



International Students Support Policy

Ivanhoe Girls' Grammar School supports the international students enrolled at the School in the same manner that it supports all students plus several additional support services specifically for international students.

Support for Students

Ivanhoe Girls' Grammar School provides a wide range of support for all students, either with staff members or by accessing external personnel when necessary. All welfare support services provided within the School and any referrals (to external services) are provided to the students at no cost.

Pastoral Care

The School has a long-standing, well established pastoral care system in place. Students belong to a pastoral care group (a tutor group) of 14 to 15 students. They meet with their tutor each day, with an additional, extended session once a week. Each year level also has a Year Level Coordinator who oversees the welfare of all students at that year level together with the team of tutors.

To support the Tutors and Year Level Coordinators the School has two School Counsellors (both qualified psychologists) and a Chaplain.

Academic Program

The academic program is overseen by:

- Director of Learning and Teaching
- Head of Curriculum for Years 10–12 (VCE program)
- Head of Curriculum Years 7–9
- Head of Curriculum for Prep–Year 6
- Heads of Faculty.

Careers and Course Advice

Careers advice and support is given by the School Counsellors and Careers Coordinator.

Specific Support for International Students

In addition to the above-mentioned staff, the School provides additional, specialised support staff for international students:

- the International Student Coordinator
- the EAL staff.

The International Student Coordinator

The International Student Coordinator is appointed by the Principal to oversee the welfare of the international students enrolled in the School. The Staff member appointed holds the position for three years (and is eligible for reappointment) and has a time allowance to perform this role.

The International Student Coordinator liaises with the Principal, Deputy Principal, Head of Senior School, Year Level Coordinators, Heads of Curriculum, Faculty Heads, the Director of Admissions, Student Services, School Counsellors, Career Counsellor, tutors and teaching staff to monitor the progress of international students, both formally and informally, as well as following up any specific needs proactively with the student and relevant staff as the need arises.

A more detailed outline of the role of the International Student Coordinator is given in supporting documentation and in the International Student Handbook.

The Director of Admissions

The Director of Admissions is responsible for:

- the provision of accurate information to enable prospective parents of international students to make informed decisions
- the enrolment of international students as well as local students
- issuing of Confirmation of Enrolment form through PRISMS
- visa and other requirements of the Department of Immigration and Border Protection
- arrangement of accommodation and welfare of international students including homestay and guardianship arrangements
- overseas student health cover requirements
- maintenance of policies and procedures for the enrolment of international students.

EAL Teaching Staff

The EAL teaching staff are responsible for:

- testing students on arrival to ascertain current English levels and thus provide teaching staff with up-to-date information about each student. The reports also include background information for each student. The testing program used and a sample report of those given to teaching staff are included in supporting documentation
- teaching of English language skills including writing, reading comprehension, listening and speaking, grammar, punctuation and idiomatic expression
- liaising with teaching staff regarding any modification of academic tasks as required
- professional development for staff regarding teaching methods best suited to international students
- pastoral care of students. Because of the nature of the EAL classes (very small size, frequent contact and discussions) EAL staff also take a significant pastoral care role with the students.

Financial Matters

The Director of Corporate Services is responsible for:

- all matters concerning fees and accounts (including international students)
- students may either contact the Finance Manager directly or with the assistance of the Director of Admissions or International Student Coordinator
- any personal financial matters may also be discussed with the Finance Manager.

Other Issues

Academic Support

- Should a student need extra assistance with academic matters, either the student or the International Student Coordinator will arrange extra assistance from the class teacher either at lunchtime or in study periods.
- Peer tutoring and extra support in mathematics is available at the school after school hours on alternating Mondays and Tuesdays.
- For students in Years 11 and 12, every Thursday Lessons 5 and 6 are timetabled as VCE Common Time. These lessons have no scheduled classes but are used for common tests, school assessed coursework tasks or speakers for all subjects. If a student is not required for any of these then she may be required to attend to complete tasks, to catch up on work missed or complete work not submitted, under the supervision of a staff member.

Health Matters

- The International Student Coordinator assists students to make medical, dental or appointments.
- The Student Services Office is staffed by a qualified first aider. She is available to assist students with minor illness during the school day. This staff member also can assist with access to further medical treatment if required.

Translation and Interpreting Services

- The School will arrange for translation and interpreting for a student at either staff or student request. For general matters several of the staff are Mandarin speakers and will assist students, staff and families.
- The School will arrange for an interpreter from the Victorian Interpreting and Translating Service, at the School's expense, to assist in matters of a more serious or personal matter requiring an independent person.
- Guardians also may assist with interpreting.

Legal Assistance

- Should a student require or request legal assistance the School will refer the student to Victorian Legal Aid, Department of Justice. The legal costs will be borne by the student.

General Staff Awareness of ESOS Obligations

- All teaching staff are made aware of the School's obligations under the ESOS framework by:
- specific written information included in the Staff Handbook in the International Student section. This is available electronically on the School Intranet
- oral briefings and reminders at the commencement of each academic year at a whole school staff meeting and specific Year Level Coordinator briefing for those levels with international students
- specific briefings by either the Director of Admissions or International Student Coordinator to all staff members dealing with international students (either academically or in pastoral care)
- specific prompts/reminders through the year from the Director of Admissions or the International Student Coordinator to staff regarding the key requirements, tasks or deadlines.