation with College rules and assistance in acquiring the College uniform and text books.

- Welfare needs will generally be catered for by using the same structures as for local students, e.g., Year Level Coordinators, College Nurse and Student Wellbeing Leader. However, the International Student Coordinator will also play a key role in counselling and managing students, in conjunction with Sub School staff and other welfare personnel. Students will be formally interviewed each semester by the International Student Coordinator and welfare reports completed. An Assistant Principal will oversee the implementation of the International Student Program at the College.
- Homestay accommodation will be provided from a list of College Approved Homestay hosts. No students should be permitted to move into independent living arrangements. It is the preferred position of the College that all students remain in Homestay accommodation during their time at the College.
- The College will maintain regular communication with English Language Centres, parents, guardians, Homestay hosts, off shore educational agents and DET about the welfare and academic needs and progress of International Students.
- The College will offer Intensive English Language tuition to International students in preparation for VCE. English Language Centres will normally provide Intensive English Language tuition for students in Years 7 to 9.
- The International Student Coordinator will monitor student academic progress and attendance to ensure compliance with visa regulations and College expectations.
- Students will be assessed by English Language Centres and Doncaster Secondary College. Reports will be prepared and translated, as required, and forwarded to parents/guardians.
- International Students will be supported in academic studies by multicultural assistants. This assistance may also be provided out of class-time.
- Disbursements from the International Education Division (IED) will be monitored by and any discrepancies notified to the IED for correction.
- The College will market the program by the production marketing materials, inclusion of information in DET marketing publications and by involvement in local of international marketing trips to visit recruitment agents and to meet parents of International Students.