

# Procedures for International Student Program



## Colonel Light Gardens Primary School



Government of South Australia  
Department of Education and  
Children's Services

Department of Education & Children's Services  
T/A South Australian Government Schools  
CRICOS Provider Number: 00018A



## Change of Address

- Change of address notification included in parent handbook
- Parent notifies staff of change
- Parent asked to complete form with assistance of BSSO
- Office staff to notify Manager of IES program
- Manager to notify DECS IES

## Critical Incident

- A critical incident occurs when an outside agency is involved in the student's wellbeing whilst at school or home, or where an incident requiring considerable intervention occurs at school. For example, a student may disclose information, be involved with the Police, require counselling for an event in their home country etc.
- Staff report critical incidents involving international students to a Leadership Team member
- Critical incident documented and added to student file
- Parent to be informed of incident and invited to meeting to resolve incident
- Actions to be undertaken documented, implemented and monitored
- Leadership team to report to DECS IES

## Training on ESOS and National Code 2007

- Staff inserviced each year on the National Code and ESOS Act 2000(Education Services for Overseas Students Act)
- Staff meeting time to be allocated for T&D regarding international students
- Regular report at each staff meeting regarding ISP
- Discussion at Governing Council Meeting each year
- Report at each meeting regarding ISP

## Students at Risk

- Manager to discuss with staff early in the year the need for student management and well being
- Staff to monitor and report to Manager if concerns arise
- Manager of ISP to meet with students each week
- Manager, Principal, Deputy Principal, ESL teacher BSSO and to meet with parents informally on a regular basis
- Manager to inform Principal if any concerns arise re international students
- Meeting to be arranged with parent, BSSO and Manager if student concerns arise
- Intervention strategies to be implemented as decided

## Attendance

- Teachers and office personnel reminded of need to monitor attendance of international students
- Roll sheets are marked daily and sent to the office for recording each week
- Unexplained absences, prolonged absences or regular non-attendance to be reported to Manager ISP
- Manager ISP to organise meeting with parent to discuss absences and any support needed for the family.
- Manager to inform DECS IES if issues continue

## Behaviour Management

- International students to follow school policy regarding Behaviour Management
- Regular problems with behaviour to be reported to Manager ISP and Principal/Deputy Principal
- Meeting with BSSO, student, teacher and Leadership member to then be arranged
- Actions to be undertaken to be documented and monitored
- Parent to be informed and/or involved in meeting
- Any suspension to be considered carefully in line with Visa conditions

### International Student Numbers per year

- Each term the Principal will determine the number of places available for international students based on enrolment numbers

### Resourcing of ISP

- Discussion re resourcing at end of term 4 when some indication of numbers for next year available
- Governing Council to assign money for resourcing in budget
- Principal and Manager ISP to discuss recommendation and staffing resources needed
- PAC to look at recommendations re salary allocation – Manager ISP, ESL and BSSO
- Principal to fill positions

### Quality Assurance

- Policies and procedures to be reviewed by the Leadership Team annually after consultation with stakeholders
- Student achievement monitored through classroom assessment processes and ESL scaling
- Annual reviews with the school community regarding knowledge and understanding of, and satisfaction with, the program.