



International Students Orientation Policy

Orientation programs are an important part of the student support program that Ivanhoe Girls' Grammar School offers to international students.

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 the students with the necessary information to be a part of the community in which they are living.

Each year there are orientation programs organised for all new students to the School. They are based on the year level of entry and they have a focus on familiarising the new students with the School, its programs, the students at their level and school routines.

International students need more intensive and individualised programs to cover many of the aspects of studying not only in a new school but also a new education system and country, often without the support of parents.

Orientation Procedures

There are several stages in the orientation of new international students. Where possible they are invited to be involved in whole school orientation as well as the specific international programs. Orientation also continues well after the initial few weeks at the School.

The Orientation Program

End of Year Prior to Enrolment

As most of the new students to the School attend ELICOS courses prior to commencement they are able to commence orientation earlier. The following meetings are arranged:

- Interview with the Director of Admissions and International Student Coordinator and Head of Curriculum to:
 - Ascertain student's interests both curricular and co-curricular matters
 - Select subjects and provide course advice
 - Confirmation of accommodation and guardianship arrangements
 - Meet the Principal and Year Level Coordinator
 - Tour of the School.
- Attend whole school orientation program with appropriate year level spending time with student mentors for activities:
 - Year 11 General VCE Orientation and some subject orientation, social activities
 - Year 10 Participation in year level social service activity, mainly a social focus
 - During these days there is an opportunity to meet the Year Level Coordinator and some of the teaching staff, visit the Library, and other facilities.

- Other opportunities to meet with key staff to follow up on any other matters, especially subject selection.
- Students are also given general orientation material during Term 4 prior to commencement including: Senior School Handbook, uniform lists, booklists, extra activities e.g. music tuition etc.

Director of Admissions and International Student Coordinator are able to assist with purchase of textbooks and uniforms if necessary.

Specific International Student Orientation Program

The International Student orientation program is held the day prior to commencement of the academic year.

The International Student program runs for 2 half days, one in November (If students are in Melbourne) and one in late January.

The program is run by the International Student Coordinator with the assistance of:

- Global Liaison Prefects
- Director of Admissions.

The activities for the day are:

- daily routines and practices in the School
- introduction to key staff including the Principal, Head of Senior School, Year Level Coordinators, Tutors, EAL staff, LOTE teachers, School Counsellors and Careers Counsellor, Student Services staff member
- students are given an International Student Orientation pack which includes: International Student Handbook, health cover details (cards, material), general information about living in homestays, customs information and visa information to reiterate main student requirements regarding attendance, progress and address
- timetables are given to students and discussed at length. Student diaries are also given to the girls
- tour of the School with particular reference to timetable
- technology Orientation Session – sessions in computer labs where students are given login and password for the Intranet and also personal School email address and also have an opportunity for hands on use with IT staff
- lunch provided at School.

Ongoing Orientation

The ongoing orientation is provided by a number of staff:

- International Coordinator who sees girls informally at lunchtimes/recess most days during first weeks
- Year 10 and 11 EAL staff who provide ongoing assistance with orientation matters as they arise especially with regards to academic matters
- Year Level Coordinators and Tutors monitor and assist where necessary as they do with all new students
- School Counsellor meets with new students during their first term in the School.

Intake during the Academic Year

- The School only allows intake to Year 9 and 10 once the year has commenced. As students are usually at ELICOS centres they are invited to participate at any of the regular orientation sessions held after their arrival in Melbourne.
- In past years the School has had only one or two mid-year starts and the program is run on an individual basis by the International Student Coordinator, EAL staff and the Director of Admissions.