KILMORE PRIMARY SCHOOL

**International Student Program Policy**

**PURPOSE:**

To ensure all international students receive a high quality education in a safe learning environment within a government school accredited to provide education services to international students.

The Department has established a robust Quality Assurance Framework that includes a School Accreditation System, Quality Standards, and Review Program which provide schools with a policy framework for the delivery of high quality programs to international students.

Kilmore Primary School is an accredited school and ensures that international students receive a high quality education experience through a high level of support and care in a safe, welcoming and engaging learning environment.

**GUIDELINES:**

Kilmore Primary School is one of a number of Victorian Government schools (primary and secondary) accredited to deliver high quality programs to fee paying international students (students holding a subclass 571 visa).

Applications from international students are handled by the International Education Division of the Department of Education and Training (DET).

Government Schools must abide by DET guidelines, and as such, Kilmore Primary School must;

* be accredited to enrol international students
* be audited at least once during each four year accreditation period
* apply for re-accreditation every four years
* ensure the program does not affect the schools provision of its normal education programs and deny a local student access to educational programs
* comply with the Child Safe Standards

Families that would like to enrol their child/ren as an International student must:

• submit a complete application form

 • receive an offer of a place from the Principal

• pay relevant, published fees (as specified by Ministerial Order and available at [http://www.education.vic.gov.au/Documents/school/principals/curriculum/minorde rfeesforoverseas.pdf](http://www.education.vic.gov.au/Documents/school/principals/curriculum/minorde%20rfeesforoverseas.pdf))

• comply with their student visa conditions.

 **IMPLEMENTATION:**

• The Principal or nominated Assistant Principal at Kilmore Primary School is the appointed International Student Leader and contact point for members of the International Student Policy and Programs Unit.

• On enrolment of an International Student, the school will make available detailed information about the school including the student Code of Conduct, school uniform and cost of classroom materials (book pack).

• In consultation with the family, recommendation may be made for the International Student to attend sessions with the EAL support teacher where deemed more appropriate.

• The school can provide the International Student with an orientation program.

• The School is responsible for monitoring a student’s progress and welfare, providing ongoing support wherever necessary.

• The School may include support programs such as English as an Additional Language (EAL) as support for International Students.

• International Student fee payments cover school fees, materials and excursions. They do not cover swimming and camps.

**RELATED LEGISLATION AND DOCUMENTATION:**

- Victorian Government Schools, International Student Program <http://www.study.vic.gov.au/>

- Ministerial Order 819 – Fees for Services to Overseas Students [http://www.education.vic.gov.au/Documents/school/principals/curriculum/minorde rfeesforoverseas.pdf](http://www.education.vic.gov.au/Documents/school/principals/curriculum/minorde%20rfeesforoverseas.pdf)

- Education, Training and Reform Act 2006

- Education Services for Overseas Students (ESOS) Act 2000

**RELATED POLICIES:**

Enrolment Policy

Student Engagement and Wellbeing Policy

Code of Conduct Policy