



St Saviour's College

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:
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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:
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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
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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
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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.