

Waitaki Girls' High School Code of Practice Document

Part 1: General

Revised March 2012

1. Information

- 1.1 All staff in the International Department at Waitaki Girls' High School have a copy of the Code of Practice and are involved in reviewing the school's documentation annually. Teachers are informed about the Code of Practice through the Staff Handbook.
- 1.2 All staff involved in international education have access to support and training to assist them to understand and apply the Code through the school's professional development programme. Evidence of training and support accessed is kept on the professional development records. (A)
- 1.3 Teachers of international students will implement the Guidelines under the direction of the Principal who will be responsible for updating the document.

3. Group Students

- 3.2.1 Group students will be appropriately supervised. All supervisors will be police vetted.
- See Rules for Groups (B).
- 3.2.2 The ratio of students to supervisors will depend on the activity being undertaken. In the classroom 1:12-15 is a suitable ratio. Outside the classroom, supervision will be generally 1:8 depending on the activity being engaged in.
 - All groups must provide evidence of travel and medical insurance in English prior to their arrival in New Zealand.
 - Teachers accompanying students are expected to be with the group at all times. The teachers accompanying the group will be under the overall direction of the principals of their own school and Waitaki Girls' High School.
 - Passports will be kept in the school safe while the students are under the care of Waitaki Girls' High School.

Part 2: Marketing, Recruitment and Enrolment of International Students

4. Provision of information to prospective international students

- 4.1 All this information is available on the school website (www.waitakigirlshighschool.co.nz) and in written form-see Prospectus (C).
- 4.2 This information is provided to prospective international students prior to enrolment.
 - 4.2.1 Cost of tuition and related costs - see Fees schedule (C) (xi).
 - 4.2.2 Application requirements and procedures
 - see Notes on Code, Immigration, Health and Insurance (C) (xii),
 - How to Enrol at Waitaki Girls' High School (C) (xv),
 - Enrolment forms (C) (xvi) a-f.

- 4.2.3 Conditions of acceptance – see website www.waitakigirlshigh.school.nz
- see An A-Z for International Students and Their Parents (C) (xiv).
- 4.2.4 Refund Conditions – see Policy: Fees Refunds for International Students (C) (xii).
- 4.2.5 English Language Proficiency: This is not a prerequisite for enrolment at Waitaki Girls' High School.
- 4.2.6 Information on facilities, equipment, staffing – see (C) Prospectus & Staff (C) (ii).
- 4.2.7 Information on Courses / Qualifications Offered
- see (C) Prospectus & Curriculum (C) (iii).
- 4.2.8 Information on Medical and Travel Insurance – available on request (D).
Must be purchased prior to arrival in New Zealand. A copy of the policy must be lodged with the school. This will be verified by the student's agent prior to arrival or by the school. A record is maintained to ensure students have valid medical insurance at all times.
- 4.2.9 Information and advice on types of accommodation available to students
- see Prospectus (C), Hostel (C) (v) & A-Z for International Students and Their Parents (C) (xiv).

4.3 Accommodation

- 4.3.1 Accommodation options are outlined in the prospectus (C) & A-Z for International Students and Their Parents (C) (xiv).
- 4.3.2 Accommodation costs are included in the fees schedule (C) (xi).
- 4.3.3 Accommodation is organised through the homestay co-ordinator.
- 4.3.4 All accommodation is assessed and monitored. See Part 6.

5. Prospectuses and Promotional Material

- see Prospectus and sheets attached (C).

5.3 Standard wording

- see Notes on Code, Immigration, Health and Insurance (C) (vii).

6. Assessment of Prospective International Students

Waitaki Girls' High School International Department uses a variety of tests from Diagnostic Assessment Kits including –

“English Language Learning Progressions” Ministry of Education 2008

“English Language Intensive Programme” (ELIP Folder) Ministry of Education

7. Accepting International Students for Enrolment

- 7.1 We offer a place only to those students who we consider will benefit from the educational environment we offer.
- see Offer of Place (E).
- 7.2 Orientation Programme (F).
Pastoral Care Network (G).
- 7.2.2 Complaints procedure (H).
- 7.2.3 Copy of the Summary Code of Practice for Pastoral Care of International Students (in language of origin where possible) (I).
- 7.2.4 Withdrawal procedures and Attendance Requirements
- see an A-Z for International Students and Their Families (C) (xiiv).

- 7.2.5 International Students Discipline Policy (J).
 - see Tuition Agreement (C) (xvi) (e).
- 7.2.6 Fees Protection Policy & Refunds Policy (K).
- 7.3.1 Courses available for international students
 - see Prospectus (C) & Curriculum (C) (iii),
Course Information Booklet (sample) (L).
- 7.3.3 Arrangements for recognition of prior learning
 - see Policy: Recognition of Prior Learning (N).
- 7.4 Medical and Travel Insurance
 - Data recorded and monitored on students' WISP files.
- 7.5.1 Contact details in home country recorded on enrolment data and transferred to school files.
- 7.5.3 Residential address in New Zealand supplied by homestay co-ordinator and lodged on school files.
- 7.6 Parents are asked to advise Waitaki Girls' High School of any change in their contact details
 - see an A-Z for International Students and Their Families (C) (xiv).

8. Staff Members Representing Signatories Overseas

This position is filled by the Principal who travels overseas to meet present and potential parents, new students, sister schools and agents.

9. Annual Review of Information

- 9.1 All information provided to international students is reviewed annually (M).
- 9.2 Details of this review are recorded and kept in the Code of Practice folder.

10. Immigration Requirements

- 10.1 All international students staying for more than 3 months must hold a student visa to study at our school.

A copy of the student's visa is kept on file.
The Homestay Co-ordinator assists students to renew visas.

For students on short stays, passports are kept in the school safe and visa details are provided prior to arrival.
- 10.3 Prospective international students are advised of the need to obtain a visa.
 - see How to Enrol at Waitaki Girls' High School (C) (xv).
- 10.5 The school advises New Zealand Immigration Service when an international student's enrolment has been terminated.

Part 3: Contracted Agents

11. Recruitment Agents

- 11.1 Waitaki Girls' High School advises recruitment agents in the contract signed with them of their need to comply with the Code
 - see Sample Agents' Contract (O).
- 11.2 Agents are directed to the Ministry of Education website for a copy of the Code of Practice and are supplied with a copy of the Code if they do not have it
 - see sample Agents' Contract (O).
- 11.3 Agents are advised that a breach of the Code will terminate the contract
 - see sample Agents' Contract (O).

12. Accommodation Agents

WGHS does not engage any accommodation agents.

Part 4: Contracts and Indemnity

13. Contractual Financial Obligations of Signatories

- 13.3 The Tuition Agreement is the contract between WGHS and the parents and the overseas student attending WGHS (C) (xvi) (e).
- 13.4 Fees Protection Policy (K).

14. Indemnity

Waitaki Girls' High School agrees to comply with the terms of this clause.

Part 5: Welfare

15. Support Services

- 15.1 See - Student Management Structure (P)
- 15.2 See
 - Orientation programme (F)
 - Welcome to WGHS booklet (Q)
 - International Student Handbook (R)
 - Complaints procedure (H)
- 15.3 See - International Student Handbook (R)
Students receive support and information from the Guidance Counsellor and Health Teachers relating to –
 - road safety (please note that our students are not permitted to own or drive a car unless they are learning to drive with a registered driving instructor)
 - welfare facilities
 - drug education and counselling
 - problem gambling
 - mental health services
 - health
 - sexuality education
 - New Zealand laws, especially those relating to the sale of alcohol and tobacco
 - harassment and discrimination

Advice on courses is given by the Dean, HoL Languages and Careers Adviser.
Advice on accommodation is given by the Homestay Co-ordinator.

- 15.4 Support is always available to address the current needs of international students.
- 15.5 Full contact details are kept on file for all international students.
- 15.6 Any international student who may be a victim of abuse, ill treatment or neglect should be reported in line with the school policies (S).
- 15.8 Parents are contacted by phone, fax or email as required. Reports are posted to parents (and agents if required) each year.

16. Monitoring Attendance to Ensure Student Welfare

- See - Section 5 "An A-Z for International Students and Their Parents" (C) (xiv)
- Discipline Policy (J)

Part 6: Accommodation

17. Accommodation Provisions

- 17.1 The Homestay Co-ordinator assists students requiring accommodation (U).
- 17.4 Students will live in –
 - (a) the school hostel, Waitaki House or
 - (b) a homestay approved by the school or
 - (c) with their own parent(s).

18. Homestays

- 18.1.1 No homestay may have more than four international students in residence.
- 18.1.2 Each homestay carer will be assessed and police vetted (V, W).
- 18.1.3 Each home is visited to ensure that the facilities are suitable (X).
- 18.1.4 See 18.1.2
- 18.2 Meetings are held once each year to provide support, advice and information to homestay carers.
- 18.3 The Homestay Co-ordinator meets with each student once per term to monitor the suitability of homestay accommodation.
- 18.4 The Homestay Co-ordinator visits each homestay twice each year to ensure that the student and the carers are happy with the situation.

19. Boarding Establishments

The school boarding establishment, Waitaki House, operates under the auspices of the Waitaki Girls' High School Board of Trustees and has policies and procedures in place to ensure the safety and well-being of girls in its care (Y).

- 19.1.1 The hostel is checked annually to ensure it complies with local government bylaws.
- 19.1.2 The manager is the person with responsibility for the care of international students (Y).
- 19.1.3 Hostel staff are selected carefully, police vetted and appraised annually.

19.1.4 The hostel facilities are regularly maintained and are suitable for teenage girls.

19.1.5 The physical and emotional environment in the hostel as it relates to international students is monitored by the manager.

19.1.6 Potential risks to the safety of international students are monitored and managed.

19.2 See hostel policies (Y).

19.3 The manager meets quarterly with international students to monitor the suitability of the accommodation.

19.4 The principal will check the hostel twice each year to ensure that the accommodation is suitable.

20. Designated Caregivers

Not applicable.

21. Temporary Accommodation

21.1.1 Any home in which an international student is placed short term will be checked for suitability and police vetted.

21.1.2 The homestay carers will be approved and clear expectations of care laid out (Z).

21.1.3 Supervision will be at least 1:10 in camp or hostel accommodation.

21.1.4 Risks will be monitored and managed.

22. Residential Caregivers

22.1 This data is held on the school files.

22.2 Clear guidelines are given outlining the responsibilities of homestay carers.

23. Police Vetting of Accommodation for Students Aged Under 18

Police vetting takes place for

- all hostel staff
- all homestay carers
- all persons aged 18 and over living in homestay households (W).

Part 7: Grievance Procedures

24. Internal grievance procedures

These are outlined in the Complaints Policy and are able to be accessed by all international students (H).

Part 8: Applications and Monitoring

30. Monitoring

30.3 Analysis of students' academic progress – HoL Languages discusses reports with each student.

Student Accommodation is monitored – see Homestay Visit Form (X).

Appendices – Code of Practice

- (A) Professional development record : HoL Languages
- (B) Rules for groups
- (C) Prospectus and information for International Students on loose sheets at back
 - i International Students
 - ii Board of Trustees and staff
 - iii Curriculum
 - iv Guidance network
 - v Co-Curricular activities
 - v Hostel
 - vi Community and school
 - vii Notes on Code, Immigration, Health and Insurance
 - viii Summary Code of Practice for Pastoral Care of International Students
 - ix Uniform
 - x Rules and Regulations
 - xi Fees
 - xii Fees Refunds Policy
 - xiii Complaints
 - xiv A-Z for International Students
 - xv How to Enrol at WGHS
 - xvi Forms –
 - a Application for Admission for Overseas Student
 - b Personal and Family Information Sheet
 - c Health Form
 - d Hostel Form / Homestay requests
 - e Tuition Agreement
 - f Procedures for Fees Refunds
- (D) Insurance information
- (E) Offer of Place
- (F) Orientation Programme
- (G) Pastoral Care network
- (H) Complaints Procedures – school policy and hostel policy
- (I) Summary Code of Practice for the Pastoral Care of International Students.
- (J) Hostel Discipline Policy and Management Behaviour for International Students.
- (K) Fees Protection Policy and Fees Refunds Policy
- (L) Sample – Course information booklet – **all** year levels have own booklet (copies in office)
- (M) Annual Review of Information
- (N) Policy: Recognition of Prior Learning
- (O) Agents' contract
- (P) Student Management Structure
- (Q) Orientation booklet-Welcome to WGHS
- (R) International Student Handbook
- (S) Abuse Policies
- (T) Sample newsletter
- (U) Homestay Co-ordinator Job Description
- (V) Homestay Assessment Information
- (W) Police vetting documentation
- (X) Homestay Visit Form
- (Y) Hostel Manager Guidelines & Hostel Policies
- (Z) Guidelines for Homestay Families