

# **POLICY FOR THE ENROLMENT AND ATTENDANCE OF INTERNATIONAL STUDENTS AT MEDBURY SCHOOL**

This policy has been written to clarify the issue for Medbury School and to protect the interests of International Students attending the School.

Medbury 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.

This policy should be read in conjunction with the New Zealand Code of Practice for the Pastoral Care of International Students (see Appendix I).

Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

The Education Act 1989 requires that the School must be a signatory to the Code of Practice to enrol International Students.

## **2. *INTERNATIONAL STUDENTS- Definition***

2.1 Pupils who enrol at the School and who require a study permit from the New Zealand Immigration Service to be in New Zealand are classified as International Students.

2.2 Should a pupil enrolled at this School be the dependent child of the holder of an unexpired work permit then their status may not be that of an “International Student”.

Staff at the School office will assist pupils to ensure that their status as an “International Student” is correct.

2.3 The School may only enrol International Students for a course lasting longer than three months if the student is the holder of a current student visa or permit which is endorsed with this School.

2.4 International Students who attend Medbury School are required to live in the School’s Boarding House (see Section 10) or with a parent (see Section 4).

## **3. *THE SCHOOL***

3.1 Medbury is an Independent School providing primary school education for boys from Year 1 to Year 8.

3.2 The School has an established curriculum which meets all statutory requirements placed on the School for pupils from Years 1 to 8.

3.3 Entry to the School is at the discretion of the Headmaster and is by application from the prospective boy’s parents or legal guardian and on receipt of a letter of offer from the Headmaster.

3.4 The prospectus includes the following information and for International Students should be read in conjunction with the relevant sections of this policy:

The philosophy of the School  
Some background information on the School  
Application requirements and procedures  
Conditions of acceptance  
School fees.

#### **4. ACCOMMODATION**

- 4.1 The School does not offer any accommodation for boys or their families except that International Students may board in the School's Boarding House (see Section 10).
- 4.2 To enter Medbury dayboy International Students must live with a parent.
- 4.3 If any of the details you provide at the time of enrolment change, it is your responsibility to notify the School of the change.
- 4.4 To confirm that a parent is able to reside full time in New Zealand while the child is a pupil at the School, a photocopy of the relevant pages of the passports of a parent will be taken by the School office staff on enrolment of the pupil (see section 6.).

#### **5. HEALTH AND TRAVEL INSURANCE**

##### **5.1 Eligibility for Health Services**

Most International Students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz)

##### **5.2 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 [www.acc.co.nz](http://www.acc.co.nz)

##### **5.3 Medical and Travel Insurance**

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

It is preferable that Medical and Travel Insurance is arranged with a New Zealand company, however, where an insurance policy has been arranged with an overseas company a parent must provide policy details in English to allow the School to ensure that the policy is adequate.

Medical and Travel Insurance policies will be verified and photocopied by the Headmaster when tuition fees are paid for the pupil.

## **6. IMMIGRATION**

- 6.1 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 (NZIS), and can be viewed on their website at <http://www.immigration.govt.nz>.
- 6.2 Prior to enrolment the School Administration Staff must view the passports, and associated visas and permits of the prospective International Student and, if applicable, the parents(s) he will reside with. Photocopies will be taken of each of these documents.
- 6.3 The School shall notify the NZIS through their website where:  
 Course attendance by the student has been terminated as a result of completion of the course, withdrawal of the student at their own request, or removal of the student from the course at the School's direction.  
 The student has an unexplained absence from the course for a period of five days or more and where the School has not been able to contact the student or their parent.

## **7. ENGLISH LANGUAGE**

- 7.1 A basic understanding of English is required prior to starting at Medbury. All boys will sit a basic oral and written English test to determine entry.
- 7.2 Boys are given extra tuition in English where required. The degree of assistance will vary depending on the needs of the child. The Learning Support Teachers, Teacher Aide, Class Teacher, and Gap Student will offer support. This programme will be co-ordinated by the Learning Support Teacher who will liaise with the boy's classroom teacher.

## **8. EMPLOYEES / AGENTS**

- 8.1 Medbury does not engage the services of Contracted Agents, be they Recruitment or Accommodation Agents.
- 8.2 Contact with the School for enrolment purposes shall be the sole responsibility of the parent.
- 8.3 The School does not provide assistance with or arrange the finding of accommodation or the obtaining of visas. Such tasks shall be the sole responsibility of the parent.

## **9. ENROLMENT CONTRACTS**

### **9.1 Entry Policy**

The following criteria must be met before acceptance:

1. Boy has an interview with the Headmaster.
2. Boy passes the approved English entrance test.

3. All necessary insurance, immigration, passport and visa documents sighted.
4. One term's fees (in case of a boarder, to include the boarding fee) to be paid on enrolment, which will be repaid on the student leaving Medbury provided one full term's notice has been given in writing to the Headmaster.
5. International students are required to pay one year's fees in advance. Payment of fees for subsequent years shall also be paid in advance, in full, by the 30<sup>th</sup> November.

9.2 The parents of the International Student shall be required to sign the standard enrolment contract contained in the prospectus, in addition to signing a copy of this policy to indicate that they have read, fully understand and accept it.

9.3 The Headmaster may, at his sole discretion, terminate the enrolment contract:

- If any of the terms of the enrolment contract or the provisions of this International Students Policy are not fulfilled or maintained.
- In the case of the student's gross misconduct or continual disobedience.
- If a student is found not to be attending their classes (see Section 6.3)

## ***10. MEDBURY'S BOARDING HOUSE***

### **10.1 History**

- At the inception of the School Medbury had more boarders than dayboys! This has changed over the years and currently boarders represent about 12% of the School roll of 330.

### **10.2 Today**

- The Trust Board is committed to retaining the Boarding House and upgrading continues.

### **10.3 Staffing**

- The Headmaster selects his Boarding House Staff with great care and bearing in mind:
  - A balance of male and female
  - A balance of ages
  - A balance of married staff
  - The ability to be part of a team dedicated to the health and welfare of the boys.

10.4 All members of the Boarding House staff have been vetted by the Police.

#### **Currently**

- The Headmaster is ultimately responsible for the Boarding House, but he delegates the day to day management to the Boarding Master. The Headmaster spends plenty of time with the boarders and is involved in Boarding House staff meetings.

### 10.5 Pastoral Care

- All the Boarding House staff are involved with the pastoral care of the boys. We meet weekly to discuss boys, and with so many adults closely involved with them, we really do know and can help these boys. Any boy causing concern is discussed and if it is appropriate this concern is shared with the teaching staff at a staff meeting. **Consistency** is the key to the behaviour management of boys and we make very strong efforts to provide consistency and a safe, happy environment. Every member of staff accepts responsibility for the pastoral care of our boys.

### 10.6 At All Times

- There is always a Matron and a Duty staff member with the boys.
- Boys never leave the School grounds without permission and without signing out.
- During prep there are always two staff members and a Matron on duty to help the boys.
- We have a 'cluster' system which groups all-age boarders in a mutual support programme of sharing.
- We have a number of boy leaders of the boarding house with responsibility to act as liaison between staff and boys.
- The whole Boarding House staff meets regularly with all of the boys to share successes or concerns.

### 10.7 Facilities

- The facilities are all located in the centre of the School and are regularly inspected and approved by the Fire Services and the building warrant of fitness inspectors.

### 10.8 The Environment

- The Boarding House provides a safe, physical and emotional environment.
- Regular checks by regulatory authorities.
- A very comprehensive School and Boarding House pastoral care system
- On-going internal review by the Headmaster and the Trust Board
- An open communication policy with parents provides excellent liaison with Boarding House staff
- A behaviour management programme is in place, which monitors any risk of violence or abuse.
- The Headmaster will meet once a term with international students to ensure that the accommodation is suitable.

### 10.9 Designated Caregivers for Boarders

- If an International Student's parents select Medbury boarding accommodation for the student the School will:
- Have an indemnity document signed by the International Student's parents stating that the parents take full responsibility for the placement of the student, while on leave with the designated caregiver(s).

### 10.10 Orientation Programme

- All new boarders are invited to a New Boarders Weekend held in the term prior to the start of the academic year. Current Medbury boys are assigned to look after each new boy, both in class on the Friday and over the weekend. This is also an opportunity to meet parents and guardians.
- Boys not available for the New Boarders weekend, or those who join Medbury during the year are encouraged to visit the School prior to starting.
- Academic testing is sometimes carried out during the visit.
- Each new boarder at Medbury is allocated a 'brother' to look after him for the first few weeks, to show him the routines, to guide him through rules and expectations, to be a friend and to help him settle in generally.
- Each new boarder is given a copy of the rules booklet which explains the rules, routines, standards and values of the Boarding House.
- All boarders belong to a 'cluster' group of 4 or 5 boys, with a Year 8 boy as leader to help the boys in his cluster and to report any concerns to boarding house staff. Boys are encouraged to pay particular attention to the welfare, background and interests of others in the cluster.
- Boarding House staff endeavour to get to know the new boys as quickly as possible. Boys are discussed at staff meetings, and pastoral concerns are monitored.
- The Boarding Master co-ordinates pastoral care for International Students who are boarders, including liaising with classroom teachers.

### 10.11 Behaviour Management

All boarders are subject to the Behaviour Management policy. Various rewards are used to encourage positive behaviours. When a rule is broken, the boy is asked to state what he should have done and apologise; a minor punishment may be given.

For a boy who regularly breaks rules, there is a behaviour 'step' system:

1. Boy is sent to Boarding Master
2. Boy is sent to Boarding Master who records details
3. Boy is removed from certain activities
4. Boy is placed on report
5. Boy is sent to Headmaster

The Boarding Master will inform parents of persistent problems. In the event of more serious disciplinary issues, a boy may move up more than one step. Any boy who is unhappy for whatever reason is encouraged to talk to a staff member, who will refer details to the Boarding Master or Headmaster if necessary.

Parents are able to contact the school or Boarding Master directly at any time. A meeting can be arranged to discuss issues.

## 11. GRIEVANCE PROCEDURES

- 11.1 The International Student has the same rights regarding any grievance with the School as Non-International Students.

- 11.2 The School has a Complaints Policy.
- 11.3 All parents have access to the School Headmaster and Chairman of the Trust Board. Should the grievance not be resolved at this level, the complaint may be forwarded to the International Education Appeal Authority (IEAA) in accordance with the procedures laid down in the Code of Practice.
- 11.4 All disputes shall be dealt with under New Zealand law.

## **12. COSTS**

- 12.1 The costs of tuition and boarding are set by the Trust Board and are set out in the School Prospectus. In addition, charges may be made on a cost recovery basis for visits, camps, stationery and other activities. The Headmaster approves these additional charges.
- 12.2 **Additional Levy** - International students are required to pay an International Students levy in addition to the tuition costs as promulgated in the School Prospectus. This levy covers:
  - The loss of the Government funded per student subsidy otherwise payable to the School.
  - Government costs and charges imposed on the School through enrolling International Students.
  - Other School costs.

The Trust Board reviews this levy before 30 November each year when the School budget for the ensuing year is discussed and all School fees are reviewed.

### **Fees Refund Policy**

- 12.3.1 Where a child leaves the School at the request of their parent, tuition fees paid in advance shall be refunded, calculated from the date that advice of withdrawal, plus the required term of notice as required in the School prospectus, after reasonable costs already incurred (for example staffing resource and administration costs) are deducted.
- 12.3.2 Where the child is required to leave at the direction of the School (see Section 9.2) there shall be no refund of fees.
- 12.3.3 There is no refund of the International Student Levy.
- 12.3.4 No refund is available on the basis of a change in Immigration Status.

12.3.5 Where the child is required to leave at the direction of the School because of a change in School policy to accept International Students, a full refund of fees and the International Student Levy paid in advance for the remainder of the year will be paid under the terms of the Fees Protection Policy (see Section 13).

### ***13. FEES PROTECTION POLICY***

The School Trust Board undertakes to hold in reserve sufficient funds to be able to refund fees prepaid by International Students, under the terms of the Fees Refund Policy outlined above (see Section 12.2).

Fees paid on behalf of International Students will be separately identified in the School's accounting system and downloaded on a term-by-term basis.

### ***14. INTERNATIONAL STUDENT WELFARE***

14.0 The designated Class Teacher has primary responsibility for the care and welfare of International Students during the School day.

14.1 Any other inquiries about pastoral care issues should be directed to the Headmaster

14.2 The Pastoral Care Coordinator and the appropriate Learning Support Teacher will also be involved with International Students.

14.3 Where an International Student is causing concern through irregular or non attendance the Headmaster will liaise with the class teacher. The Headmaster and the Bursar will liaise with the parent on this issue.

14.4 All new boys will be assigned a buddy (brother) who is responsible to assist in the student adapt to their new climate.

14.5 Any ESOL boy will also be assigned a boy who can speak their language. An interpreter is also available to the boy if required.

14.6 The boy may use counselling services provided within the school or St Barnabas Church. An outside agency may also be utilised if required.

14.7 Cross Cultural training for staff will occur at least once a year which will provide professional development on raising the awareness of cultural differences.

14.8 All International Students will meet with the Headmaster once every two weeks to discuss any current issues or concerns.

14.9 All international students who live in the boarding house must write a letter or email once a week. They may also phone their parents once a week. They are free to email me any other time if they wish.

### ***15. POLICY REVIEW***

15.1 This Policy shall be subject to an annual review, to be completed prior to 31 October annually. The Academic Committee of the School Trust Board shall undertake the review. The Board shall confirm each review, irrespective of whether changes have been made to the Policy.

15.2 The accuracy and relevance of the students information must be reviewed annually and changes recorded.

15.3 The Trust Board must ratify changes made to the Policy outside the annual review process prior to a revised Policy taking effect.

15.4 Parents of International Students shall be advised of any changes to the Policy as soon as possible after the Board has ratified the revised Policy.

15.5 The Trust Board agrees to comply with the New Zealand Code of Practice for the Pastoral Care of International Students.

**ACKNOWLEDGEMENT**

I certify that:

a. I am the parent of

\_\_\_\_\_ (child's name).

b. I have read and understand this Policy.

c. That I agree to all the conditions contained in this Policy.

d. I understand that year level allocation and course placement is at the sole discretion of the Headmaster.

\_\_\_\_\_ (Signed) \_\_\_\_\_ (Signed)

\_\_\_\_\_ (Name) \_\_\_\_\_ (Name)

\_\_\_\_\_ (Date) \_\_\_\_\_ (Date)

NB: Persons who sign this Policy must be the same Persons who sign the Acceptance and Registration Form.