

## **Information for Overseas Students (K-6)**

**German International School Sydney (GISS),  
CRICOS Provider ID: 02379**

Information and policies are in accordance with the ESOS ACT 2000 and the National Code.

### ***1.0 The German International School***

The school is an accredited German School Abroad, supported by the Federal Republic of Germany and guided pedagogically by the Secretariat of the Standing Committee of the State Education Department (KMK) with the aim to provide German School Leaving Certificates for Years 9 and 10.

The Commonwealth of Australia and the State of New South Wales acknowledge the German International School Sydney as equal to other private schools in NSW. The school is registered with the NSW Board of studies for Kindergarten to Year 12 and is licensed by the Department of Community Services for the operation of the Preschool.

The school offers neither the NSW Year 10 School Certificate nor the High School Certificate.

The school is authorised by the International Baccalaureate Organisation to offer the bilingual International Baccalaureate Programme (for Years 11 and 12) in Australia. The non-award (not recognised within the Australian Qualification Framework) IB Diploma Course is worldwide accepted as a high quality preparation for university studies.

Since 2002 GISS has made places available for international students in the secondary school (mainly in Year 10-12). We recruit our students through recommendations within our school community and our website. Thus, most of our overseas students come from German speaking countries in order to complete the bilingual IB Diploma course. Other students have transferred from several international 'German Schools Abroad' to graduate Year 10 at GISS. Since January 2008 we also cater for overseas students (and their accompanying families) in our primary school.

### ***1.1 Entry requirements***

The German International School Sydney (GISS) is a non-selective school which welcomes and caters for international students.

In order to be accepted for enrolment at the GISS, students have to meet the following requirements:

- are of primary school age;
- live in the care of dependent parents or guardians (as defined under DIMA requirements);

- have an adequate level of academic skills in German/English literacy and numeracy according to the German and Australian school standards (however, students without prior English language knowledge will receive intensive English tuition to meet the required standards);
- have a satisfactory behavioural record;
- be capable of applying learned knowledge at the appropriate age level;
- provide evidence in the form of satisfactory academic reports from their previous school.

Costs of obtaining certified translations, if necessary, are to be met by the applicants.

## **1.2 Attendance and academic requirements for overseas students**

Student Visas for overseas students are granted subject to a number of conditions, one of which is Condition 8202 – Satisfaction of Attendance/ Academic requirements

### **1.2.1 Satisfaction of attendance in full time courses:**

Students are required to attend classes each day of the school week according to our school time table and school terms.

#### *Attendance Information for Overseas Students:*

The attendance of our overseas students at GISS should not fall below 80% (National Code 39.6), however students are encouraged to attend 100% at all times. Once the absence reaches 20%, the school is obliged to inform the Department of Immigration (DIMA) via PRISMS. DIMA may ask the student / parent or guardian to explain the absences to them and produce any medical certificates etc. that may be the reason for the absences.

#### *Monitoring of Attendance of Overseas Students:*

The attendance of our overseas students will be monitored in accordance with the GISS attendance procedure:

#### ***GISS - Attendance Procedure***

Before the beginning of the first lesson the teachers should take the Class Books from the teacher's room to the classrooms.

Check the attendance and enter it into the Class Roll Book.

In the case of a student arriving late the arrival time should be noted, after his/her name.

The teachers have to check the entries and transfer them to PC school at the end of lessons, on a daily basis.

As a general rule, a written notification from the parent or guardian should be received the following day. If there is no notification as to the reason for the absence of the student, the teacher is to contact the parents or guardian.

If after two days of absence there is still no information as to the reason for the absence, the class teacher is to notify the Principal.

The Principal will take appropriate measures and inform the regional home school liaison officer Department of Education.

Absences without permission will be noted in the student files and also shown on the reports. On leaving the school all students must supply us with the name and contact details of their new school, including the country. If these details have not been provided a registered letter will be sent to the home address requesting the information. If no response, within 7 days the principal will inform regional home school liaison officer Department of Education.

All attendance roll records are kept for a minimum of 7 years at the schools archives. All electronic records are stored in the school's off-site data back up.

### **1.2.2 Satisfaction of Academic Requirements:**

An overseas student will need to meet the majority of the following GISS performance criteria to be assessed as achieving Satisfactory Academic Performance at GISS.

In case of any breach of the condition of Satisfaction of Academic Requirements, the students and parents/guardians will be counselled and given guidance. If no improvement is noticed the student will be reported to the Immigration Department via the PRISMS system.

### ***GISS – Assessment Policy***

#### Rationale:

- Accurate and comprehensive assessment of student performance against German and Australian standards aids in establishing open communication, guides student learning, assists in establishing future direction, and helps to identify areas of exemplary performance, as well as those areas in need of support and assistance.

#### Aims:

- To assess school and student performance accurately and comprehensively against German and Australian standards.

- To improve student learning by accurately determining current performance as well as areas of future need and development.

#### Implementation:

- The German International School Sydney is responsible for accurately assessing student achievement against standards and progression points detailed within the Essential Learning Standards.
- Assessment requires a mix of summative assessment of learning to determine and report what the student has learned, formative assessment to guide future learning, and ongoing assessment to focus teacher feedback alongside student self-assessment and reflection. Fundamentally, assessment will be used primarily to guide future lessons and learning, rather than simply a prelude to reporting achievement.
- The school has established a whole-school assessment schedule for teachers which will include a variety of assessment strategies providing multiple sources of information about student achievement. These may include tests and assignments, projects, portfolios, performance observations, discussions and involvement in statewide standardised testing processes and school entry assessment tests.
- The school has developed a manageable system of keeping records that will provide a rich mixture of observations, results, reflections and discussions.
- Teachers use the data they collect to make judgements about, and report on, student achievement in the essential learning standards.
- Staff participates in moderation professional development involving assessment maps and annotated work samples so that staff can apply consistent judgements of student progress against essential learning standards across the school.
- Our school will progressively develop individual learning improvement plans for all students in consultation with students, parents and where appropriate, with others with specific expertise.
- Self-assessments by students against individual learning goals is a feature of our assessment regime.
- We will provide in-services for parents on assessment the curriculum and state-wide testing.

#### Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

### ***Process of Reporting***

There are various formal and informal levels of reporting on student achievement.

Informal in the Classroom: Where teachers give constant feedback to students on their progress. This might include feedback on oral contributions or the completion of homework and other smaller exercises.

Formal in the Classroom: Where teachers give written comments on work completed and where parents are expected to sign completed and assessed tests and assignments. This might also include notes in a student's diary or in the 'Klassenbuch'.

Development Reports (Kindergarten – Year 2): These are issued to students and parents after every school year and give a comprehensive overview about the student's development and skills.

Semester Reports (Year 3 – 6): These are issued to students and parents after every semester and give a cumulative academic grade for the semester for every taught subject.

#### **1.2.4 Notification to DEST and DIMA**

##### Student details:

Details of each student accepted will be submitted to DEST/DIMA via PRISMS within fourteen (14) days.

##### Changes:

Any change of status to a student's enrolment will be notified to DEST/DIMA via PRISMS.

Students wishing to change schools, either to enrol in another Independent or Public School or transfer out must obtain a letter of release from the course they are undertaking. For students wishing to transfer interstate, the student data transfer notes must be completed and forwarded.

For exiting students, a letter of release is provided by the school upon request. It includes information regarding the following:

- The course currently enrolled in
- The student's commitment to study
- The student's attendance record
- The payment of fees

##### Breaches:

Breaches of any student visa conditions relating to either attendance or academic performance will be reported to DEST and DIMIA via PRISMS.

Any such breach will be brought to the attention of the students and their parent/guardian by the principal or coordinators. The school will present the student and parent/guardian with a written statement given particulars of the breach, and state that the student and parent/guardian is required to attend before an officer within 28 days in order to explain the breach. Students will also be informed that photographic identification will be required at the meeting.

### ***1.3 Support services for overseas students***

Students under 18 years must be accompanied by either a parent or full-time guardian (as defined under DIMA requirements). Guardians must be adults normally resident in NSW and aware of their responsibilities for the welfare of the students. Delegation of responsibility should be made in writing by parents and accepted in writing by the guardians. In all other cases the school must approve arrangements for care of the student.

It is the parent's/guardian's obligation to advise the school of any change of their contact details.

#### Home stay & address details

Primary school students are expected to live with their parent(s) or guardian.

#### Orientation

The Overseas Students Counselor (OSC) supports the students and their families in all aspects with their relocation and adjustment to their new school, new country, and a different environment and culture and assists in understanding Visa and Overseas Student Health Cover issues.

#### Academic progress and further studies

Before the first school day GISS offers an Introduction Day for new students and their parents to inform about the school curriculum, timetable and extracurricular activities. New/overseas students also receive detailed information about internal school procedures and further studies including student records, academic and attendance requirements. Students will be officially welcomed and introduced to their new class mates, teachers and principal on the first school day's assembly.

#### Counseling

In our school we care for the educational and personal development of our overseas students. At all times our overseas students have access to counseling services provided by the school's Overseas Student Counselor (OSC). Support for students is also provided by the Principal, Deputy Principal, Class teacher and Coordinators. The OSC is a continuous point of contact within the school for any issues students, teachers or parents may have. If necessary independent and inexpensive dispute resolution procedures will be available to the overseas student.

## **2.0 Fees**

See our current school fees list.

### **2.1 Fees Refund Policy and Procedure**

Students withdrawing from the School must give one term's written notice or pay a full term's fees. Provided such notice is given pro-rata refunds are made on all tuition fees paid.

If the course does not start on the agreed starting day or the course ceases to be provided before it is completed or is not provided in full then a full refund or partial refund of tuition fees will be made. Refunds will be payable within two weeks of any default by the School. Refunds will be accompanied by a detailed statement of accounts explaining how the refund was calculated.

Where a student does not start the course on the agreed date or withdraws before completion, partial refunds may be approved depending on the reasons for non-attendance or withdrawal and the amount of notice given.

This agreement does neither remove the right to take further action under Australia's consumer protection laws, nor the right to pursue other legal remedies.

## **3.0 General**

Students and parents need to be aware that information about the students may be made available to Commonwealth and State agencies.

All staff dealing with overseas students at GISS has been advised of their relevant responsibilities under the National Code, the ESOS Act 2000 and relevant NSW requirements.

© April 2008, GISS