



International Students Program Policy

Background

Huntingdale Primary School understands the benefits of providing an education for students that is broad ranging. This includes building on the multiculturalism within the school, providing a curriculum program that focuses on thinking skills, international perspectives and our bilingual language program.

We welcome students from a range of family backgrounds living in Australia and also welcome students who have come from abroad and value the rich experiences they bring. We are committed to maintaining accreditation for enrolling international students and providing a high quality educational experience for these students in our school. In doing this the school is committed to the safety and wellbeing of all children and young people, regardless of their age, culture, beliefs, socio-economic circumstances, disability, family living situation, child rearing practices or educational level. There is a culture of 'no tolerance' for child abuse.

Purpose

To ensure Huntingdale Primary School:

- Maintains accreditation to accept international students.
- Follows the Department of Education and Training (DET) standards in regards to international students.
- Complies with the Child Safe Standards.
- Provides an educationally rich experience for international students.
- Provides a positive transition process of international students into the school.
- Adheres to the DET Values of accountability, leadership, respect, impartiality, integrity, human rights and responsiveness when implementing the international students program.

Links

DET has a range of resources to support this policy:

<https://www.study.vic.gov.au/en/Pages/qualitystandards.aspx>

Implementation

- The Principal will have overall responsibility for implementing this policy.
- The Principal will appoint an International Schools Coordinator to lead and manage the program.
- The school's policy works in conjunction with DET publications *DET International Student Program (ISP) Quality Standards (2018)* and *Accreditation Support Guide for Schools (2018)*
- The school will enrol a certain amount of international students each year, which is decided by the Principal. This is communicated to the International Education Division.



National Code Standards

The school will implement and meet National Code Standards for International Students in the following ways:

Standard 1- Marketing and information practices

The school will ensure it:

- Has correct and up to date information about the school and its programs on its website.
- Clearly identifies the International Schools Coordinator and CRICOS number (Department of Education and Training, 00861K)
- Clearly states it is a Japanese Bilingual School.

For information about the Victorian International Study Program please click [here](#)

Standard 2- Recruitment of an International Student

The school will ensure it:

- Provides details such as, but not limited to, the school's curriculum, minimum levels of English requirements, resources available to students (facilities, equipment etc.), fees and relevant information about living in Australia (e.g. transport)
- Provide information about translation services
- Makes provision for the student to attend the English as an Additional Language Program (EAL).
- Has a detailed information pack to carers/parents prior to the arrival of the international student. Secondary schooling options will be discussed, particularly if the child is in Year 6 at the school.

For more information on enrolment see:

<https://www.education.vic.gov.au/school/principals/spag/curriculum/pages/program.aspx>

Standard 3- Formalisation of enrolment

The school will ensure it:

- Completes enrolment using DET procedures. The International Students Coordinator will be responsible for ensuring that all the relevant processes of enrolment are complete to DET requirements and on CASES21. This also includes liaising with the International School's Division on matters related to the enrolment and ensuring that written agreements are signed and fees are billed and collected.

Standard 4- Education Agents

The school will ensure it:

- Only engages with education agents that are accredited by DET International Education Division.
- Does not have direct contractual agreements with education agents.
- Reports and terminates a relationship with any agent who we feel is not genuine, unethical, gives false or misleading information and is not working within DET guidelines.
- Does not accept any students from an agent who is also providing migration advice, unless the agent is authorised to do so under the Migration Act 1958.
- Provide feedback to DET on an education agent's performance via the Education Agent Performance and Conduct form if interaction with agents has taken place.



Standard 5- Younger overseas students

Child Safe Standards

- All international students have the same rights under the Child Safe Standards as other children do at Huntingdale Primary School.
- All the [Child Safe Standards policies](#) are available on the school website for potential and actual international students' families to read.
- All staff will follow the same procedures as outlined in the Child Safe Standards for all international students.
- All staff will have six monthly professional development refreshers on the Child Safe Standards and yearly Mandatory Reporting Training.
- The following policies and procedures will apply for international students:
 - Mandatory Reporting Policy including the CCYP Reportable Conduct Scheme
 - Code of Conduct
 - Risk Assessment
 - Emergency Management Plan (on DET portal)

The school will ensure that primary age international students have accommodation, support and that their general welfare needs met. This will include:

- Ensuring the student has adequate means of getting to and from school.
- Providing information about cultural and welfare agencies that may assist the family.
- Providing details of local resources such as shops, libraries, parks, transport, and sporting clubs etc. to ensure they are connected to the local community.
- Providing information about before and after school care.

Additional Information can be found at:

- [Child Safe – Protect website](#)
- [DET Reportable Conduct Scheme requirements for schools](#)
- [Department of Justice and Regulation Working With Children Check, Check Status Service](#)
- [VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years](#)
- [VRQA Child Safe Standards website](#)
- [WWCC Applications](#)
- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#). Information specifically in relation to international students is on pages 39, 48, and 49. The Reportable Conduct Scheme is on p 10.
- [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#).
- [Recording your actions: Responding to suspected child abuse](#).



Standard 6: International Student Support Services

The school will ensure it:

- Notifies DET of international student non-arrivals within a day of their scheduled commencement date.
- Updates all student information on CASES21.
- A formal school tour so the child/family can familiarise themselves to the school environment.
- Distributes a Parent Information Book.
- Link families into the school's 'Flexi Buzz' and 'Grade Xpert' (reporting) services so they can keep up to date with important school dates and functions.
- Completes an orientation checklist.
- Has confirmation of the students' correct residential address, telephone numbers and email address every 6 months.
- Provides students with a Student Safety Card. (See below)
- Has access to interpreter services if needed.
- Completes a referral to other school services as needed, for example EAL Program, Social Worker.
- Gives the child a 'buddy' to assist him/her to orientate themselves in the school community.
- Provides a teacher support person for the international student. This could be a member of the Principal Team, the Student Wellbeing Team or another suitable staff member in the school.
- Organises a formal parent/teacher interview to discuss the child's learning goals, educational needs and welfare.

Standard 7 – Transfer between registered providers

The school will ensure it:

- Has efficient and timely implementation of processes to transfer international between Victorian Government ISP schools and between government and non-government CRICOS registered schools including notification to DET and the maintenance of appropriate transfer assessment records.

Standard 8- Monitoring Course Progress and Attendance

The school's Student Attendance Policy extends to international students. The school will ensure it:

- Uses Grade Xpert to record student attendance.
- Communicates to parents/legal guardians that 80% attendance of school is required.
- Assesses any leave requests and only approve them if there are compassionate and compelling circumstances, and inform DET IED of any such approved leave
- Implements procedures consistent with the Student Attendance Policy if international student's attendance is at 80%. This includes notifying the International Education Division of non-attendance and the child's parents/legal guardians.
- Provides intervention strategies as per the school Attendance Policy if the international student's attendance is at 90%.
- Provide DET with information on compassionate or compelling reasons why an international students' attendance is between 70-80%.
- Provides parents with regular reporting of student academic achievement as per the school's Assessment and Reporting Policy.
- Monitoring of the international students visa expiry dates by the International School's Coordinator and reminding parents ahead of time that visas need renewing.
- Ensuring that all planned absences are approved by the Principal before the date.



Standard 9- Deferring, suspending or cancelling a student's enrolment

The school will ensure it:

- Gives DET timely notification of approved changes to student enrolments including student leave, transfer to another education provider or withdrawal to return to the student's home country
- Records any school initiated suspension or cancellation of enrolment e.g. misbehaviour

Standard 10- Complaints and Appeals

The school's [Complaints Resolution Policy](#) extends to international students.

The school will ensure it:

- Tries to resolve all complaints at the school level and document this.
- Advise the family that the complaint can be escalated to DET where the matter is not effectively resolved at the school level.
- Maintains an international students enrolment until the complaints process has resolved.
- Provision of relevant information to DET to facilitate the resolution of a complaint or an appeal in an efficient and timely manner.

Standard 11- Additional Registration Requirements

The school will ensure it:

- Participates in scheduled International Schools Program audits.
- Monitor the school's enrolment cap and submitting an enrolment cap variation if needed.
- Provide IED with any third party education providers contractual agreements.

Evaluation

This policy will be reviewed as part of the school's 3-year cycle or as needed to comply with DET policy changes or an International Education Division audit.

Document Status

Reviewed	School Council Ratification	Next Review
September 2016	15 th November 2016	15 th November 2019
March 26 Principal & International Students Coordinator My 21 Education & Future Directions	19 June 2019	June 2021



Additional Risk Assessment for INTERNATIONAL STUDENTS

This risk assessment works in conjunction with the school's Risk Management policy. The school has identified additional risks associated for international students.

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible ?	Target risk rating
Unknown people and environments at excursions and camps	Child safety code of conduct Strategies developed to embed culture of child safety Clear child safety reporting procedures	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Assessment of new or changed environments for child safety risks Ensure Code and strategies apply in all school contexts 	Principal, School Council Chair	Low
Parent of International student not clear on how to report child abuse	Child Safe policies and Reportable Conduct Scheme policies available on school website	High	High	High	<ul style="list-style-type: none"> Provide the factsheet (attach translated copy available on the Education website) and the school's child safety documentation to parents in the Pre-Departure Pack. 	ISC	Low
International Student not clear on how to make a report if feeling unsafe or if there is an incident of child abuse to them or others	Information on Child abuse and reporting it provided to students in Orientation. Definition of child abuse and how to report it discussed with International students.	Likely	High	Medium	<ul style="list-style-type: none"> Provide student with Easy English Factsheet during Orientation. Discuss Child safe standards and reportable conduct with student at regular catch ups. 	ISC Principal	Low



International Student is unable to be contacted	Orientation program includes expected behaviour, communication, emergency contacts and importance of all contact details to be kept up to date	Likely	High	Medium	• Discuss Child safe standards and reportable conduct with student at regular catch ups.	ISC Principal	Low
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