

*Overseas Students:  
Welfare and Student Support Services Policy*

CRICOS 01256A



ST ANDREWS  
CHRISTIAN COLLEGE

INSPIRED BY  
FAITH

DISTINGUISHED BY  
CHARACTER

LEADERS BY  
INFLUENCE



# *Overseas Students: Welfare and Student Support Services Policy*

## PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

*“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”*

## POLICY DOCUMENT INFORMATION

**TITLE:** Overseas Students: Welfare and Student Support Services Policy

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**ACKNOWLEDGEMENTS:**

**PURPOSE:** To provide policy and direction for all the College Community.

**RELATED DOCUMENTS:**

Overseas Students: Complaints and Appeals Policy  
Overseas Students: Course Progress and Attendance Policy  
Overseas Students: Critical Incident Policy

## KEY DATES

**ISSUE DATE:** September 2016

**REVIEW DATE:** 2019



## 1. RATIONALE

The College supports students to adjust to study and life in Australia, to achieve their learning goals and to achieve satisfactory progress towards meeting the learning outcomes of the course. This is to be done in two key ways:

- Orientation and the initial orientation day, and
- On-going welfare and support.

## 2. ORIENTATION

The College will provide an age and culturally appropriate orientation program. This will be divided in two sections. Initially, on the weekday before school commences, students and their parents or guardians will be given a full tour of school buildings and facilities.

As well as a physical tour, students will be given information about:

- College ethos – will be explained.
- Student support services available to student in the transition to life and study in a new environment.
- Legal service.
- Emergency and health services.
- Complaints and appeals processes.
- Any student visa condition relating to course progress and / or attendance requirements.
- School dates, timetables, curriculum (including subjects and electives) extracurricular and activities.
- Textbooks and stationery.
- Assessment policies and requirements.
- College uniform.
- Grounds for suspension or cancellation of enrolment.
- College rules and code of conduct.
- Further facilities and resources outside of the school.

Further advice and assistance will be given to VCE students about course requirements and subject selection.

During the afternoon of the first day of term, all EAL and Overseas Students, with the Homeroom / EAL teacher / s will work through the Student Diary to ensure knowledge and understanding of key orientation points. Student interviews to check adjustment will be regularly undertaken.

The EAL teacher is responsible for co-ordinating the Overseas Student Orientation Program.

The College provides the opportunity for students to participate in services or provide access to services designed to assist students in meeting course requirements and maintaining their attendance.

## 3. WELFARE

St Andrews Christian College provides the opportunity for students to access welfare-related support services to assist with issues that may arise during their study, including course progress and attendance requirements and accommodation issues. These services are provided at no additional cost to the student. If the College refers the student to external support services, the College will not charge for the referral.



The College retains sufficient student support personnel to meet the needs of the students enrolled with the school. Welfare and support will be provided through:

- The homeroom teacher whose responsibility is to ensure the pastoral care of each student.
- Middle and Senior School Co-ordinators, Year Level Coordinators who monitor all aspects of student welfare, including academic progress. They also assist students with subject choice.
- EAL teachers and aids, who have access to up to date details of the school's support services.
- School Counsellor and Chaplain who will provide any additional support in dealing with any emotional and spiritual needs.
- The VCE / Curriculum Coordinator coordinates the counselling process for overseas students regarding VCE studies and tertiary study, covering the following:
  - Individual tertiary course selection.
  - VTAC selection.
  - Advice regarding interstate tertiary institutions and courses provided.
  - Consideration of academic abilities, interests and aptitude of each student.
  - Provision of Focus Seminars for Yr 11 & 12 students.
- The Registrar helps with visa, passport, and health insurance matters.
- The Careers Coordinator provides students with career advice and assists with university entrance.
- Parents receive regular reports on academic progress and other matters.

For issues regarding critical incidents, please refer to the *Overseas Students: Critical Incident Policy*.

St Andrews Christian College ensures that its staff members who interact directly with students are aware of the school's obligations under the ESOS framework and the potential implications for students arising from the exercise of these obligations. Information regarding the ESOS responsibilities of staff is contained within the St Andrews Christian College FFPOS Staff Manual.