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# INTERNATIONAL STUDENT PROGRAMS POLICY

## BACKGROUND AND RATIONALE

Wellington Secondary College has been involved in the Victorian Government Schools International Student Program since 1995. It is recognised by IED for its best practice and is one of the most successful in the State. Wellington recognises the educational, cultural and financial benefits of this program, especially in the context of our high equity and high multi-cultural community profile.

## RECRUITMENT

College Council has set an upper limit of 10% of the total student population for enrolment of international students in any one year. This capacity figure has been approved by the ISP. Currently, we limit our enrolment windows to the beginning of Semester 1 and Semester 2, with Years 10, 11 and 12 as a priority. We consider sibling enrolments outside these year levels on a case by case basis.

The ISP Admissions and Enrolment Policy is adhered to when processing enrolments. In addition the English language proficiency of the student (assessed through visual interview) is taken into consideration before a final decision is made.

## WELLINGTON INTENSIVE ENGLISH LANGUAGE CENTRE (WIELC)

Students who do not have an English language background are required to undertake up to 20 intensive English language tuition before integration into mainstream programs. These classes are conducted in our accredited on-site English Language Centre. Class sizes may fluctuate each semester however planning is around a maximum class size of 15. Should students reach the appropriate English standard prior to the completion of the 20 weeks, integration into some or all mainstream classes is possible. Similarly, students who need extra support may be offered an additional 10 weeks English language tuition.

## SUPPORT

The College invests significant resources into the International Student Program. The Program is managed by a full time Leading Teacher, with no teaching allotment. There is a teacher assistant for this role, as well as Vietnamese, Mandarin and Khmer speaking ES Support staff in the International Centre supporting the needs of the students and their families in Australia and offshore.

The school will report to the parents of all International Students according to ISP guidelines. Two reports are translated per year as a matter of course. Other reports are translated on a needs basis.

Regular communication in first language with parents around academic performance and wellbeing is a priority.

Students will participate in a presentation on the *Child Safe Standards* and understand how to seek assistance for and report incidents that significantly impact on their wellbeing, including critical incidents or child abuse. They will be empowered to speak up if they ever feel unsafe in a homestay or school environment.

A part of the College's Marketing Strategy is to travel overseas to our major markets (Cambodia and Vietnam) each year to participate in DET sponsored marketing activities, to report to parents of current students and to meet prospective students and their families.

## ACCOMMODATION

International Students can choose to stay with a parent/guardian (Option 1), DHA approved relative (Option 2), nominated family homestay (Option 3) or school sourced homestay (Option 4). This is determined prior to student acceptance through the RTP. The College has the welfare responsibility of the students who choose to live under Options 3 or 4 and who are aged under 18. The Principal maintains overall responsibility for recruiting, monitoring and managing homestay providers. Some responsibilities have been delegated to the ISC who reports regularly to the Principal.

Students of the opposite sex will not be permitted to live in the same homestay. Students are expected to be home before dark. Homestay arrangements cannot be changed without consultation with the school. Students over the age of 18 may be given permission to move out of the approved accommodation proving written parental consent is given and student's choice of location deemed appropriate by the College.

For Option 4 students, the homestay fee remains the same throughout the year including all holidays except for the Christmas vacation period where students will be charged a holding fee of \$100 per week (pro rata) paid in advance.

Host families will be provided with regular updates regarding their role and responsibilities when hosting an international student.

The ISP Homestay Policy and Homestay Terms and Conditions are embedded below.



2020

ISP\_Homestay\_Policy

[Click Here to view Policy](#)



2020

ISP\_Homestay\_Terms

[Click here to view Policy](#)

## INTERNATIONAL STUDENT PROGRAM – COMMON ACRONYMS USED

WIELC - Wellington Intensive English Language Class/Course

IED - International Education Division

ISP - International Student Program

ESOS - Education Services for Overseas Students

CRICOS - Commonwealth Registered Institutions and Courses for Overseas Students

VISIT - Victorian International Student Information Tool - (cloud based application to be introduced end of 2020 to enable IED Corporate and schools to work more efficiently and seamlessly)

Welfare Arrangements

Option 1 - parent/guardian

Option 2 - DHA approved relative

Option 3 - Parent nominated host family (school has welfare responsibility - but we do not do airport pickup)

Option 4 - School sourced homestay (school has welfare responsibility and we must do airport pickup)

Option 5 – Student is 18 and lives independently

## REVIEW

This policy was last updated in March 2020 and will be reviewed annually.