

Inbound Orientation is in two parts: It begins with the first contact that the DYEO makes with the Inbound student.

### Upon Confirmation of the Student's Placement

The DYEO sends a Welcome email, together with the [L10A: Preparation Pack for Inbound LTEP Students](#). ([download here](#)). The pack may need to be customised beforehand to suit local conditions being sent out.

Documents to which this is likely to apply are printed in blue below.

In particular before this document is sent out the DYEO needs to settle the amount of the **Emergency Fund** and the issue of **school uniform** which are both printed in **red** as a reminder that action needs to be taken!

### Contents List

L11: Preparation & What to Bring – Advice for Inbound LTEP Students

L12: Rules & Behaviour Guidelines for Inbound LTEP Students\*\*

CP9: Permission to Travel within RIBI\*\*

CP8: Photography & Video Consent Form\*\*

IF4(I): Insurance for Inbound Students\*\*\*\*\*

IF5: Travel Insurance for Students

\*\* requires a response from the student, which may be either as a hard copy or electronic. The Counsellor ensures that this is done and uploads the signed documents into that student's Inbound Student's Records Folder.

\*\*\*\*\* The Counsellor checks the student's policy to ensure that it complies with IF5

### Upon the Student's Arrival

The DYEO sends the student [L10B: Welcome Pack for Inbound LTEP Students](#). ([download here](#))

The contents are listed below and most need to be customised. The DYEO needs to arrange an event which includes the opportunity to reinforce and amplify some of the details and issues covered here.

### Emergency Contact Details

### Information about the District

### RIBI information

### L13. Advice for Inbound LTEP Students

### L14. Coping with Culture Shock – Advice for Inbound LTEP Students

### CP10E. Student Incident Report

[All documents are available individually as required – the index number is given where applicable.]