

Student Support Services

Before starting at Westbourne Grammar School

Students who are studying at a language centre in the city of Melbourne are contacted a month prior to commencing at Westbourne. A time is arranged with their language school or guardian for the student to come out to the School for half a day. During this time they are given a tour of the School and appointments are made for them to meet with the Careers Counsellor (for Year 11 only) and the Director of Learning (all year levels) so that they can choose their subjects. They can purchase uniform at this time if they wish.

Students who do not require intensive English prior to starting mainstream classes have their subject selection conducted via email prior to their arrival in Australia. On arrival appointments can be made with the Careers Counsellor and Director of Learning to finalise their subjects and timetable.

Once the timetable has been finalised text books are ordered for the student so that they can be delivered prior to the student's first day of school.

Arrival in Australia

Students commencing at Westbourne Grammar School are provided free initial airport pick-up on arrival in Australia. If the student is accompanied by a relative this free service also extends to them.

Students who have been studying at language centres in Melbourne prior to commencing at Westbourne will be provided with a taxi voucher to pay for their transportation from their language centre homestay to their Westbourne homestay.

Once at the homestay the student will be given time to settle in and rest after their flight. The homestay / guardian will make a time to bring the student to the school to purchase their uniform. If the homestay is unable to do this or there is not sufficient time prior to the start of school this will be done on the first day of school.

Orientation Program

On the student's first day at the school:

1. Students will be introduced to the International Student Coordinator, the Director of Admissions & Marketing, the International Student Administrator and the Secondary Preparation Program teacher (if required).
2. Students will be given a tour of the School – support services available to students will be explained to them including the School Nurse, Careers Counsellor, Director of Learning, two school counsellors and the School Chaplain.
3. Each student will receive a copy of the International Student Orientation Handbook. The International Student Coordinator or the Secondary Preparation Program teacher will go through the Handbook with the students to ensure that the students understand the contents of the Handbook.
4. If the homestay family was unable to assist the student to purchase a uniform prior to commencing the student will be taken to the school shop to purchase a school uniform (either new or second hand)
5. The school bus system will be explained to the student and the homestay so that they know when and where to catch the school bus. The student will be assisted for the first few days of school by the Bus Prefect on his or her bus. The Bus Prefect is a Year 11 student who will make sure the student gets on and off the bus at the correct place each day.
6. The public transport system will be explained to the student including supplying appropriate maps and transport timetables.
7. If required the student will be assisted with opening a bank account.
8. Any student needing to attend their Embassy will be assisted to get there.

Students starting at the beginning of the school year will also take part in the general orientation morning held for all new students at the school.

This program is conducted on the morning prior to the first day of school. It includes a tour of the School with specific emphasis on the particular year level of the student. The student also meets the Head of House and is provided with his / her timetable.

The International Student Orientation will be run following the Orientation morning at the beginning of the school year. Students arriving throughout the school year will undergo the International Student Orientation Program on their first day of school.

Course Advice

For students in Year 11 and 12 the School has a full time Careers Counsellor who works closely with the International Student Coordinator or the International Student Administrator to ensure that the student's have the best possible advice on University courses available to them.

Each year the Careers Counsellor organises a speaker from the major universities to come to the School to speak with the Year 11 and 12 International Students. The speaker is from the International Office of the University and as a result the International students individual needs can be addressed and their questions answered.

Westbourne is a partnership School to the University of Melbourne. As part of the program Year 11 and 12 students are taken to the University on an annual basis. These visits enable the students to talk with personnel from all faculties. Tours of the University are also provided.

In Year 10 each student meets with the Careers Counsellor to discuss the future academic direction of the student prior to them having to make subject choices. They are then supported by the staff in the International centre to make their choices.

Current course guides are available to all students to assist them with their subject choices as well as their future University placement.

Tertiary institutions' Open Days are advertised in the School's Careers Room, the Library and the Daily Bulletin and on the International Centre Noticeboard.

Additional Support Services

Westbourne Grammar School has a fully qualified Registered Nurse, a Careers Counsellor and two Student Counsellors who are available to the students to support them throughout their time at the School. The School calls on the services of an interpreter where necessary. Two staff members at the school speak Mandarin and can translate if necessary.

Day to Day Welfare

Westbourne Grammar School employs a full time International Student Coordinator to take care of the day to day needs of the International students.

The duties of this position are briefly outlined:

1. Provide daily support within the School to all International Students and oversee both their academic progress and their personal welfare. The International Student Coordinator is available to students at recess and lunchtime on a daily basis and on mobile telephone after hours. Students and families are provided with written academic reports each semester which forms the basis of the International Student Coordinators counselling. The International Student Coordinator will also liaise with teaching staff and homestays if there are any concerns about a student's academic or pastoral progress.
2. Develop and undertake an Orientation Program for all overseas students entering the School. At the beginning of the academic year new students would spend a day at the School attending an Orientation Program prior to the mainstream classes beginning.
3. Provide accommodation in the form of homestay for all International Students. This includes finding suitable families to provide accommodation which best suits the individual students. Refer to the Accommodation and Welfare policy for more detailed information.
4. Ensure that administrative staff in the International Centre are maintaining up to date records including all Visa, Passport and Medibank renewals in an ongoing manner.
5. As a trained ESL teacher, teach and oversee International Students English studies.

The additional welfare related support services provided by Westbourne staff to assist students with issues that may arise during their study are provided at no additional cost to the student. Should a referral to external support services be necessary Westbourne Grammar School will not charge for the referral. Any costs incurred for external support services (if necessary) are to be paid by the student.

The International Student Coordinator's contact details are listed below:

International Student Coordinator
Westbourne Grammar School
300 Sayers Road, Truganina VIC 3029
Tel: (613) 9731 9472; Fax: (613) 9369 3470
Mobile: 0418 386 210