

International Student Services at Blackwood High School

Attendance at school

If you arrive to school late, you must go to Student Services and **sign in**. Enter your student ID number (found on your BHS Student ID card) into the computer and then select the appropriate code for the reason for your late arrival. Show your note to the Student Services staff and then report to the teacher of your current class.

If you don't have a note in your diary for your late arrival, you must select "U" for unexplained. You must then bring a note from your homestay the following day to show your Care Group teacher, explaining your lateness.

Alternatively, your homestay parent may email or telephone the school. If you are absent for three or more days, you will be expected to provide a medical certificate.

You cannot leave the school grounds without signing out in Student Services. If you feel unwell during the school day, speak to your class teacher and go to Student Services. They will assess your condition and you can either rest in the sick room until you feel better or they will phone your homestay parent to come and get you from school.

If you have an appointment during the day and must leave the school, report to Student Services, show them the note and **sign out** using the computer.

Support with your learning

If you do not understand teacher directions or part of the lesson **speak to the teacher** after the lesson and explain your difficulties. If you need support with your work there are several options. Your teacher may send you to the **Teaching and Learning Centre (TLC)** in OSC 1 where you will receive one-to-one support with a particular task or assignment. Senior students (Year 11/12) may self-refer to the TLC. You do not need your teacher's permission, but can go and get support during your study periods.

You may also ask your **Supervised Study teacher** to help you while you are in the study centre.

The **Resource Centre staff** will help you access information for assignments and help you understand the task at hand.

For **EALD support**, see the International Student Program Coordinator, Ms Karyn Jones, and she will arrange time with an EALD teacher for you.

Care and Support

There are a number of people able to assist you if you are unhappy or have a problem at home or school. For example, you may be unhappy about your school time-table, subjects, treatment from a student or staff member or aspects of your homestay accommodation.

People who can help you include:

- your home group teacher
- the ISP Coordinator, Ms Karyn Jones
- the student counsellors Mr Michael Winter or Ms Argie Buesnel – go to Student Services to make an appointment
- your homestay parent
- your year level coordinator – Year 8/9 – Ms Janet Bradley, Year 10 Mr Ben Dening, Year 11/12 Mr Luke Northcote
- the Principal – Ms Marion Coady
- the Deputy Principal – Mr David Garrett

It is important to talk about your concerns as soon as possible and before they get more complex and harder to solve.

If you are unable to talk to your homestay parent or anyone at school about a problem, please contact IES on 8226 3402 to make an appointment.