



ST SAVIOUR'S COLLEGE CRICOS: 00517D TOOWOOMBA

## Overseas Student Orientation Program

Student Name:

Year Level:

Arrival Date:

### Week 1 checklist

#### Orientation and School Tour Week 1, Day 1

*The Principal has ensured the Student has been introduced to:*

- Student Services
- Office Administrator
- Finance Department
- Assistant Principal – Mission: Pastoral Care
- Assistant Principal – Curriculum: Academic Studies
- Assistant Principal – Administration
- Head of Boarding
- Boarding Staff: Accommodation
- Student Counsellor
- Learning Support: ESL Teacher
- Homeclass Teacher
- Student Buddy for Week 1 [insert name and Year Level of Student]

Staff member:	Principal
Date:	

*The Head of Boarding has ensured the Student has / understands :*

- Mobile phone or how to use pay phone
- Emergency contact number of Senior House Parent
- Boarding contact number
- Emergency number for fire, police etc is 000 in Australia or 112 from a mobile 'phone
- All College uniform requirements
- How to seek assistance on and off campus
- Bank account (if appropriate)

Staff member:	Principal
Date:	

***Student has received information about:***

- OSHC
- Complaints and Appeals Processes
- Available student support services
- Legal services available to students
- Student visa conditions relating to course progress and attendance
- Grounds for suspension or cancellation of enrolment
- Student Transfer Assessment Policy
- College Calendar and Planner
- Behaviour Management Policy
- Subject selection, textbooks, etc
- Chromebook or Laptop
- Assessment policies and requirements
- Extra-curricular activities, clubs, etc
- Student Protection

Staff member:	Principal
Date:	

**Other Information/Activities:**

- Information about Cultural Awareness/Culture Shock/Adjusting to life in a new environment
- Orientation to local area – shops, recreational areas, etc

Staff member:	Principal
Date:	

**Week 4**

- Principal to meet with student to ensure a smooth transition to College and Boarding. Follow up with the required staff member if there are issues identified.
- Deputy Principal will meet with student to check on her progress academically and advise of any assistance that is available if required.