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## **1. General Information**

- 1.1 Marian Catholic School is situated in the city of Hamilton, which is one and a half hours drive south of Auckland. We have a School Roll of approximately 550 students. Marian is a Catholic Integrated Primary and Intermediate School. The school caters for students from Year 1 through to Year 8 with the students' ages ranging from 5 to 13 years old.

The School Board of Trustees currently provides places for up to 20 International Students per year. This figure is reviewed annually.

- 1.2 Marian School is a registered signatory of the New Zealand Government Code of Practice for the Pastoral Care of International Students. The Code was established under section 238f of the Education Act 1989 and came into effect on the 31<sup>st</sup> March 2002. It is a mandatory requirement for all providers of study programmes for International Students in New Zealand to fully adhere to the code as from 30 September 2002.

Marian School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the New Zealand 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>

The code has been translated and is available in both Korean and Chinese.

- 1.3 A summary of the Code of Practice for the Pastoral Care of International Students is included with this documentation (Appendix 9).

## **2. Immigration Policy**

- 2.1 On arrival at the school the student is to present his/her passport to the school Principal for verification of their identity and student visa/permits to study in New Zealand. A copy of the passport details, entry date into New Zealand and Student permit details are to be taken and verified by the school as copies of the original documentation.
- 2.2 Full personal and contact details for the students, parents and caregivers are to be kept in a separate file by the school. Records must contain passport details, copies of application, enrolment, letter of placement, indemnities for caregivers and all documentation pertaining to homestay placement if applicable.
- 2.3 For all International Students attending Marian School, their guardians are either, one parent/parents, aunts, uncles or a close family friends. We need to ascertain precisely from the parents who this is and to hold an indemnity signed by the parents stating that the person in mention is their chosen designated caregiver. Full personal and contact details are required along with a verified immigration status, irrespective of whether it is a parent appointed caregiver/guardian accompanying them from the country of origin, or where a New Zealand agent or New Zealand resident is involved. This will be a copy, taken by the school, of their current passport, or their immigration/visa permit details where applicable, taken at the time copies of the studying student's visa and passport details are being sought.
- 2.4 Marian School will only accept for enrolment International Students who are living with a parent or in the case of students 11 years and older, with a guardian as defined in 2.3 or with a designated caregiver.
- 2.5 New Zealand Immigration Guidelines

For students from countries required to hold an entry visa for New Zealand, the visa has to be issued prior to departure from their country of residence. Study permit should also be obtained through the New Zealand Embassy prior to departure.

For other countries that have visa free entry into New Zealand, as with Korea (South), a study permit can be arranged after initial visitor time expires at the local New Zealand Immigration Office.

Study permits can be renewed for unlimited time, however, further extensions are viewed in relation to the individual case. Fees covering the full length of time the study visa has been applied for are to be paid to the school in full before the visa can be issued or have to be covered by a guarantor.

If the designated guardian/caregiver is a New Zealand resident it has no bearing on the immigration status of the International Student. It also does not entitle the student to study as a domestic student or have any access to the government funded health programs, such as the dental clinic or the immunisation programme.

Parents who subsequently obtain a work permit, for which their dependent children are entitled to study as domestic students, need to produce evidence of this before consideration will be given to any application for a reimbursement of the tuition fee or part there of.

If there is an accompanying parent with the student we need to see evidence of their immigration status. They are entitled to stay in New Zealand for the length stipulated by their visa providing they are self-funded.

Parents obtaining New Zealand residency, whose dependant children are entitled to study as domestic students, are required to provide evidence of their status to the school. The Fees Refund policy applies. (Appendix 5)

Basic information and a copy of the application form to study in New Zealand can be obtained from the Internet at <http://www.immigration.govt.nz> . Copies of permit application forms are held by the school.

### **3. Advertising and Marketing**

- 3.1 PROSPECTUS – A copy of the school prospectus is available on request and will be posted to the address provided.
- 3.2 WEBSITE – under development ([www.marian.primary.school.nz](http://www.marian.primary.school.nz)). This will enable prospective parents and students to view the International Student Programme that we are offering. This will also contain policy and reference to the Code of Practice for the Pastoral Care of International Students, which all parents, guardians and caregivers must agree to be bound.
- 3.3 Marian School does not actively advertise for International Students.

#### **4. Application and Enrolment Procedures**

- 4.1 An application for a student to study at Marian School can be made, directly to school office or through an approved agent. Applications must be signed by the parents of the student applying or authorized by them for the agent to act on their behalf.

APPLICATION FORM TO STUDY AT MARIAN SCHOOL, 119 FIRTH ST,  
HAMILTON EAST, HAMILTON, NEW ZEALAND.

(Appendix 1)

- 4.2.1 If the application is approved written notification offering a place will be sent directly to the parents/legal guardians at the postal address provided. A copy can be issued to the agent. The school's offer of placement will provide the information visa officials are required to know plus a clear outline of our terms and conditions for studying at our school.

(Appendix 2)

- 4.3 TERMS AND CONDITIONS OF ACCEPTING TO STUDY AT MARIAN CATHOLIC SCHOOL (SEPTEMBER 2002 – DECEMBER 2003)

(Appendix 3)

- Prior to the student accepting the placement the school must have provided the student/parents with all information pertaining to our programme as outlined in the "Code of Practice" part 1: 1-8. Marketing, recruitment and enrolment of International Students.
- Marian School offers full immersion into an age relative class with the opportunity to experience and interact within New Zealand culture and English language.
- Marian School will offer orientation into the school environment and community on a personal level and/or with a buddy or in a small group situation. Children, parents and or designated caregivers will be introduced to the class teacher and English as a Second Language tutor and be familiarised with school facilities and procedures.
- Final placement into a mainstream classroom will be determined after an English language assessment has been completed. Assessment will take place after the student has been studying at the school (between 3-6 weeks) and again at the completion of the contracted study period or after two (2) school terms which ever is the sooner to determine progress.
- Students will receive ESOL support as considered relevant, by the staff of Marian School, for the level of English language the student is recognized as having, after our assessment is completed.
- Full payment for the term of study is to be paid to the school office or can be made directly into our school bank account with a reference of the student's name included. All bank charges are for the account of the payer. This amount

is to be added to the tuition fee (for the full period of intended study), and the school activity fee. Any staggered payments are at the discretion of the Principal. A detailed invoice will be provided itemizing costs and showing full amount owing in New Zealand Dollars.

- All student fees and associated costs are to be paid in Terms of the Policy and Guidelines. Such payment is to be made ten working days prior to the start date for any student.
- Receipt of funds will confirm placement. A receipt will be issued as required for the New Zealand Immigration in order to issue the appropriate student study visa. A copy of this visa is required.
- Refund Policy: Marian Catholic School Board of Trustees will consider a written application for a refund of fees for students who withdraw from the Programme of study during the contract period. All refunds will be less incurred expenses. For students unable to take up offered placement NZD500 will be deducted prior to reimbursement.
- Fee Protection Fee protection is offered to studying students under the terms and conditions stipulated in 'The Code of Practice: Part 3: Contracts and Indemnity: 11.4.' Marian Catholic School Board of Trustees gives a Personal Guarantee to provide 'Fee Protection' for all International Student's fees paid to the school for the contracted time of placement at the school.
- A copy of the passport showing New Zealand immigration status for either the parent(s)/legal guardians or designated caregivers, of the student while studying in New Zealand is required by the School.
- For visa free countries like Korea (South), application for a study permit can be requested after arrival in New Zealand and up to 3 months from date of entry.
- Marian School Coordinator of International Students or a school representative will be available for the student to contact for any reason and/or at any time during or outside of school operating hours.
- The student's academic progress, general behaviour and welfare at school and in the homestay situation will be regularly monitored. At any time, considered necessary by the school, contact will be made directly with the parents/legal guardian to discuss any arising issues.
- Behavioural issues will be handled under the jurisdiction of school policy and New Zealand Educational Law. If further action is required it will be implemented as stipulated in the 'Code of Practice' Part 5, Students under 18, section 15.4.

- Marian School has engaged the services of an interpreter for our Korean Students to help with monitoring progress and to offer community support for these students and or their parents/legal guardians. If any concerned party requires the use of an interpreter arrangements can be made through the school.
- All information for each student, including a current passport photo provided at the time of enrolment, will be kept as a separate record in the office. This will be in addition and separate from the relative records required for enrolment and attendance at an Integrated Catholic School.
- Any health concerns or known medical conditions are to be advised to the school. This information needs to be held by the school and by the home stay family. Carrying of any medication at school is prohibited. Any medication that is required to be taken during school time is to be held and administered by the school office in terms of our school policy.
- The student's passport and a copy of medical and accident cover is to be sighted by the school office on arrival and verified copies including photo of student shown on passport along with any entries/visa and permits pertaining to study rights in New Zealand.
- If a student leaves and/or ceases to study at Marian School, for any reason, prior to the contracted time of study lapsing, New Zealand Immigration will be advised. The School must be advised of the reason for leaving in writing by the child's parent or their agent.
- Marian School will monitor the welfare of students and will act in accordance with the measures stipulated in the International Student Homestay Guidelines published by the Ministry of Education.
- Should the student's and/or the parent's immigration status change the school is to be notified as soon as possible. If the student becomes a domestic student during the contracted time of being an International Student a refund may be applied for in writing to the School Board of Trustees. If a refund is obtained the contracted placement will be revoked and application for enrolment as a domestic student will be required to be made to the School Principal. There is no guarantee that the application for enrolment to study, as a domestic student will be granted.
- Receipt of tuition fees by the school will indicate your acceptance of the terms and conditions to study at Marian School as set out in this document. All payments will be receipted.
- Marian School reserves the right to terminate an enrolment contract should the student's educational needs be so great that additional support other than that of an English as a Second Language tutor is required. For the enrolment to continue if specialist educational help is required, then this will be an additional cost to the parent. Failure to meet this cost will result in the contract being terminated. The fees refund policy will apply.

#### Health And Travel Insurance:

*“Most students are not entitled to publicly funded health services while in New Zealand unless they are:*

- *A resident or citizen of Australia; or*
- *A national of the United Kingdom New Zealand; or*
- *The hold of a temporary permit that is valid for two years or more.*

*If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. It is a condition of enrolment that you have insurance that will cover the cost of medical treatment for the duration of your stay in New Zealand. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand.”*

#### Immigration:

*“Full details of visa and permit requirements, advice on rights to employment 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>.”*

#### Code:

*“**Marian School** has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister 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> “*

A summary of the Code of Practice for the Pastoral Care of International Students is included with this documentation (Appendix 9).

#### 4.4 Contact With Student’s Parent(s)/Legal Guardian(s)

Full contact details for parents/legal guardians are required and will be held by the school. Any changes to the current situation are to be advised to the school immediately.

Parents will be contacted to confirm all details of placement of new students to the school. An interpreter will be available if considered necessary.

Parents will be contacted, by a school representative, at any time the school deems necessary, regarding student progress, behaviour or welfare.

Parents are entitled to contact the school regarding any issues arising related to their child’s welfare and/or study programme at the school

An interpreter will be arranged on request providing prior notice is given.

#### 4.5 Indemnity

Parent/legal guardians are required to sign a statement of designated caregiver arrangements indemnifying the school against the parents/legal guardian's choice of agent/caregiver.  
(Appendix 4)

#### 4.6 Legal Liabilities and Declarations

Marian School takes no responsibility for the general daily needs and arrangements made between parents/guardians and caregivers pertaining to student's financial interests and personal belongings.

The following must be signed as a condition of enrolment:

I understand that if I make any false statements, or provide any false or misleading information, or have changed or altered the application form in any way, the application may be declined or my acceptance to the International Student Programme may later be revoked, and that I may also be committing an offence and liable to prosecution.

I understand the notes and questions in the application form, and have read and understood the policy and guidelines for an International Student Programme at Marian Catholic School and I declare the information given about myself, my spouse/partner and any other guardian and any child or children is true and complete.

#### 4.7 New Zealand Law

Should any dispute arise as to any matter involving the International Student Programme at Marian Catholic School, such disputes will be subject to New Zealand Law and the New Zealand Courts are to have jurisdiction

#### 4.8 Interpretation of Documents

In the event of any dispute arising the only documents to be considered in such a dispute are to be the English translation.

## **5 Tuition Fee, Related Expenses and Refund Policies**

### 5.1 Fee Structure for International Students

#### Tuition Fees:

The fee is reviewed annually and copy of the current structure is available on request.

Tuition Fees include administration costs for the Code of Practice for International Students, class trips, attendance dues and Church (Proprietors) fees.

### 5.2 Estimate of Costs not included (paid separately on arrival if required)

Uniform	\$450 (uniform available form school)
Home stay	\$180 per week (Please make own arrangements with a designated caregiver)
Full Health and Personal Insurance	\$550 (Please make own arrangement)
Out of School Music Classes	\$120
Stationery	\$50
School Camp Year 7 & 8 only	\$150 (Alternate years only)
Tech Fees year 7 & 8 only	\$50

### 5.3 Refund Policy (Appendix 5)

Marian Catholic School Board of Trustees will consider a written application for a refund of fees for students who withdraw from the Programme of study during the contract period. All refunds will be less incurred expenses. For students unable to take up offered placement NZD500 will be deducted prior to reimbursement.

### 5.4 Fee Protection

Fee protection is offered to studying students under the terms and conditions stipulated in 'The Code of Practice: Part 3: Contracts and Indemnity: 11.4.' Marian Catholic School Board of Trustees gives a Personal Guarantee to provide 'Fee Protection' for all International Student's fees paid to the school for the contracted time of placement at the school.

### 5.5 Proprietors Levy

A proprietors levy of NZD600.00 plus GST per annum, is to be paid for each student for one full years study, this is included in the set tuition fee.

## **6. Health Insurance**

6.1 All International Students that are accepted by Marian Catholic School are to have their own health insurance policy to cover all medical and accident conditions. The policy must also cover Personal Liability, Emergency Assistance and Evacuation and Repatriation for the student. Marian School is to be indemnified in regard to any costs for any medical /accident treatment and cannot be held liable for any costs or expenses. Evidence of this insurance, by way of a copy of the Insurance Policy, is required and will be held by the Marian School Office.

6.2 For information on Health Insurance visit the Southern Cross Healthcare Website; [www.southerncross.co.nz](http://www.southerncross.co.nz)  
The final decision to accept any insurance company's policy remains with the applicant.

6.3 Health and Travel Insurance:  
*"Most students are not entitled to publicly funded health services while in New Zealand unless they are:*

- *A resident or citizen of Australia; or*
- *A national of the United Kingdom New Zealand; or*
- *The hold of a temporary permit that is valid for two years or more.*

*If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. It is a condition of enrolment that you have insurance that will cover the cost of medical treatment for the duration of your stay in New Zealand. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand."*

## **7. Accommodation**

7.1 As a condition of enrolment at Marian School, International Students must be living with a parent or designated caregiver. Should Marian School at any time review this statement and allow for the enrolment of children who live in a homestay arrangement it will be bound by the requirements of the Code of Practice.

Reference 2.3 for definition of Designated Caregiver

### 7.2 POLICE VETTING

It is a requirement under the 'Code' that all members of a homestay family over the age of 18 years old that is in regular contact with the International Student be police vetted.

Marian School does not require police vetting of Designated Caregivers or members of their household, however reserves the right to do so within the terms and conditions stipulated in '*The Code of Practice: Section 16.3.3.2: Police vetting of designated caregivers.*'

### 7.3 DESIGNATED CAREGIVERS/HOMESTAY PROVIDERS CONTRACT (Appendix 6)

Guidelines for Designated Caregivers/Homestay Providers

- Designated Caregivers/Homestay Providers should ensure that their house and contents insurance covers visiting students and Marian School takes no responsibility for any loss or damage caused to property by the students.
- Any loss or damage caused by the student to the property of the homestay providers is to be reported immediately to the Co-ordinator of International Students at School or their Representative. The damage or loss will be verified and agreed by all concerned parties.
- Their own sleeping arrangements, either by having their own room or with children of similar age.
- Adequate storage for their possessions and their laundry done for them.
- Three (3) substantial meals per day with snacks in between if the student so desires. Consideration should be given to their likes and dislikes, remembering that with Asian students rice is a staple part of their diet.

- Transport is to be provided so students can get to and from school safely. All transport accessed by the students is to be in accordance with New Zealand Law.
- Adequate assistance and access to resources such as the library and a computer is to be given to the student to allow them to complete their homework or any other school work as required.
- Daily access to showering/bathing facilities and ensuring cleanliness is maintained. This is especially so with younger students.
- Reasonable contact with parents or caregivers, in the country of origin especially if they are under the care of an agent. They are required to have pre-arranged the ongoing and regular contact with parents by direct line, phone card, or e-mail.
- All contact details between school, parents, designated caregiver and agents should be available to all parties and any changes should be notified immediately.
- The school and /or agent must know the general whereabouts of the student at all times. If the homestay intends to be taking the student out of the Waikato area at any time the school and the agent needs to be informed of plans and destination.
- Students are required to attend school on every school day. Any absence from school is to be advised to the school office.
- If the student is unwell they are to be kept home from school and adequate care must be provided or arranged through the school.
- If medical attention is required the caregiver is to seek professional medical care from a registered doctor or at an Accident and Emergency Clinic. All students will have a comprehensive medical and accident insurance. If any other treatment is required such will be advised accordingly. A medical certificate and receipt is required to obtain reimbursements of any costs outlayed by the designated caregiver or homestay provider.
- Regular visits, being a minimum of one per term, will be made to the home of designated caregivers, ensuring all terms and conditions of the contract are being met. This will be a pre-arranged visit by a designated representative of Marian School with the caregiver family at a time suitable to all parties. The student is to be present at the time of the visit.
- Should the need arise or in the case of an emergency the Coordinator of International Students or another school representative will be available to be contacted 24 hours a day.

- Designated Caregivers/Homestay Providers are to be familiar with the terms and conditions of the ‘New Zealand Code of Practice for the Pastoral Care of International Students.’
- Any considered behavioural issues are to be referred immediately, to the Coordinator of International Students or the Principal of Marian School, and will be dealt with by the school.
- Marian School reserves the right to engage the services of an agent to act on their behalf to visit the homes of designated caregivers or Homestay Providers.
- *‘Marian School Board of Trustees 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 are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>’*

I/We have read and agree to the above conditions

Signed: \_\_\_\_\_

Names: \_\_\_\_\_

Signed: \_\_\_\_\_

MARIAN SCHOOL

On this Day: \_\_\_\_\_

- 7.5 The school, as the signatory, is required under the Code to maintain, scrutinize, and undertake checks of all pastoral care arrangements for the International Student.

The Coordinator of International Students or a designated school representative will be responsible for regular monitoring of children living in a designated caregiver situation. This will be carried out as stipulated in the Marian School

Contractual Agreement for Designated Caregiver of International Students. 'Regular visits (being a minimum of one per term) will be made to the homestay family home, to ensure all terms and conditions of the contract are being met. This will be a pre-arranged visit with the homestay family at a time suitable to all parties. The student is to be present at the time of the visit.

*Records of accommodation arrangements and monitoring of International Students will be kept by the school and the school will adhere to all terms and conditions of the 'Code of Practice' International Homestay Guidelines Section 15.2: Reporting to Child Youth and Family. Section 15.3: Communication arrangements. Section 16.1 What to keep on the files Section 16.2: Ensuring Residential caregivers understand their obligations. (Appendix 7)*

- 7.6 Any changes to accommodation arrangements or details of place of residence is to be notified to the school immediately. Any other changes will be dealt with as per the terms and conditions stipulated in '*The Code of Practice: Chapter 7: Ongoing Monitoring of Residential Caregivers*'

## **8 Responsibilities for the Monitoring and Welfare of International Students enrolled at Marian School**

- 8.1 On arrival at Marian School the student will be provided with an orientation programme to assist with integrating into the school environment and community. Each new student will be provided with a ‘buddy’ selected from their class to help the student adjust and become familiar with school procedures.

Further orientation will be provided for the student through the ESOL programme and through monitoring of the student’s situation both within the school and the homestay environment. This will be undertaken by the school’s Coordinator of International Students.

Student Orientation will also be provided by the school as stipulated in the terms and conditions of *‘The Code of Practice: Section 15.1: Needs of International Students.’*

- 8.2 The Coordinator of International Students will keep regular contact with the students to monitor their welfare and to ensure their needs are being met at school and within their homestay situation. Records of the students’ welfare will be kept in their individual files. The school will make every endeavour to maintain the safety of the student.

*The School will operate within the terms and conditions as stipulated in ‘The Code of Practice Chapter 1: Section 15 of Code: Welfare: Section 15.1 of the Code: Needs of International Students’*

- 8.3 The School offers students the services of an interpreter at any time deemed necessary, by either the student, caregivers or the school. The school will endeavour to keep regular communication with the community of the cultures of our students to help with meeting students needs.

Given that our students are under the age of 13, special consideration is given to their care and additional support is offered by the school to ensure their needs are being met. This is available, at all times, to students through the Coordinator of International Students.

*All needs of International students will be met within the terms and conditions as stipulated in ‘The Code of Practice Chapter 1: Section 15 of the Code: Welfare: Section 15.1 of the Code: Needs of International Students’*

- 8.4 If communication is required with any of the representative organisations contact details are available in ‘The Code of Practice: Chapter 7: Ongoing monitoring of Residential Caregivers Contacts’.
- 8.5 The school contacts available to students during school hours are to Coordinator of International Students, the students class teacher, the Deputy Principal, the Principal and or the school office staff. The students should have no hesitation in making contact with these people for any requirement they may have. The Coordinator of International Students of a designated school representative will be available for International Students to contact for any reason considered necessary at all times. Contact details are provided to the students indicating the availability of these people.

## **9 Recruitment Agents**

- 9.1 Marian School will consider applications of students introduced through an 'Agent' acting on the student's behalf to study at our school. Refer Appendix 8 for Agency Agreement.
- 9.2 Commission on the first year and as agreed, will be paid to 'Recruiting Agents' after all relative conditions have been met and all documentation pertaining to the enrolment of the student has been presented. This will include full receipt of fees for, one (1) year's tuition and presentation of student's passport with student permit. Copies of the Health Insurance Policy by the 'Recruitment Agent' will be required with an invoice detailing the required commission payable for the recruitment of each student.
- 9.3 Agents are to be familiar with and are required to operate within the terms and conditions of the Code and Marian School's terms and conditions of enrolment.

## **10 Grievance Policy**

- 10.1 Students can approach any member of the Marian School staff for assistance with any issue they deem requires assistance. The Coordinator of International Students is available at all times for the student to approach or contact with any issues they have.
- 10.2 An interpreter can be arranged to address any issues arising. Students must request the use of an interpreter and arrangements will be made to provide one at an agreed time.
- 10.3 Students are invited to attend an informal meeting with an interpreter/community support person from within their own culture to provide opportunities for students to discuss any issues. This will also be used to monitor student's welfare. Meetings will be held when deemed necessary by the Marian School Coordinator of International Students or School Management. The interpreter will be provided by the School.
- 10.4 International students, designated caregivers and parents or guardian, will be advised of internal grievance procedures prior to the student taking up placement at Marian School. (Refer next page)
- 10.5 The IEAA adjudicates on complaints from International Students. The IEAA will investigate complaints and determine if there has been a breach of the Code. Contact details for the IEAA are:

International Education Appeal Authority  
C/- Ministry of Education  
P O Box 1666  
Wellington  
New Zealand.

# INTERNATIONAL STUDENT HELPLINE

Your happiness at our school is very important to us here at Marian School. If you have any worries or problems or feel unhappy you should try and talk to the person or people causing you to be unhappy.

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.

If this does not help these are things you can do;

## **Firstly**

Talk to the **Co-ordinator of International Students** who will either:

- Help you herself
- Seek other help for you from within the school.

## **Secondly**

If there are still difficulties, the International Education Appeal Authority (IEAA) is available to you. The Authority is there to deal with complaints that cannot be solved through the school's internal grievance procedures.

## **Thirdly**

Still not happy?  
The IEAA Review Panel's purpose is to deal with the most serious complaints referred to them by the IEAA

**Contact Address:**

The International Education Appeal Authority  
C/- Ministry of Education  
P O Box 1666  
Wellington  
New Zealand

**11 Student Welfare and Disciplinary Action**

- 11.1 International Students who required disciplinary action at school will be covered by the same conditions as domestic students. If further action is required it is to be implemented as stipulated in *'The Code of Practice' Part 5: Students under 18, section 15.4.*
- 11.2 At any time deemed necessary the student's parents will be contacted directly by the school to discuss issues related to the student conduct and/or welfare.
- 11.3 Student's welfare during school times are subject to the terms and conditions relevant to all students attending Marian School and are determined by policy pertaining to the operation of the school.
- 11.4 For students living with a designated caregiver, the school on enrolling the student will:
- Visit the home to (a) determine that the living conditions are of an acceptable standard, and (b) meet the designated caregiver and establish communication with the caregiver.
  - Meet with the student at least once a term to ensure that the accommodation is suitable.
- 11.5 Marian School reserves the right to terminate an enrolment contract should the student's educational needs be so great that additional support other than that of an English as a Second Language tutor is required. For the enrolment to continue if specialist educational help is required, then this will be an additional cost to the parent. Failure to meet this cost will result in the contract being terminated. The fees refund policy will apply.

## **12 International Student Programme and ESOL Support**

- 12.1 Initial class placement will be made relative to the student's age. Full English language assessment will be completed between 3-6 weeks after the student commencement date. After assessment, the school management reserves the right to re-determine class placement if deemed necessary. Further assessment will be undertaken after two school terms or at the completion of the contracted term to monitor student's progress.
- 12.2 Assessment will be made in areas of writing, reading, listening and oral language. A record of the assessments will be kept and the results will contribute to the student's mainstream class report issued annually or at the termination of the contracted period. Progress of the student will be monitored and records pertaining to their progress will be kept.
- 12.3 ESOL Support Programme

There are three areas that support may be available:

- (1) Students are withdrawn from mainstream class to receive structured Language lessons relative to their English level. This is usually done in small groups with students of like age and ability.
- (2) Assistance with reading and writing at the level determined by the mainstream class teacher. This will be undertaken within small groups or as one on one.
- (3) Teacher support with other curriculum subjects and topics. This will be done either in the mainstream class or in a small group withdrawn from the class.

**13. Role of Co-ordinator of International Students (Yet to be appointed)**

In the absence of an appointed co-ordinator, the Principal or their agent will assume the role.

The role of the Co-ordinator of International Students is as follows:

- Assessing students
- Enrolling students
- Make available to parents and designated caregivers a copy of (a) The Summary Code of Practice for the Pastoral Care of International Students (Appendix 9) and (b) Terms and Conditions of Accepting to Study at Marian School (Appendix 3)
- To monitor student welfare
- Ensuring 'The Code of Practice,' is being adhered to, by all involved parties
- Ensuring the marketing material is suitable and updated annually
- Keep abreast of legislative changes
- Liaise with this school's E.S.O.L. tutor to create relative programmes.
- Be available to students, homestay carers and teachers to meet any arising issues or needs.
- Assist with implementing and operation of administration procedures.

13.1 Marian School Co-ordinator of International Students is available to students at all times requested by the students and deemed necessary in order to meet the student's needs pertaining to school.

13.2 Parents and/or Legal guardians are welcome to contact or visit the school at any time, deemed necessary. Visits to the school are to be made by pre-arranged appointment. Parents and or caregivers are required to report to the school office prior to entering any classrooms. This is for the safety of all students attending Marian School.

13.3 Caregivers and or homestay providers may contact the Co-ordinator of International Students at any time they deem necessary in the best interest of the International Student. No hesitation is to be made in making contact with a school representative in the case of an emergency.

**14 Review Policy**

14.1 The terms and conditions in this policy document pertaining to the provisions of the International Student Programme will be reviewed on an annual basis and recommended amendments will be presented to the Marian School Board of Trustees for approval. The amended policy document will be available to prospective students and parents within the final school term of each year. Information pertaining to this document will be reviewed within the terms and conditions of, *‘The Code of Practice: Part 1: Marketing, Recruitment, and Enrolment of International Students: Section 7.1. Annual Review of Information.’*

Policy and Guidelines as set out in this document pertaining to the Code of Practice for the Pastoral Care of International Students have been accepted and approved by the Marian Catholic School Board of Trustees.

Signed \_\_\_\_\_ (The Principal)

Dated; \_\_\_\_\_

Signed: \_\_\_\_\_ (The Chairman of the Board of Trustees)

Dated: \_\_\_\_\_

