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Pre-Enrolment Information

Code of Practice for the Pastoral Care of International Students

Onewhero Area School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at:

<http://www.minedu.govt.nz/goto/international>.

Immigration

Full details of visa and permit requirements, advice on rights in New Zealand while studying and reporting requirements are available through the New Zealand Immigration Service and can be viewed on their website at:

<http://www.immigration.govt.nz>

Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at:

<http://acc.co.nz>

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

Please note:

Students must provide evidence of medical and travel insurance on enrolment. The insurance must cover the full length of time spent in New Zealand. *An overseas insurance policy will only be accepted if it is accompanied with and English translation.*

The school will keep a record of the insurance policy number and the type of cover provided.

Prime Conditions of Enrolment

Onewhero Area School requires that all International Students live in one of the following types of accommodation:

- Students may live with a parent or with a designated caregiver chosen by their parents/legal guardians. *(A legal guardian is someone who has full rights and responsibilities for the student, as approved by a Court of Law, following the death or other inability of the parents to provide proper care for the student. Proof of legal guardianship must be provided).* An Indemnity Form must be signed by International parents stating that the designated caregivers are 'bona fide' relatives or close friends of the student's family.
- In a homestay only with the approval of the 'Administrator'. All homestays must be approved by the school, as required by the Code of Practice for the Pastoral Care of International Students and application must be made to the 'Administrator'. For enquiries about accommodation, please contact the International Student Co-ordinator at the school, Mrs Anke van Dijk

Telephone: 64 9 232 8866 (school)
 64 21 482 990 (mobile)

Email: a.vandijk@onewhero.school.nz

Application Requirements and Procedures

The applicant must complete the International Student Application for Enrolment form and produce the following documents before the application can be processed:

- Passport
- Student visa/permit
- Copies of recent school report with verified English translation
- Medical and Travel Insurance (Can be arranged through the school with Southern Cross Insurance for International Students if required)
- Completed Designated Caregivers Indemnity Form (if applicable)
- Information on any medical conditions or learning difficulties (if applicable)
- Administration Fee: NZ\$300.00 (non-refundable)

Procedures once an application has been received:

If student is overseas:

- Documents are checked and assessed
- Offer of Place is made and invoice for fees is sent (Fee payment by Bank Transfer into school account is recommended)
- Fees received and evidence of Medical and Travel Insurance sighted
- Offer of place is confirmed.

Interview and Orientation

If student is in New Zealand or when the student arrives in New Zealand

On receipt of completed enrolment application, the parents will be informed of an interview time.

This interview will involve:

- The prospective pupil and parents
- The designated caregivers (if applicable)
- A translator (if applicable)
- The Principal or nominated deputy
- The Co-ordinator responsible for International Students

The interview will consist of:

- Tour of the school
- Explanation of the Conditions of Acceptance (see following)
- Classroom and daily programme explanation
- Initial assessment of the level of English of the student
- Ensuring the parents understand the Code
- Explanation of the designated caregiver's role and responsibility (if applicable)
- Making an appointment time to visit the home of the designated caregiver
- Answering any questions the family may have.

What happens next?

1. Parents will be informed in writing of the school's decision within 7 days of the interview.
2. If there are no current available places, the parents will be notified and will be given the option of being placed on a waiting list.
3. When a place becomes available, they will be notified and given 14 days to accept or decline the placement.
4. Placement at a particular Year Level or Class is at the discretion of the Principal. This may be dependent upon class numbers, English language proficiency and any other school assessments.
5. If application is accepted, parents have 14 days to accept the placement by paying the fees. Once the fees have been received, an Offer of Place Letter will be given to attend Onewhero Area School.

Conditions of Acceptance

In addition to the conditions listed here, all conditions that are part of the contract with parents, the fees refund policy and other school policies also apply.

- Although an elementary level of English is desirable no student will be refused acceptance due to their level of English as all levels of English proficiency are catered for at Onewhero Area School.
- Students and parents/legal guardians must accept and abide by rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
- Students must observe the laws of New Zealand.
- Students must observe the conditions of the Visa and Student Permit. If a student breaks the terms of the visa/permit the school will report the fact to the New Zealand Immigration Service, which may result in the student have to leave New Zealand.
- Because class placements are decided on the evidence of assessment after arrival in New Zealand, all information given before enrolment about placement on courses and in classes is provisional. The school reserves the right to adjust placements and individual programmes at any time, if it is in the student's interests to do so.
- The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
- Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
- Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies).
- All additional costs (as outlined in the school prospectus) will be paid promptly, as required.
- The conditions of the Fee Refund Policy will be accepted.
- All students are required to have travel and medical insurance for the duration of their period of enrolment. The school can arrange insurance unless students choose to make their own arrangements. The school will keep a record of the policy number.
- All international students must live in one of the following types of accommodation:
With their parents or legal guardians (proof of legal guardianship must be supplied).
With a designated caregiver chosen by their parents/legal guardians. All accommodation offered by designated caregivers must be approved by the school, as required by the Code of Practice for the Pastoral Care of International Students. An indemnity form must be signed by the parents giving the designated caregiver authority.

In a Homestay family approved by the school.

- All disputes will be dealt with under New Zealand law
- The school's complaints procedure for International students will be used to deal with grievances.
- The student and/or parents will provide academic/behavioural/medical and other information that is relevant to the wellbeing and course placement of the student.

Change of Address

Parents must inform the school of their pending or new address, telephone numbers, fax number and e-mail address before the change takes place. The student and/or parents will also advise the school immediately of any change in type of accommodation (eg a change from living with parents to living with a designated caregiver) and any change in the contact details of the student and/or parents.

Student Fees and Associated Costs

INTERNATIONAL STUDENTS ONEWHERE AREA SCHOOL FEES (NZ\$)

	4 Terms	3 Terms	2 Terms	1 Terms	Weekly
Application Fee	300	300	300	300	
Tuition Fee	13,000	9,750	6,500	3,250	450
Administration fee	1,000	750	500	250	25
Stationery	\$150 approx			As req'd	As req'd
School Trips And camps	As req'd Please enquiry per year level	As req'd	As req'd	As req'd	As req'd
Network fee	10	10	10	10	
Resources and technology	\$80 approx				
EXTRAS:	Bus fee if applicable				
Uniform	\$400 approx				
Home Stay Accommodation	\$150 homestay Placement Fee				\$270

Southern Cross International Student Insurance may be arranged by Onewhero Area School. Cost of cover to be paid on application to School.

Fees Protection

Onewhero Area School has a fee protection policy to safeguard the fees paid by International Students, in the unlikely event that the school may not be able to commence or continue to deliver tuition to the International Student.

Refund Conditions for International Students

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. The following procedures and guidelines would apply.

To be eligible for any refund:

- The parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance.

If the application is made before the start of the course:

- Fees will be refunded in full less the administration charge of \$300. This includes if a student is not granted a student permit to attend Onewhero Area School.

If the application is made after the start of the course, but before the second half of a course:

Fees will be refunded less:

- An administration charge of \$300
- Costs to the school already incurred for tuition
- Components of the fee already committed for the duration of the course
- Specialists fees
- Appropriate proportions of salaries for teachers and support staff (if applicable)
- Cost already incurred for the use of facilities and resources
- Any other costs already incurred.

If the application is made after the second half of a course:

- There will be no refund except under exceptional circumstances (see below).

Compassionate Refunds

- In exceptional circumstances, refunds may be granted on compassionate grounds (eg death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.

If an International Student gains residency during the course:

- No further fees are to be paid and a refund may be made on the unused portion of the prepaid fees. The new resident will then abide by the school enrolment scheme if one is in place. Documentation of residency must be provided within 14 days of it being granted.

Homestay Fees:

- All unused homestay fees will be refunded if the homestay has been given two weeks' notice that the student is leaving.
- If the student does not give two weeks' notice, the two weeks homestay fees will be deducted from any refund.

The Board of Trustees will make no refund:

- Where a student has been stood down, suspended or excluded
- Where a student returns home for any reason other than serious illness or death of a close family member.
- If the enrolment application is found to be inaccurate in any way and the contract is terminated.

Curriculum Programme

Programmes at Onewhero Area School commonly feature the following:

1. Learning activities in which students investigate issues and solve problems of interest to them.
2. A balanced curriculum which has a discovery and exploration emphasis and encourages higher order thinking as keys to successful learning.
3. Opportunities to see the relevance of learning by applying it in a practical way to solve real problems.
4. Learning activities and experiences (both in and outside school) which enable all students to succeed regardless of previous achievement.

Teachers adapt the programme to the students to ensure the curriculum focus for each student is on personal development as well as on academic achievement.

We focus on educating the whole child, emotionally, intellectually, socially and personally. Students are challenged with opportunities to participate in a range of academic, cultural, sporting and technology programmes.

Subjects Offered:

Onewhero Area School is a public or state school. It offers programmes in all areas of the New Zealand Curriculum. This includes:

English	Technology
(oral, written, reading, visual, listening)	(Hard materials, Food Technology)
Mathematics	ICT
Science	Dance/Drama/Music
Social Studies	Visual Arts
Health	Physical Education
Languages	
(Maori, Spanish, German, Japanese, French and NZ Sign Language)	

The curriculum focus at Onewhero Area School is on process rather than content. We use an Inquiry based learning programme, where students will investigate new strategies for learning, thinking, decision making, creativity and problem solving, in contexts that are relevant and meaningful to them.

Cultural Activities:

Choir

Orchestra

Instrumental music lessons

Kapa Haka

Arts Festivals

School Productions

Festivals in dance, speech, drama.

Fees Protection Policy for International Students

Rationale:

International student fees must be handled in a way that ensures those funds are accessed in a way that is consistent with normal accounting practice. This means that those funds are secure from misappropriation and are only made available to the school in accordance with the Refunds Policy.

Purpose:

To ensure that funds from international students are accounted for separately and in such a way that individual student contributions can be monitored.

To ensure that international students' payments may be drawn down in accordance with the Refund Policy.

Guidelines:

Accounting procedures are in place to ensure that monies are available for release. International fees shall be paid into the school's general account, and initially treated as income in advance.

At the end of each month, the fees portion for that month will be transferred to operating income.

Fees will be available for approved refunds resulting from withdrawal from Onewhero Area School or in the event of the school not being able to provide tuition. Accounting practice will ensure that international student fees are reported separately from other income sources.

Evaluation:

The Principal shall report to the Board of Trustees annually with reference to this policy.

I have read and understood the Fees Protection Policy.

Full name of Parent /Caregiver:

Parent / Caregiver signature:

Date:

Student's full name:

Orientation Programme and Support Services

International students at Onewhero Area School will be provided with a proper orientation process. Helen Elley is primarily responsible for the orientation of the students and their on-going welfare within the school community. This will be done in close liaison with the classroom teacher and the Principal.

The Orientation Programme:

On the student's first day, he/she will be met by the Teacher Responsible for International Students and shown their classroom.

All students will be mainstreamed immediately upon arrival with a small group withdrawn for further orientation, English testing and teaching as required.

Assistance with academic planning is given if required.

The classroom teacher will be responsible for ensuring the new student has a buddy group consisting of two or more other students whose role is to help the new student with daily routines, timetables and activities during the breaks. He/she will also ensure the student knows where to find the sick bay, tuck shop and toilets etc.

Orientation will include school layout, rules and regulations, counselling, support systems and resources available.

Familiarisation with New Zealand culture, schools and learning will be provided.

The International Student Co-ordinator will continue to monitor the student during the first few weeks while the student settles into the class and the school. The Co-ordinator will also be available for support of the students, the classroom teacher and the Parents /Caregivers.

Once the initial period is over, the Teacher Responsible for International Students will continue to monitor the student and his/her progress through informal meetings, ESOL teaching times, and where necessary through formal meetings with the student, the classroom teacher and/or Parents /Caregivers. Translators will be made available where necessary. These may be another student or an adult, depending upon the situation and the requirements.

Parents /Caregivers and students need to know that Onewhero Area School has an 'Open Door' policy. At any time they may make an appointment to see the classroom teacher, or the Teacher Responsible for International Students to discuss any queries or concerns.

The following staff members are available for assistance and support:

International Student Co-ordinator

Mrs Anke van Dijk

Telephone: 0064 9 232 8883

Mobile: 021 482 990

Email: a.vandijk@onewhero.school.nz

Principal:

Mr Greg Fenton

Telephone: 0064 9 232 8883

Email: gffenton@onewhero.school.nz

What to do if you have a grievance

We want you to be happy at Onewhero Area School. There are times however, when things do not go as smoothly or as well as we may like.

If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough you can always bring a friend who has better English or ask for a translator.

Here are some ideas about what you can do about it.

Problems with a Teacher:

Make a time to talk to your classroom teacher about a concern. If your concern is the classroom teacher, make a time to talk to the person responsible for International Students, who is Mrs Helen Elley.

- After a few days if you do not think the problem has been solved by your classroom teacher or by Mrs Elley, talk to the Deputy Principal, Mrs Koren Hopoi.
- If, after a few days, after you have spoken to Mrs Hopoi, the problem is still there, talk to the Principal Mr Greg Fenton.

Problems with school friends:

- Take the time to talk to your teacher about your concern.
- You can also talk to Mrs Elley or Mrs Hopoi. They are very helpful, especially with broken friendships.

Problems with your homestay/designated caregiver:

Make a time to talk to the person responsible for International Students, Helen Elley. She will discuss the concerns with you and do her best to sort things out. If necessary she will contact the Principal on the matter and/or your parents.

At all the above meetings, notes will be taken of your concerns and of the solutions put in place. If, after all the above has been tried, it is felt you

problem has not been resolved, then the student/parent may contact the International Education Appeal Authority who address is:

**International Education Appeal Authority
C/- Ministry of Education
Private Bag 47911
Ponsonby
Auckland
New Zealand**

**Phone: (64 0) 9 374 5481
Email: info.ieaa@minedu.govt.nz**

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

Procedures that apply when a student withdraws/is not attending their course

If a student withdraws from the school:

1. The intention to withdraw a student from school must be in writing by the parents prior to the student's last day, giving the date of the final day of attendance and the reason for leaving. The school will notify the Immigration Service.
2. The Refund Policy for International Students will apply.

If a student is not attending their course:

1. In the case of absences, the parent/caregiver must follow the normal school procedure of notifying the school in the morning of the first day of the absence, and following this up with a written note on the first day of the student's return to school. If the absence can be foretold – eg an appointment – then the school is to be informed in writing the day prior to the appointment or earlier.
2. Where the student is absent with no reason, then the parents or caregivers will initially be contacted by the school for an explanation. Where a student is being truant from school, the school will have a meeting with the parents/caregivers to rectify the situation. If the truancy continues then a family meeting will be held and contingencies put in place. If this does not rectify the situation then the enrolment will be terminated and the Immigration Service notified.
3. If the student does not attend for more than twenty consecutive school days then the school will, in writing, notify the parents/caregivers that the enrolment has been terminated and the Immigration Service notified. However, if the parents/caregivers have previously notified the school in writing that the student will be absent for a period of time, with the full reason for the absence, the place shall be held, providing all fees have been paid in full, as required.
4. If the student is withdrawn from or ceases to attend the school, the Board of Trustees will notify the New Zealand Immigration Service.

Circumstances in which Tuition may be terminated

- Where a student is absent or consistently truanting from school (see above) then Onewhero Area School will terminate the enrolment.
- If a student's behaviour is of an unacceptable level, then a meeting with the student, the parents/caregivers and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents warning of the danger of termination of the enrolment. If there is no further improvement, the parents and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.
- An 'acceptable level of behaviour' would be seen as following the school rules and the school 'Code of Conduct' as provided to each student.
- If an enrolment application is found to be inaccurate in any way the contract may be terminated at the school's discretion.
- Upon termination of enrolment the Immigration Service will be notified as required.

Frequently Asked Questions

1. When is Onewhero Area School open?

- a.** Our school is open at 8.15 am every morning during term time, Monday to Friday. Lessons start at 9.00 am and school closes for the day at 3.00pm.
- b.** The school terms are given in the main school prospectus along with public holidays when the school is closed.

2. What do I need for the classes?

- a.** Make sure that you always have a pencil, pen, ruler and eraser with you every day. Your stationery will be provided.
- b.** For the specialist classes – hard materials, food technology, ICT and art – you need to wear your school shoes.
- c.** When your class has fitness and/or PE you will need PE shirt and shorts.

3. What if I am sick and cannot come to school?

- a.** If you are sick and cannot come to school, make sure that your parents or caregivers contact the school and let the school know. When you return to school you will need to have a written note explaining your absence.
- b.** If you feel sick at school or if you hurt yourself at school, you need to go to the Sick Bay and tell them. They will look after you.
- c.** If you have an appointment during the school day and have to leave the school during the day or miss a day, your parent or caregiver needs to give the school a written note the day before.

4. What if I change my address or phone number?

- a. If you change your address or phone number your parents or caregivers need to let the school know by giving you a written note to take to your teacher or the office.

5. What about breaks and meals?

- a. There is a break in the morning from 11.00 to 11.20 am and a break for lunch from 1.20pm to 2.00 pm.
- b. Snacks and other food can be bought at the school tuck shop during the lunch break or ordered before school. Or you can bring food from home. The school does not provide lunch for the students.

6. What do I do if my lunch disappears?

- a. If your lunch disappears from your bag or desk, let your classroom teachers know as soon as you find out. They will do what they can to find your lunch. They will also make sure that you do not go hungry at lunch time.

7. What do I do if I am bullied?

- a. If you are teased or bullied at school, coming to school, or going home from school, you must let your classroom teacher or the person responsible for international students know as soon as you can. We do not like bullies and we will do everything we can to prevent you being bullied.

8. May I use email at school?

- a. Email can only be used under supervision, usually in the ESOL/International Student's room.
- b. You must sign an internet agreement when you enrol at the school.

School Rules:

The following are the school's three basic rules:

- Respect each other and the environment
- Let teachers teach and students learn
- Make school a safe place

The school has a discipline system in place to deal with unacceptable behaviour which may involve the Year Manager and/or the AP in charge of discipline.

We involve parents and caregivers at an early stage, where learning is being disrupted by behaviour. We also try and provide for the social and emotional needs of our students.

PB4L

Onewhero Area School is a PB4L (Positive Behaviour for Learning) school.

- Create a positive learning climate throughout the school.
- Increase instructional time across all areas of teaching.
- Identify, explain, model and reward appropriate behaviour.

Our initial focus is on learning the school rules and understanding what these mean. The values we focus on are EXCELLENCE, RESPECT, INTEGRITY and PARTICIPATION.

The PB4L team believe this initiative will make Onewhero Area School an even better place to live, learn and grow.

Summary Code of Practice for the Pastoral Care of International Students

Introduction:

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe and properly cared for.

New Zealand educational providers have an important responsibility for International students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code:

The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic students.

What does the Code apply to?:

The code applies to all education providers in New Zealand with international students enrolled. The Code is mandatory to these providers and must be signed by them.

What is an "international student?"

An "international student" is a foreign student studying in New Zealand.

How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand education provider. The Code is also available online from www.minedu.govt.nz/goto/international.

How do I know if an education provider has signed the Code?

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This is available online from www.minedu.govt.nz/goto/international.

If the education provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong?

If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their education provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can write to the IEAA at:
International Education Appeal Authority C/- Ministry of Education
Private Bag 47-911
Ponsonby
Auckland

What will the IEAA do?

Fax: (09) 374 5403
Phone: (09) 374 5481
Email: info.ieaa@minedu.govt.nz

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on education providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and/ or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The education provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an education provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

A summary of the Code of Practice for the Pastoral Care of International Students.

The Code sets standards for education providers to ensure that:

- High professional standards are maintained.
- The recruitment of international students is undertaken in an ethical and responsible manner.
- Information supplied to international students is comprehensive, accurate, and up-to-date.
- Students are provided with information prior to entering into any commitments.
- Contractual dealings with international students are conducted in an ethical and responsible manner.
- The particular needs of international students are recognized.
- International students are in safe accommodation compliant with the Code of Practice.
- All providers have fair and equitable internal procedures for the resolution of international student grievances.

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

(To be used for orientation – as reference for students)

Page of Reference:

Names: Mum:.....

Children:.....

.....

.....

.....

Medical & Travel Insurance:.....Company:.....Phone:.....

Agent: Name:.....Contact.....

Friends: My classroom buddy.....

School Subjects

Teachers

Room No:

Clubs:

Contact

When & Where Meet

1. Enrolment Procedures

Obtaining comprehensive information from international students prior to enrolment can assist the school in meeting the Code requirements and avoiding issues that may otherwise arise.

The following topics will be covered when interviewing prospective international students and their parents. If students are being enrolled from overseas, a comprehensive application form will be used.

Topics to cover:

Immigration status:

- What immigration status does the student have? (A flowchart of the process for enrolment is provided overleaf).
- Have the student's parents applied for permanent residency or work permits?
- Has permanent residency been applied for on behalf of the student?

English Language Ability:

- Has the student had any previous English Language tuition? If so, where and how much?
- What English Language ability does the student have? (Language ability could be assessed during the interview).

Family information:

- How many siblings does the student have and what ages are they?

Living situation (if the school is not arranging the accommodation):

- Who will the student live with – parents, caregivers, relatives?
- If the student is living with parents, what immigration status do the parents have? Will they need to travel back overseas to renew their visas/permits? If so where will the student stay while they are away?

Future Plans:

Schools are required to ask about student career aspirations and intentions under the Code of Practice. More information about this process is provided at item number 25 in this folder.

Behaviour:

- Has the student had any previous behavioural problems?

Learning:

- Does the student have any type of learning disability?
- Has the student ever had any problems learning?

Health / Medical:

- Does the student have any allergies?
- Does the student take any medication regularly?
- Has the student had any operations or serious illnesses?

Food:

- Does the student have any particular food dislikes?
- Is the student allergic to any foods?

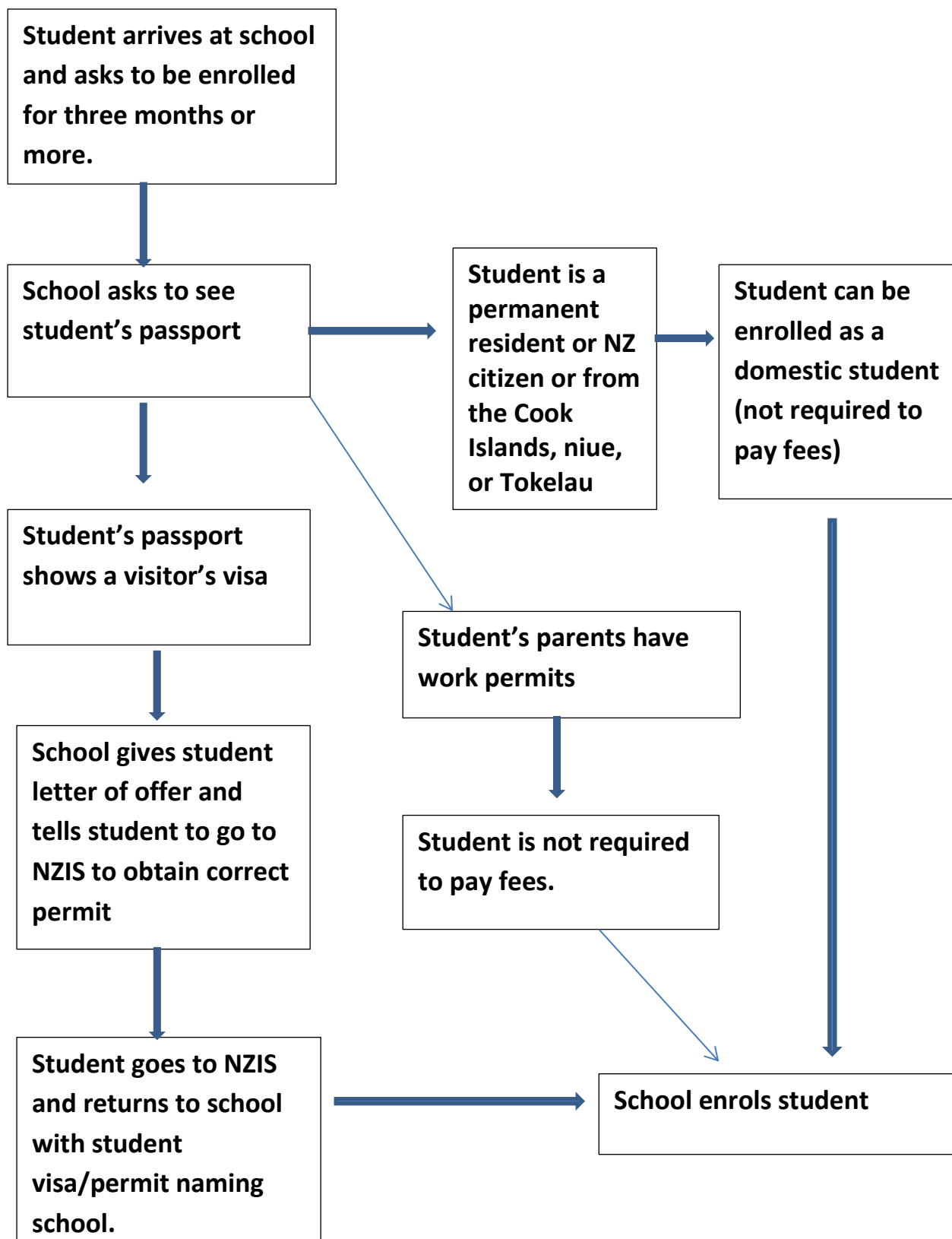
Religion:

- What is the student's religion?
- Is active participation / instruction required?

This information can be used in the selection process, when the school is determining whether or not to enrol international students. The information can also be used to identify where there may be additional costs associated with an international student. If an international student has a learning disability, they are entitled to access Government funded special needs services. It is useful therefore to identify this situation prior to enrolment so that the parents can be advised that they will need to pay for special needs services in addition to tuition.

This information will be acquired from the student during the interview and application process; specifically using the International Student Application, Student Data and Application for Accommodation forms as is appropriate.

FLOWCHART OF ENROLMENT PROCESS FOR NEW ZEALAND IMMIGRANT SERVICE (NZIS)



ONEWHERE AREA SCHOOL

AGREEMENT BETWEEN ONEWHERE AREA SCHOOL AND THE ORGANISERS OF GROUPS OF YOUNG INTERNATIONAL STUDENTS STUDYING ON THE PROVIDER'S PREMISES.

Group Students

"means two or more international students aged 10 and over, entering New Zealand together in an organised group and enrolling at a signatory for 12 weeks or less."

Young International Student

Means:

- a) An international student enrolled in Years 1 to 8 of a school; or
- b) An international student aged 13 and under and enrolled in any other provider.

Rationale for the contract

- To ensure that the school as signatory meets its compliance with the Code of Practice in relation to group students.
- To set out a clear division of the roles and responsibilities of the provider and the group organiser in relation to the educational instruction and services to be provided.
- To ensure the safety and well-being of the students both on site and off site.
- To ensure the facilities promote quality educational, cultural and social experiences for the group.
- To protect the school's reputation.

The Provider/School

- Ensures that the school has the appropriate insurance cover to provide for accidents or mishaps occurring or derived from school property or equipment.
- Ensures that the school sets up a procedure for contacting both the Pastoral Care Co-ordinator and the Principal in the event of any accident or emergency or incident that occurs on school property or involves school personnel. (it would be desirable for the Principal to require to be informed as soon as possible to ensure that appropriate help is accessed and that the parents or next of kin are notified appropriately).
- Ensures that any agreement with a group organiser specifies that any breach of the Code of Practice by the group organiser or any of their agents immediately cancels the agreement.

Accommodation

- Ensures that all the adults over the age of 18 in the accommodation have been police vetted and that checks are made to ensure that a high standard of facilities and care is provided.
- Ensures that if any of the students are accommodated in a boarding establishment (accommodation housing 5 or more International Students) the boarding establishment complies with the local body by-laws, all the adults living and working in the boarding establishment are police vetted, and the accommodation and personnel are checked for suitability.
- Ensures that temporary accommodation complies with the Code.

The Organiser

- Ensures that both the Principal and the Pastoral Care Co-ordinator are fully informed in writing of the details of the programme and that the Principal is notified of any change to the arrangements.

Contacts

- Has full contact, passport and visa details for all students travelling on the group.
- Has the overseas contact details of all parents in their home country available for use in an emergency.

Welfare

- Ensures that the students all have current and appropriate visas.
- Ensures that the students all have appropriate medical and travel insurance.
- Has the medical details of all the students.
- Ensures that all students are given 24/7 contact cards/details for use in an emergency.
- Ensures that all students have access to the first language support person/people 24/7.

Supervision

- Ensures that the students are appropriately supervised at all times and that the supervisors have the relevant training and skills for each activity. The ratio of supervisors to students is adequate.
- Ensure an appropriate person has been allocated responsibility and provision for 24 hour supervision for students.

Risk Management

- Ensures there has been an assessment for risk and critical incident response.
- Ensures that all parties are informed of an appropriate complaints process and that all complaints to do with the school are given in writing to the Principal as soon as possible after they occur.

This agreement is to manage the risks for the group students and the school and New Zealand's reputation as an education destination.