

## **International Student Policy**

The Beachlands School Board of Trustees has agreed to be a provider for overseas students. The maximum students the school will have at any one time is 26. We require two Teacher Aides/Counsellors to look after these students.

**1. Fees** – two terms = \$4,000.00 including GST

**Homestay Fees** - \$210.00 per week per child

In addition the following requirements will be paid for separately – uniforms, stationery, school camps and extra curriculum activities. It is understood that all students will participate fully in all aspects of Beachlands School life, including camps.

NB – There is no reduction in fees for more than one child in a family.

**2. Enrolment Procedure**

Application for enrolment as an International Student at Beachlands School will be available from the school office and the School website. The enrolment form will show natural parents contact details, child's health information, and insurance details. The enrolment form is to be signed by the student's parents. An information sheet for parents and students will be provided with the enrolment form along with the International Student Policy. The Policy will be available in Korean.

Students will be aged 11 to 13 years unless they are living with their parents or legal guardians.

All students will be tested regularly as part of the Year 7 & 8 assessment procedures.

**3. Attendance**

It is expected that all International Students will attend school every day. Procedures are in place to ensure truancy does not occur. Homestay parents are asked to phone the school if a student is not attending that day and the reasons why. If an absence has not been phoned through the school office will make the call. If no justified absence is found after 20 days then procedures will be put into place to contact NETS at the Ministry of Education.

**4. Fee refund & Fee Protection**

Students who do not stay for the duration of their time booked, will be entitled to a refund less an administrative expense. The Board of Trustees will ensure that a proportion of International Students fees are not spent in the year they are paid. This will be put into a term investment. All fees will be kept in a separate account.

**5. Class Sizes**

Beachlands School will endeavour to place only five international students in one classroom. This will be at the discretion of the Principal. Class placement will be based upon age (due to culture sensitivity) and academic ability.

**6. Rights**

Once accepted at Beachlands School, International Students will have the same rights to continue to be enrolled and to classroom programmes and any additional programmes as ordinary students. If students break the rules The Ministry of Education Guidelines of Stand-downs, Suspensions, Exclusions and Expulsion will apply in exactly the same format as it does for ordinary students.

## **7. Emergency and Accident Contact and Procedures**

All medical forms for International Students are held in sick bay along with ordinary students. A Teacher Aide/Counsellor will be called if any International Students enter sick bay or are injured in the playground. There is a notice of "What to do if an International Student is involved in an accident or emergency in the sick bay.

**After hours emergencies or accidents.** The Teacher Aide/Counsellors will have a master list containing all students contact details i.e., homestay families, parents, insurance company, medical concerns, allergies or previous illnesses.

## **8. Health Insurance**

Most International Students are not entitled to publicly funded health services while staying in New Zealand. It is mandatory that all students have medical insurance to cover this.

## **9. Accommodation**

Process for selection and monitoring of student accommodation

- Application to be a residential caregiver for International Students and Police Vetting form will be completed by all homestay caregivers.
- A pre-visit Information Sheet.
- A visit checklist and Accommodation Assessment Interview
- Homestay Residential Agreement
- Information Sheet for Homestay Families
- Quarterly Student Accommodation Survey
- Six Monthly Homestay Host Survey

## **10. Student Interview Process**

Accommodation Interview

An interview sheet will be handed to Students at their quarterly student accommodation interview.

Answers will be clearly recorded and the form placed in the student's file. Any behaviour that is of concern should also be recorded.

Process for meeting with students:

1. Students should be told about the meeting in advance and reassured that it is not necessarily because anything is wrong but is to see if the student is happy and well looked after.
2. The meeting should take at least 20 minutes to allow the student to relax and become at ease. Questions may need to be repeated as the student becomes more comfortable.
3. The meeting room should be private and comfortable.
4. A record of questions asked, and answers given by the international student, should be taken during the meeting and kept on the student's file.

### **Procedure to follow if signs of abuse are detected by the interviewer:**

If the interviewer suspects that there is a serious issue, for example abuse or depression, they should refer the issue immediately to the Designated Pastoral Care person or the Principal who can then organise for the appropriate person/agency to be contacted for assistance.

### **Follow-up of concerns:**

All concerns should be reported promptly to Homestay Co-ordinator who will follow them up as appropriate with :

- The homestay parents
- The school principal
- The student's parents
- CYFS

The police.

When questioning international students about their accommodation, care should be taken to ensure that questions are open-ended or multiple choice. Questions should not be leading, or suggest a particular answer. Questions such as “How would you describe where you live?” and “On a scale of 1 to 10, how would you rate where you live?” are appropriate because they let the student direct the discussion and tell the interviewer if anything is wrong.

### **11. Regular Contact with Home**

Children are able to phone home weekly and email their parents at regular interviews. These phone calls and emails are in a log book situated in the ICT Suite. The Teacher Aide/Counsellors will be with the children when making phone calls and emailing. As part of the Homestay Families brief, students will be asked weekly if they have been in contact with home. The Teacher Aide/Counsellors are also in direct contact weekly with the student’s parents by email.

**Telephone Usage** – The Host will permit the student use of the telephone within reason to ensure that arrangements for receiving and making calls are determined and clearly communicated with the student. The student receives a phone card from the Counsellors to call home. It is encouraged that they make one phone call home per week.

### **12. Contact with First Language Personnel**

The International Student body will provide two Teacher Aide/Counsellors who are available at school and after hours to assist the students. The Students will have regular contact with their own culture.

### **13. Cross Cultural Support**

Beachlands School annually holds a Cultural Festival and Prizegiving when all students dress up in their native costumes.

### **14. Withdrawal of a student**

If you wish to withdraw your child from the school please put this in writing to the Beachlands School Board of Trustees.

### **15. Grievances**

International Students may bring any complaint or grievance to their Counsellors who will then seek the advice of the Principal. If the complaint or grievance cannot be resolved then the matter can be taken to the Board of Trustees through the Complaints, Procedures Policy. If a resolution is still not satisfactory the student can take the matter to the International Education Appeal Authority (IEAA). The school has agreed to be bound by the IEAA’s procedures and recommendations.

### **16. Reviews**

This policy will be reviewed annually to ensure compliance with the Code of Practice for the Pastoral Care of International Students.

Date approved: 1<sup>st</sup> July 2005

Review date: 1<sup>st</sup> July 2009