



LA LINGUA LANGUAGE SCHOOL

Speak College Pty Ltd (ABN: 49 003 863 296)

Level 6/127 Liverpool Street Sydney

2000 NSW AUSTRALIA

Tel: (61 2) 9299 8166

Fax: (61 2) 9299 8712

Email: info@lalingua.com

Policy for underage students

All underage students will be under the supervision of the underage student welfare officer (Carolyn Shi) from enrolment to graduation. The underage student welfare officer is the first, last and ongoing point of contact for any underage students. They will provide orientation to new underage students and will provide ongoing support and a point of contact throughout the underage students' enrolment period.

All underage students will undertake a weekly counseling session with the underage welfare officer. During the session the student and underage student welfare officer will discuss the wellbeing and happiness of the student, covering their welfare and satisfaction with the school, the course, the lessons and their homestay experience (if applicable). Further input and feedback will be taken from classroom teachers, homestay families and agents, if required. All counseling and feedback on the underage student welfare checklist will be recorded, and signed off by the student and the underage student welfare officer, and kept on file.

Underage students will only be accepted into EAP or IELTS preparation classes. No underage students can enter the General English: Conversation Centered courses. All underage students will be level-checked for their academic English level. Only students with an IELTS equivalent of 4.0-4.5 (or above) overall will be able to enter the EAP or IELTS courses.

Underage students are not permitted to attend school social activities, such as excursions or parties, where alcohol is present. Alternative supervised activities will be arranged for underage students by the underage student welfare office if necessary.

Underage students will be flagged on student enrolment/level check forms and class rolls. This will clearly indicate to teachers, relief teachers and administration staff that the student is underage and that all the above policies and procedures will apply.