



# INTERNATIONAL STUDENT ORIENTATION

## Addendum to Admission, Enrolment & Attendance Policy

### PURPOSE

Kingsbury Primary School provides placement for International Students from many culturally and linguistic diverse backgrounds, and experiences. Our Orientation program is an important component of the student support program that the school offers to International Students.

### SCOPE

The orientation process should prepare new International students to fully participate in the academic and co-curricular programs offered by the school. It should also provide students with the necessary information to be part of the community in which they are living.

### IMPLEMENTATION

- Each year, orientation programs for all new students are based on their year level of entry and focus on familiarising new students with the school, daily routines and programs for learning.
- The school will ensure the transition process should be made smooth and as stress free as possible for students and parents/carers.
- Kingsbury Primary School acknowledges International students may need more intensive and individualised support for their learning across different areas of the curriculum, also whilst adjusting to a new country and education system.

Kingsbury Primary School has an expectation that parents/carers share the responsibility to foster the physical, social and emotional wellbeing of each student and that students are better prepared for learning when they are healthy, safe and happy.

### Procedures

- Meet with the International Student Program Co-ordinator.
- Tour of the school and facilities provided by the Principal or nominee.
- Collection of mandatory documentation and information from enrolling family, e.g. visas, Birth Certificate, proof of immunisation, Confirmation of Enrolment (CoE for parents) etc.
- Confirm eligibility school admission and enrolment from International Education Division ([www.study.vic.gov.au](http://www.study.vic.gov.au)).
- Provide general orientation information and materials, such as Starting School booklet, uniform list, attendance requirements, advising intended leave, student progress and reporting.

The following may be dependent upon a student's point of entry into the Australian schooling system:

- Participation in whole school orientation program with year level cohort at the beginning of the school year.
- Provision of individual orientation program for students entering school at different points of time during the year.
- Assistance with development of connections with teachers and friendships with classmates, providing additional support through first language speakers, and EAL teacher.

### **Responsibilities**

- The International Student Program co-ordinator will assist parents/carers with enquiries and/or concerns regarding their child in relation to administration and requests for information.
- The school may request assessment and referral to the English Language Outpost for students with little or no English language skills. This assessment will determine criteria and eligibility for attendance at the English Language Outpost. Recommendations may be made to parents/carers for placement for a period of up to one (1) semester.
- The school based EAL program will be supplemental and aligned within the curriculum standards, and as such the EAL teacher will maintain close communication with the student's classroom teacher.
- An EAL teacher will provide students identified as requiring additional support with 1:1 individual and/or group setting instruction and teaching. This may occur within or outside their main classroom setting.
- International students entering at Foundation (Prep) level will be informed in writing of their class teacher prior to commencement at Kingsbury Primary School, if applicable.
- At the end of each school year, students will participate in a 'transition day'. This allows all students to transition to their next year level to meet the teacher and become familiar with their new classroom environment.
- At the end of Year 6 students will participate in a state-wide orientation program for transition to secondary school. Parents/Carers will receive information regarding this process from the nominated Transition to Secondary School Co-ordinator.

### **RELATED POLICIES AND RESOURCES**

[www.study.vic.gov.au](http://www.study.vic.gov.au)

[Admissions, Enrolment and Attendance Policy 2020](#)