

# GLADSTONE PRIMARY SCHOOL

## 61. INTERNATIONAL STUDENTS

*The mandatory Code of Practice for the Pastoral Care of International Students establishes a framework for pastoral care and minimum standards of effective practice. As a signatory to the code the Gladstone School Board will ensure that all international students, or their parents, have a clear understanding of how the code is implemented. This policy and all contractual details for international students are made under New Zealand law including:*

- *The Education Act 1989*
- *The Education Amendment (No.4) Act 1991 (section 4B(7))*
- *The Fair Trading Act 1986*
- *The Consumer Guarantees Act 1993*
- *The Immigration Act 1987*

### **RATIONALE**

1. To ensure international students have access to a sound educational and pastoral care programme at Gladstone School.
2. To ensure that all contractual and financial arrangements between Gladstone School and international students be conducted in a fair and reasonable manner.

### **GUIDELINES**

#### **1. General**

- a. Copies of the code, policies and procedures will be available to parents and staff through the School Prospectus (available from the office or online).
- b. Gladstone School will be able to enrol a small number of international students.
- c. Each application is considered by the Principal on its own merits and circumstances prevailing at the time of application.
- d. The Principal determines the student's class placement and monitors the number of international students enrolled in any one class.
- e. All contractual and financial arrangements between Gladstone School and international students will be recorded in a written contract. A copy of the Contract will be given to international student's parents/ legal guardians.
- f. Any deviation from the signed Contract will result in 20 days' notice of termination of the Contract.
- g. This policy and associated procedures are reviewed annually.

#### **2. Tuition and Pastoral Care**

- a. International students will be given the same opportunities as domestic students with class programmes based on the New Zealand Curriculum.
- b. Enrolment is provisional on Gladstone School being able to meet the needs of the international student.

- c. Tuition and the pastoral care for each student are managed by class teachers, overseen by the Special Education Needs Coordinator (Director of Guidance and Support) and reviewed by the Principal to ensure that the school is compliant with the code.
- d. If an international student is absent from school, and the parents/ legal guardians have not notified the school of any appropriate reasons for the absence, the school will be proactive in making contact with the parent/ legal guardian.
- e. If the school has reason to believe that the student is being ill-treated, the Children Youth Family Service (CYFS), or the New Zealand Police will be contacted.

**3. Fee Protection**

- a. Fees will be set in consultation with the Board of Trustees.
- b. All fees received from international students will be specifically coded within the school accounts. Funds will not be fully utilised until the end of the teaching year or when the child leaves.
- c. Fees are generally non-refundable unless extenuating circumstances warrant it. The Principal will determine extenuating circumstances that may include returning home due to serious illness/ injury or returning home due to the death of an immediate family member. Applications for a refund of fees must be made in writing to the Principal.
- d. No refunds will be made to students who have had their contract terminated by the School or who become permanent residents after 1<sup>st</sup> March (in any year).
- e. If a fee refund is approved fees will be refunded less:
  - a. An administration charge of \$22.50 per week (Ministry fee)
  - b. Any costs incurred by the school for service delivery such as tuition, resources, and staffing.

**4. Termination of Contract**

- a. Circumstances in which enrolment may be terminated include:
  - Violation of the Contract
  - Continual misbehaviour and disregard and violation of school rules
  - Criminal acts
  - The school being unable to provide for the students needs
  - Poor attendance and truancy
  - The school not being advised if there is a change of Contract details
- b. The Immigration Department will be informed if the Contract is terminated.

Dave Shadbolt \_\_\_\_\_ Fiona Barker \_\_\_\_\_  
(Principal) (Chairperson)