

Hamilton East Primary School

International Student Safety Procedures

Background

The safety of International Students is a critical issue given that the Hamilton East Primary School (HES) has ultimate responsibility for all student welfare.

Guidelines

1. Parents/guardians are expected to:
 - a. Notify the school immediately when the International Student is absent from school for any reason whatsoever; and
 - b. Communicate with the Principal or staff if they have any concerns regarding the International Student's behaviours.

2. Where an International Student's behaviour causes concern at HES, the school will
 - a. Follow the International Student Disciplinary Procedures; and
 - b. The Deputy Principal (or whomever has delegation at HES for the responsibility of International Students) will be involved in this process and may use the assistance of an interpreter if required.

3. HES will:
 - a. Provide the parents/guardians of the International Student with access to support and medical services as needed and in accordance with legal requirements under accident, and health and safety legislation report matters as required.
 - b. Facilitate regular meetings with the International Student and their parent/guardian to ensure the child is happy, healthy and safe.

4. International Students must provide evidence of Health and Travel Insurance to the Principal or HES staff.

Associated Documentation

International Students Policy

International Students Discipline Procedures

International Students Attendance Procedures

International Students Fees Protection and Refunds Policy

International Students Enrolment Procedures

International Students Visa Monitoring Procedures
International Students Grievance Procedures
Code of Practice of International Students
Education Act 1989 (and amendments)

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