

OVERSEAS STUDENT ORIENTATION PROGRAM POLICY AND PROCEDURES

1. PURPOSE

Fintona Girls' School (the School) is committed to supporting overseas students enrolled at the School settle into their life in Melbourne as well as their studies at School. We are committed to meeting Standard 6 Student Support services of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code) and the Victorian Registration & Qualifications Authority Guidelines for the Enrolment of Overseas Students Aged Under 18 (VRQA Guidelines) to ensure that appropriate orientation program and support arrangements are in place for our overseas students especially those under the age of 18.

2. SCOPE

This Policy applies to all employees, volunteers, Board members, contractors, overseas students, and any other persons supporting our overseas students.

3. POLICY

The School Overseas Student Orientation program will provide students with age and culturally appropriate information on the School's expectations, rules and facilities and introduce the social and cultural norms which overseas students need to be aware of whilst in Australia.

The orientation program will be designed to prepare new overseas students to undertake the rigours of academic studies and Fintona community life in a supported manner. The Overseas Student Orientation program will be managed by the appropriate Head of School with support from the Registrar.

Each year the orientation program will be organised for all new overseas students enrolled. This program will encompass the New Student Induction process but is more detailed and explicit to ensure overseas student safety and wellbeing as overseas students also need to grapple with changes that come with a new country, city, school system, language and procedures.

Overseas students will be invited to undertake the New Student Induction process and the Overseas Student Orientation program which continues throughout the year with New Student Catch Up meetings scheduled with the relevant Head of School or Year Co-ordinator.

4. NEW STUDENT INDUCTION PROCESS

The Registrar will ensure the Overseas Student Enrolment Pack has been received by the student's parents or legal guardian and accepted by completing, signing and returning the Overseas Student Written Agreement.

Appointments are made for new overseas students entering the Senior Campus in the year prior to their first day at school or first day during the End of Year program. The appointment time with the Head of Learning, Teaching and Development is to confirm the students' subjects are selected and they have had a chance to discuss their program.

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5. END OF YEAR PROGRAM (PRIOR TO ENROLMENT)

Prior to the school year beginning there are two opportunities for orientation with one program held during the End of Year program in November and another in January prior to Term 1 commencing.

Middle School has a 'Step-up' program and a transition morning.

Senior School has an Orientation Day/Step-Up program and VCE transition days.

As part of the End of Year program the following is arranged:

Middle School:

- welcomed to the School by Principal and Head of Middle School;
- be allocated a buddy in their own year level;
- join with Year Level or House Group Year Level participating in activities running as a part of the End of Year Program;
- during this time students will also meet staff, apart from their Tutor Group teachers, and meet students in their Tutor Group / Year Level Group; and
- during this time students will also be able to ask any further questions about subject selection, uniform, resource lists, co-curricular program and work through the appropriate school handbooks and support services.

Senior School:

- meet with Head of Senior School and Year level Co-ordinators;
- join with Year Level or House Group Year Level participating in activities running as a part of the End of Year program;
- during this time students will also meet staff, apart from their Tutor Group teachers, and meet students in their Tutor Group / Year Level Group;
- be allocated a buddy in their own year level;
- during this time students will also be able to ask any further questions about subject selection, uniform, resource lists, co-curricular program and work through the appropriate school handbooks and support services; and
- staff will provide course advice on selected subjects and course attendance and progress requirements.

Students unable to make this part of the program will have overviews with staff during January before School term begins and then spend time with students on camp at the beginning of the school year. These students will be allocated a buddy/mentor.

The Head of School will oversee a more specific program with small groups of overseas students focussing on the following:

- daily routines and schedules in the School;
- introduction to key support staff including the VCE Co-ordinator, Heads of School, Careers Co-ordinator, Learning Enhancement Leader, School Counsellor, Student Services and Registrar;
- students are given their Overseas Student Pack which includes:
 - Overseas Student Handbook (current year)
 - Overseas Student Safety Card
 - Timetable

- Student Diary
- tour of the School with timetable;
- IT session with staff to explain inFintona, login, email and SharePoint;
- computer login and Student Number details;
- Student Services orientation for attendance, sign in/out, health and first aid;
- actions overseas students can take to enhance their personal security and safety, including:
 - who to contact if they feel unsafe or to report an incident, with reference to, the School's Child Safety Officers and contact details on the Overseas Student Safety Card,
 - the School Anti-bullying and Student Code of Conduct and Behaviour Management Procedures
- students will be monitored and where deemed necessary, referred to support services to assist with, academic and personal circumstances (including mental health) that are adversely affecting their education in Australia;
- complaints and appeals process available and any relevant legal support services; and
- if relevant, information on students' employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman.

6. TRANSITION

A number of staff will support overseas students in their ongoing transition to Fintona throughout the year:

- School Counsellor meets with new students during their first term;
- Year Co-ordinator (Year 8, 9 and 10) meets with overseas students within their first two weeks and follows up with all staff for a 'check in' meeting (see procedure document) by the end of the first term;
- Head of Schools meet with overseas students within their first two weeks and follows up with all staff for a 'check in' meeting (see procedure document) by the end of the first term; and
- Tutor and class teachers monitor, assist and update Head of School / Year Co-ordinator as necessary.

7. INTAKE (DURING THE YEAR)

Fintona may enrol overseas students once the academic year has begun. A modified transition program is run on an as needs basis for these students. The Registrar manages this program in consultation with the Head of School / Deputy Principal.

8. IMPLICATIONS FOR PRACTICE

AT PRINCIPAL LEVEL

To properly implement this policy, the Principal must ensure:

- that this policy is reviewed every two years
- the School Registrar, Deputy Principal and Head of School's ensure this policy and its procedures are known and implemented.

AT OTHER LEVELS

To properly implement this policy, all the School's employees must ensure that they will abide by this policy and assist the School Registrar, Deputy Principal and Head of School in the implementation of this policy.

9. RELATED SCHOOL POLICIES/DOCUMENTS

- E02.00 Overseas Student Enrolment Policy and Procedures
- E04.00 Overseas Student Deferment, Suspension and Cancellation Policy
- E05.00 Overseas Student Transfer Policy
- E06.00 Overseas Student Marketing and Communications Policy
- SL01.00 Overseas Course Progress Policy and Procedures
- SL02.00 Overseas Student English Proficiency Policy
- SW11.00 Overseas Student Complaints and Appeals Policy
- SW13.00 Overseas Students Orientation Program Policy and Procedures
- SW13.04 Overseas Student Handbook
- SW23.00 Critical Incident Policy

10. REFERENCES

- ESOS Act (2000) – Obligations of registered providers
- ESOS National Code Standard 6 Student Support Services (Fact Sheet 14 July 2022)
- VRQA Guidelines for the Enrolment of Overseas Student Aged Under 18 Years (April 2022)

11. ACCESSIBILITY

This document is available on:

- Fintona Website > Overseas Students
- inFintona>Staff Services>Policies
- inFintona>Parent Services>Policies

12. APPENDICES

The documents setting out the strategies and actions required to implement this policy are:

Appendix 1: Registrar Orientation Program Checklist

Appendix 2: Head of School / Year Co-ordinator Checklist

Appendix 3: ICT Orientation Checklist

Appendix 4: Library Orientation Checklist

Appendix 5: Overseas Student Orientation Pack Contents

APPENDIX 1

REGISTRAR ORIENTATION PROGRAM CHECKLIST

The Registrar will confirm that the overseas student, parents or legal guardian has received the Overseas Student Enrolment Pack and returned the completed and signed Overseas Student Agreement.

The Registrar will co-ordinate appointments for new Overseas Students Orientation Program,

Appointments should be made for new overseas students for a day prior to their first day at school or first day during the End of Year program. Prior to this day students should have had an appointment time with the Head of Learning, Teaching and Development so that their subjects are selected and they have had a chance to discuss their program and booklist requirements.

Appointments required –

- Head of School / Year Co-ordinator
- Tutor Group teacher
- House teacher
- VCE Co-ordinator (if in Year 11 – 12)
- Library and Information Services Co-ordinator
- ICT Manager

APPENDIX 2

HEAD OF SCHOOL / YEAR CO-ORDINATOR CHECKLIST

- Transition interview
- Step-Up Day
- Transition Morning
- Allocation of a buddy
- Buddy tour of school – see Buddy Checklist and Map
- How to read a timetable
- Attendance requirements including morning schedule
- Introduce the School Counsellor and explain what support is available to assist students if they have personal circumstances (including any mental health issues) that is adversely affecting them and their studies
- Explain actions overseas students can take to enhance their personal security and safety, including:
 - who to contact if they feel unsafe and to report an incident, with reference to, the School's Child Safety Officers and contact details on the Overseas Student Safety Card
 - the School's Anti-bullying and Student Code of Conduct and Behaviour Management Procedures
- Explain what concerns and complaints are available to students. Refer to the Student Grievance Policy and the Overseas Student Concerns and Complaints Policy and, if relevant, where information on students' employment rights and conditions is available and how to resolve workplace issues, such as through the Fair Work Ombudsman
- Procedures at Student Services e.g. sign in/out, health and first aid, phone calls
- Allocate a locker
- Introduce to Tutor Group teacher and explain what support is available to assist with their academic studies
- Rundown of important events including athletics, swimming, camp, etc
- Introduce the VCE Co-ordinator and work through VCE Handbook*
- Introduce the Senior School Administrator*

* Senior School Students only

APPENDIX 3

ICT ORIENTATION CHECKLIST

- Location of ICT office
- Introduction of ICT staff
- Logging in to the Fintona network
- Changing network password
- Logging into inFintona
- Basic inFintona navigation:
 - timetable
 - class pages
 - co-curricular pages
- Webmail access
- Emailing protocols
- One Drive and MSOffice
- Downloading MSOffice desktop versions to home computer / phone
- ICT Agreement Year 11 &12
- BYOD access

APPENDIX 4

LIBRARY ORIENTATION CHECKLIST

- Introduction of Library staff
- Introduction to OLIVER (library catalogue / loans system)
- Avoiding plagiarism
- inFintona Library page:
 - newspaper
 - databases
 - eBooks/Audiobooks
 - online resources by subject
 - online reference generator

APPENDIX 5

OVERSEAS STUDENT ORIENTATION PACK CONTENTS

- Overseas Student Handbook (for current year)
- Overseas Student Safety Card
- Fintona Student Diary:
 - Map
 - Fintona ethos
 - Anti Bullying Policy
 - Uniform reminders
 - Timetable and notes spaces
 - House information
 - Student Leadership information
 - School songs and history
- Student timetable
- Previous Year Fintonian