



INTERNATIONAL STUDENTS ENROLMENT HANDBOOK



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Email: rowville.ps@education.vic.gov.au
www.rowvilleps.vic.gov.au
DET International CRICOS Code - 00861K
Principal: Anne Babich



Thank you for your interest in enrolment at Rowville Primary School. In terms of location, our school is in the District of Knox and the Department of Education & Training North Eastern Victoria Region. Our school number is 5000.

We have been an accredited international school for fifteen years, meeting all required quality standards with the Department of Education and Training International Education Division. **The DET International CRICOS code is 00861K.** Enrolment can be either directly with the school or through the International Branch and this relates to the Visa sub-class. Visa Sub-class details are required at the initial point of an enrolment enquiry. Further information can be obtained from the Department of Education & Training. <http://www.study.vic.gov.au/>

To ascertain whether your child's enrolment can be made directly with our school or whether through application to Department of Education and Training International Education Division will depend on the Visa Sub-Class that applies to your child's stay in Australia. .

If enrolment is required through the International Education Division (IED) we will assist you with making contact. Once your application has been successful, the IED will issue a letter of placement. The enrolment process with our school can then begin. We have an International Student policy, International Student Attendance guidelines and Student Safety, Engagement and Wellbeing policy in place and these can be found on the school's website www.rowvilleps.vic.edu.au We also have an International student agreement will be provided upon enrolment.

You can make enquiries with the International Education Division in person, by telephone, email or by mail.

Postal address:

Department of Education and Training - International Education Division

GPO Box 4367

Melbourne Victoria 3001, Australia

Street address:

80 Collins Street

Melbourne Victoria 3000, Australia

Email: international@education.vic.gov.au>

Telephone: +61 3 7022 1000

Opening hours are 9am to 5pm Australian Eastern Standard Time (9:00 - 17:00)

Monday - Friday (excluding public holidays)

Positive School Culture

The foundation of our positive school culture is the active participation of all members of the school community so they feel valued, safe and secure; are provided with meaningful opportunities to contribute to the school; and have every opportunity to meet their personal and educational potential. A key component of the school's approach to prevention is the ongoing personal and social learning throughout the whole school.

The leadership team regularly consults with staff, students, parents/carers, support organisations and the broader community to ensure we are responsive to students' social, emotional, cognitive and cultural needs. Student voice is encouraged through participation in the student parliament, formulation of classroom protocols and various student forums.

Students have multiple opportunities for input into the creation of their educational experience, including their physical learning environment, which provides them with a sense of ownership and allows them to feel safe and supported in the environment they have created. The school explores opportunities for our students to take on meaningful responsibilities within the school.

Our positive school culture is also predicated on student engagement being the basis for learning. To support this, the leadership team and the teaching staff are actively engaged in developing classroom practice to ensure that our pedagogy and curriculum engages all students by recognising and responding to their diverse learning needs. Effective teaching, inclusive and engaging curriculum and respectful relationships between staff and students is promoted through professional learning teams that encourage innovative pedagogy.

We are committed to your child's ongoing journey of learning and our aim is to provide the best education possible for all our students through exemplary staff performance and program diversity and regular upgrades

to our school environment. We have many new curriculum plans in place which provide an exciting learning environment for now and the future.

School Values

As well as encouraging our students to develop academic skills we also aim to nurture the development of good citizenship and values

At Rowville Primary School, the following values underpin student behaviour in the classroom and at all school events and activities:

Respect (Relationship Value)

Students, staff and the school community promote an attitude of respect and kindness for everyone by developing positive relationships, teamwork and communication.

Pride (Organisational Value)

Students, staff and the school community strive to do their best in all aspects of school life - their learning, relationships and school environment.

Responsibility (Societal Value)

Students, staff and the school community model through their actions, relationships and attitudes, the importance of following a path that represents a common good and which balances individual interests with those required to create a positive learning environment for everyone.

Perseverance (Individual Value)

Students, staff and the school community work in partnership to do whatever it takes to enable learning.

Attendance

Attendance for international students is monitored and any concerns are reported to the Department of Education and Training International Education Division.

Teachers are persistent in following up on any student absences. An Attendance Policy is in place and is available on the school's website www.rowvilleps.vic.edu.au. International Student Attendance Expectations are detailed in the relevant brochure

Attendance data reports are reviewed at regular intervals and data is included on academic reports. If absences are unexplained a note is sent home to parents to seek reasons for these absences.

Any time that a student is absent from school an explanation is required through any of the following methods:

- on Compass,
- in writing,
- by email,
- verbally-person to person
- by telephone.

Parents must be granted permission from the Principal to take their child out of school for a holiday. Details of the absence are provided via Compass or in writing. A holiday learning plan is created by the teacher and co-signed by the parent and Principal with an expectation that the plan is implemented during the absence

Enrolment

We provide a comprehensive transition program for students new to the school. The program focuses on ensuring the student and parents feel safe, happy and supported throughout their schooling life.

Categories of international students who may enrol in Rowville Primary School.

- Standard: full fee paying students
- Study Abroad: shorter term study option
- Temporary: students who are visiting Australia on a temporary basis, e.g. as tourists
- Dependent: children of persons, usually as tertiary students, who are in Australia

To be enrolled at Rowville Primary School, parents of international students must:

- submit a complete application form to DET International Education Division

- receive an offer of a place in a Victorian Government school
- pay relevant, published fees (as specified by Ministerial Order)
- comply with their student visa conditions

Documentation relating to enrolment, including International Students Policy and enrolment form, are located on our website. If you require any documents translated or require an interpreter, please advise the office of the preferred language and this will be arranged for you.

To enrol your child, please provide a completed Rowville Primary School enrolment form and present passports (detailing Visa Sub-class) and an Immunisation Certificate.

Parents of international students on a visa enrolled at Rowville Primary School, are responsible for:

- complying with visa conditions
- ensuring they have and continue to maintain their Overseas Student Health Cover (OSHC) for as long as they stay in Australia with their child
- providing the IED and Rowville Primary School with any change of address or other contact details
- meeting the terms of the written agreement with DET IED and Rowville Primary School
- meeting any restriction on transfer between registered providers
- supporting satisfactory academic progress for their child
- maintaining satisfactory attendance for their child in line with attendance expectations.

Curriculum/Academic Reporting

In relation to academic reports, written reports are provided on our communication system, Compass. A username and password will be issued to parents on enrolment. Parent/teacher/student interviews are also available during Semester 1 and Semester 2. Families will be notified of relevant dates via Compass.

All subjects and courses offered to International Students have stated educational outcomes in line with Vic Curriculum as specified in curriculum documents and individual work programs.

Student Safety, Engagement and Wellbeing

Rowville Primary School has a Student Engagement and Wellbeing Leader on staff and a Student, Safety Engagement & Wellbeing policy in place. Please refer to Appendix A. Please contact the Principal for further information.

At Rowville Primary School we provide international students with a high quality education in a safe learning environment. Rowville Primary School meets the Department of Education and Training's International Student Program Quality Standards.

Students requiring assistance with their performance will be counselled. Counselling will include suggestions for improving performance such as additional support for subject specific tutoring (e.g. English), personal counselling. Student support services and referrals to external support services are provided at no cost. Please note that services beyond those normally provided within the school's resources may incur additional cost to the family.

- Where appropriate, a performance agreement between the student and the school may be developed to assist with improving performance. The agreement will be for a specified period and outline targets to be met by the student.
- If the performance agreement is not met, the student will be reported to DIBP for non-compliance with visa conditions.
- Please note that any intervention will be discussed with parents.

Additional counselling or support arrangements:

- DET cannot take any responsibility where parents arrange additional counselling or support for the student through private agencies or persons.

Please note information cannot be provided from DET or the school for any such arrangements under the Victorian Government Privacy Act.

Restorative Practices and School-wide Positive Behaviour Support

Rowville Primary School implements Restorative Practices to develop a climate that encourages engagement and builds care and compassion, understanding and inclusion, resilience, integrity, doing your best and responsibility in each individual student. This underpins personal and social learning across the school and all our personal interactions. On those occasions when students make poor choices in relation to their conduct, staff will assist them to learn from the incident so that a similar mistake will not be repeated.

Four Rooms of Change

Through this strategy students are involved in articulating their own emotions and feelings and learning how their words and behaviours impact on others. The Four Rooms provides a common language for a class group to describe feelings, emotions and behaviours. Students are invited to share their emotions throughout the day so that they become aware of their own feelings and recognise that their emotions may change.

School Uniform

All students are required to wear full school uniform at all times whilst at school and travelling to and from school. The School Uniform Policy and Dress Code are available on the website www.rowvilleps.vic.edu.au.

School uniform supplier is

Klad Sport, Factory 8 Macro Court, Rowville

Telephone: 9763 0266

Opening Hours:

Monday to Thursday 8.30am-5.00pm, Friday 8.30am-4.30pm & Saturday 10.00am-1.00pm

The School Uniform Policy and Dress Code are located on the school's website www.rowvilleps.vic.edu.au

Daily Timetable

Music starts	8.40am
Start school	8:45am
Recess	10:45-11:15
Supervised Lunch	1:15pm – 1:25pm
Lunch Playtime	1:25pm – 2:15pm
Dismissal	3:15pm
<i>End of Term Dismissal</i>	<i>2.30pm</i>

A Specialist Timetable operates daily. This can be accessed on Compass or from the school office.

Policies

The following Rowville Primary School policies are available on the Rowville Primary School's website www.rowvilleps.vic.edu.au:

- Anaphylaxis Management policy
- Anti-Bullying and eSmart policy
- Assessment & Reporting policy
- Attendance policy
- Child Protection Reporting Policy
- Child Safety Policy
- Child Safety Code of Conduct
- Critical Incident and Recovery policy and plan
- Curriculum Framework policy
- English policy
- First Aid policy
- International Student policy
- Learning Intervention policy
- Mathematics policy
- Prevent Bullying policy
- Student Safety, Engagement and Wellbeing policy
- Traffic Management policy

Local Information

Shopping Centres

The local community shopping centre is Stud Park Shopping Centre which is located on Stud Road, Rowville. There is access from the school to Stud Park via the school exit gate on the north-west corner of the school near the Foundation/Year 1 play area and near the oval fence. A larger regional shopping centre, Knox City, is located at the corner of Stud Road and Burwood Highway, Wantirna South (Melways Map Reference 63 J11). Regular bus services run to and from Stud Park Shopping Centre.

*Doctors/General Practitioners**

Rowville Health, St Lawrence Way, Rowville – phone 9764 1617

Stud Park Medical Centre, Stud Park Shopping Centre, Rowville – phone 9764 8877

Rowville Central Medical Centre, Fulham Road, Rowville – phone 9763 8899

Wellness on Wellington, 1101 Wellington Road, Rowville – phone 9780 8900

*Dentists**

Rowville Dental Clinic, 110 Kelletts Road, Rowville – phone 9763 0566

Rowville Health Dental Clinic, St Lawrence Way, Rowville – phone 9764 1617

Wellington Dental, Office 2 - 1100 Wellington road Rowville, Rowville · 03 9755 8768

Wellness on Wellington, 1/1101 Wellington Road, Rowville · 03 9780 8900

***Please note** that neither Rowville Primary School nor the Department of Education & Training endorses or recommends these services.

City of Knox

Knox City Council, 511 Burwood Highway, Wantirna South VIC 3152 Telephone 9298 8000

Community Centre

There is a community centre and neighbourhood house located on 20 Fulham Road, Rowville. The contact number is 9764 1166.

Transport Services

Bus services operate from the northern side of Stud Park Shopping Centre. There is a linked service with Glen Waverley railway station and buses travel regularly to and from Knox City Shopping Centre.

Local bus services:

Venture Bus Lines 9764 2676

Telebus 9735 3133:

- Ferntree Gully - Stud Park SC (Telebus Area 7) To Ferntree Gully Station
- Ferntree Gully - Stud Park SC (Telebus Area 7) To Stud Park

Pre-Schools & Early Learning Centres/Child Care centres close by:

- Rowville Pre-School 965 Wellington Road (corner Tirhatuan Drive), Rowville
- Taylors Lane Pre-School, 130 Taylors Lane, Rowville
- Eildon Parade Pre-School 75 Eildon Parade, Rowville

Pre School Enrolment can be made through Knox City Council. Please call 9298 8000 for further information.

Early Learning centres/Child Care centres close by:

- Good Start Early Learning Centre, 966 Stud Road, Rowville – phone 9753 3688
- Good Start Early Learning Centre, 2-4 Superior Ave, Rowville – phone 9763 7362
- Aurora Early Education, 2 Bernard Hamilton Way, Rowville – phone 9755 7444

If you require any further information, please contact the office staff by phoning 9764 1955, emailing rowville.ps@education.vic.gov.au or just call at the school office and we will assist you.

STUDENT WELLBEING –PARENT INFORMATION
INTERNATIONAL STUDENT INFORMATION PACK

Childhood and adolescence can be a difficult and challenging time for some students. Fortunately, school support staff are in a position to help students deal with these challenges. Counselling services are available at Rowville Primary School to students. If you believe your child needs help, please speak with the Assistant Principal, classroom teacher or Principal.

Parents help their children from the moment they are born. Sometimes, a child will face problems that parents don't understand and have trouble helping them with. Many parents know the pain of being a parent and feeling unable to help their child, which can leave parents feeling powerless.

As a parent, you are never powerless.

Students learn skills every day that help them succeed in life. At school, they learn many skills such as numeracy, literacy, artistic, physical and social skills. Some students learn at a fast rate and some at a slow rate. When a student falls behind, schools provide intensive teaching to remediate slow learning rates in literacy and numeracy. Children also learn social, cognitive and emotional skills. If students are not developing these vital skills, psychologists can help them with intensive skill development activities.

Frequently Asked Questions

When should you seek help for your child

- Dealing with bullying
- Fears, phobias & anxiety
- Behaviour problems at home and at school
- Self-harm, alcohol & substance abuse
- Depression
- Stress of exams and relationships
- Managing anger
- Attention deficit & hyperactivity
- Social skills
- Eating disorders
- Grief and loss
- Autism.

How long will it take before someone can see my child?

A School Support Services Officer, together with an Interpreter, may be able to assist your child and a referral will be prepared by the Assistant Principal

If you are concerned about your child you should also seek medical advice from your family doctor.

