



**DEVONPORT PRIMARY SCHOOL**  
18 KERR STREET,  
DEVONPORT,  
AUCKLAND.

# **INTERNATIONAL STUDENTS**



# **CODE OF PRACTICE**

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***Three year plan for hosting International students*****Part One: Introduction and Background**

The invitation to ten to fifteen (10-15) international students per year to attend the school is linked to the strategic goal of fostering international languages and awareness of the diversity of the international community beyond Devonport.

Devonport School is situated in a largely European middle-class area of Auckland. Most families are perceived to be affluent and well educated. Children attending the school generally have fewer opportunities to mix with children from other ethnic groups both at school and at play.

**Background**

- \* A small number of ESOL children with residence in New Zealand attend the school
- \* Enrichment programmes to foster international languages is in operation for senior classes
- \* Decile 10 funding has become inadequate to fully meet the resource needs of the school.

**The Goals of Devonport School for International student education are:**

- \* To promote a dynamic and exciting learning environment for all students
- \* To develop and international aspect to the educational opportunities for the students at Devonport School
- \* To diversify its sources of income to provide resources and facilities to all students

### Goal One

- \* enrich and enhance programmes for all students by exposing them to other cultures and languages
- \* provide programmes appropriate to the learning needs and abilities of students
- \* employ specialised staff to work with ESOL students
- \* promote language learning and expose children to International languages

### Goal Two

- \* Activities to recognise cultural diversity
- \* peer and buddy support systems
- \* Annual staff development on working with ESOL students

### Goal Three

- \* establish effective procedures to manage International students
- \* use income to ensure that International students receive programmes and resources appropriate to their needs
- \* use the surplus to benefit all students
- \* review fees annually to ensure that domestic students and their families are not subsidising the education of international students
- \* ensure that no international fee paying student is occupying a place in preference to a domestic student

## **Responsibilities**

### **Board of Trustees**

- \* establish the strategic direction of the school
- \* approve the International student's policy
- \* set fees for international students
- \* approve the allocation of resources
- \* review the relevant policies and programmes annually
- \* establish written agreement with agent(s) for short stay visits or exchanges
- \* review practice bi-annually and ask students for feedback

### **The Principal**

- \* develop the international student's policy
- \* comply with legislation
- \* staff and resource programmes
- \* be the designated person to implement the code guidelines in the school
- \* develop a professional development programme for staff to understand their pastoral responsibilities and an understanding of the code and the needs of international students

### **To enact this plan, the Board will need to**

- \* agree to go ahead with the business plan
- \* apply to become a signatory to the Code of Practice by 30th September
- \* approve the policies, documentation and procedures in line with code requirements
- \* develop contracts, letters and prospectus materials including:
  - . international student policy
  - . refund and fee protection policies
  - . fee structure
  - . covering and acceptance letters
  - . non attendance and welfare procedures
  - . self review
  - . formal contract
  - . information to prospective families
  - . courses

- Ensure that these documents comply with Code requirements
- Review the Code as required
- Report any changes to the Code director

## **Structure and Organisation**

There will be an upper limit of ten-fifteen (10-15) International students at the school at any one time. We will also aim to have no more than two international students per class.

An ESOL teacher aide will work with these children under the guidance of the Special Needs co-ordinator.

Translators will be hired where indicated for special tasks.

It is expected that students will receive most of their programme in the regular classroom.

Teachers will use peers to act as buddies to International students especially during orientation time.

Teachers will be shown how to acknowledge the culture of International students they host and staff development for ESOL will be held throughout the year.

## **Programmes**

1. Children will be placed in regular classrooms alongside domestic students.
2. It is our aim to have no more than 2-3 international students per class.
3. On enrolment, a student will be assessed in terms of their proficiency in English using the English as a Second Language (MOE) criteria. Where indicated, a student will have access to extra support for learning English as a second Language. This extra support will consist of an individual programme and teacher aide support.
4. We will respect the cultural background and language of each student, recognise prior learning and to the best of our ability,

- cater for particular needs. We want to celebrate and share the knowledge and skills students bring to us as well as share ours.
5. Students will be expected to take part in all basic school programmes and will have open access to all extra programmes.
  6. The school has access to some translation services but welcomes knowledge of anyone who can help us with translation. This is especially important in emergency situations.
  7. The school will issue a summary report on students who stay for a term or more. All parents are welcome to make an appointment to meet with teachers for discussions about their child's progress.
  8. For students enrolled for a term or more, the school will employ extra staff so that students can receive extra tuition in English and general classroom support to enable them to fully participate in classroom programmes.
  9. The school will provide access to first language support and counselling where possible.
  10. The school will provide training and staff development in cross cultural awareness, an understanding of the Code of Practice, grievance procedures and pastoral care.
  11. Children will be expected to attend school whenever open for instruction. Any absences must be reported to the school office. Ongoing absences will be investigated as per school policy.



## 2. INTERNATIONAL STUDENT POLICY

The school welcomes all students to our school. We aim to be a mountain school and ensure our students are aware of the diversity of the world beyond Devonport.

### **Definition**

An International student is someone aged between 5 and 12 years of age who has entered New Zealand. This does not include

- \* New Zealand citizens or permanent residents
- \* Australian, Cook Island, Tokuleuan or Nuiean citizens
- \* Students on a recognised exchange programme
- \* A dependant of a person on a work permit, with residency or with diplomatic status.

### **Guidelines**

1. The board of trustees is a signatory to the Code of Practice and will adhere to the guidelines set.
2. An international student must reside in the geographical area of the school and live with one or both parents or with a legal guardian unless they are part of a short stay group exchange.
3. The parent must produce evidence of guardianship by means of a guardianship visa.
4. The Board will offer up to 20 places for foreign students but will give priority to domestic students. In the event of the school reaching capacity, foreign student applications will be declined.
5. Students will be placed in classrooms with their peers. We will seek to restrict international students to no more than 4 in any one classroom.
6. All students enrolling must produce a birth certificate or passport and evidence of satisfactory health and travel insurance. These will be photocopied and kept with enrolment forms.

7. When the school offers a foreign student a place at Devonport School and the appropriate fees paid, the school will write a letter of confirmation so that the family can obtain a student permit from Immigration Services

8. Acceptance of a student is subject to

- a place being available
- a student and guardianship visa
- satisfactory travel and health insurance
- fees paid
- contract signed and agreed
- the school's ability to provide an appropriate programme for a particular student

9. The school reserves the right to

\* check that domestic care arrangements for the student comply with contract agreements

\* withdraw a student permit where the above conditions are not kept or where the student's behaviour is causing serious problems.

10. The fees will be determined by the Board of Trustees annually and are payable each term in advance.

11. No fees will be used in the year they are collected but held in retention.

12. Refunds of fees are set out in separate policy statements.

13. The Board are required to pay the Ministry of Education a set levy for each foreign fee student enrolled at the school. This is paid in October each year.

14. Foreign students do not count for Ministry of Education operational funding or in the calculation of the roll for staffing. Fees will be spent on hiring suitable staff and resources that will enable the foreign student to access the New Zealand curriculum. The fee will also be used to contribute to the operation of the school.

15. The Board will not use agents for long term student placements and can take no responsibility for false or misleading information being supplied by agents to families of International students.

16. This policy will remain in use until the Board decides whether to enter the new agreement with the Ministry of Education at which time the policy will be amended to comply with new requirements.

17. The principal will be responsible for adherence to Code guidelines and will provide professional development for staff.

18. The Board will review its policies and procedures bi-annually and review fees annually.

### International student group visits

1. The purpose of short exchange visits is to give our students the experience of another culture and an appreciation of bilingualism. For visiting students, the purpose is to give an opportunity to experience life in an English speaking school and culture.
2. The welfare and best learning interests of each group is of primary importance.
3. All matters of relevance will be dealt with in accordance to the school policy and will comply with the Code of Practice.
4. Full discussion between the agency, school and host family must be had if any serious difficulties arise. No change of host family will occur until this has happened and a plan agreed. The parents in the home country will also be contacted prior to any change.

### Devonport School will

5. Maintain a written agreement with the provider that sets out the conditions under which group visits can be undertaken.
6. Accept groups of up to 15 students for short exchange visits...a maximum duration for group visits to be 4 weeks and no more than twice a year.
7. Be placed with Devonport School parents for these visits and the principal will ensure that each place is suitable for this purpose. A vet may be required at the discretion of the principal.

8. Place two students per host family to assist welfare interests of students unless specifically requested prior to host families being sought by the school.
9. Place students in classrooms (2-4 international students per class) for most of the day
10. Provide international students will receive a certificate of attendance and a school T shirt on departure.
11. Provide the student with a brief/ photo and contact details of the host family before arrival so both parties can communicate with each other.
12. Work with only one agency
13. Use its best endeavours to provide full care and deliver programmes as outlines but cannot be held liable for matters beyond its control.
14. Appoint a specialist teacher for English tuition for part of the day.
15. Supply host families with information about the children, contact details, payment dates, emergency procedures and cultural awareness notes.
16. Ensure the provider has the prerequisites to support students during their visit
17. Manage any emergency through the principal and school policy. Parents and providers will have 24/7 contact with the principal through email and cell phone contact.

**Hello NZ (or other appointed agent) undertakes to**

18. confirm agreement with DPS policy requirements before each visit
  - time of stay,
  - number per host family,
  - payment dates,
  - number of students,
  - after school programme,
  - arrival and departure arrangements,
  - supply information on each child for enrolment including home contact, photo, health and food needs, any specific medication required and background family information
  - health and travel insurance papers
19. Supply enrolment forms for each student giving full parent contact details, special learning or health needs. These forms are to be signed by parents.

20. Liaise with parents, students, host families and the school prior to the visit
21. arrange and fully supervise after school, weekend and holiday programmes and provide itinerary of programme with any changes notified to the school and host families in advance
22. supply a native speaker to assist children
23. collect and deliver children to host families after school and in the weekends
24. provide a communication notebook to each child to sort any day to day issues with agency contact
25. visit each host family in the first week to ensure any problems are resolved
26. support cross cultural training of staff
27. ensure children have the means (e.g. International phone card) to regularly communicate with parents
28. hold health insurance and insurance to indemnify host families in the case of unforeseen accidents
29. supply information to host families including
  - a) any medical or health information for students
  - b) contact details of parents
  - c) special food or other needs
30. The Board of Trustees will use its best endeavours to provide full care and programmes as outlined in accordance with its International Students policies but cannot be held liable for matters beyond its control.
31. A designated teacher appointed by the exchange group will accompany the students and oversee the health and welfare programme.

## **Other relevant policies**

The school has a comprehensive range of policies to cover most matters. It brings particular attention to the following:

### **Non attendance**

Each classroom checks the roll daily and any absences are reported to the office. The office rings parents to verify the absence unless the parents have already notified the school

Where the absence is prolonged, the school will visit the home to establish what support may be required. Truancy services or CYFs will be notified if necessary. If the student will not be returning to school, immigration will be notified.

### **Suspension and Exclusion**

If a student acts in a seriously disobedient or dangerous manner that sets a dangerous example to others, the student can be prevented from attending school for a period of time to set a programme to correct the behaviour in place. Alternately the child can be excluded from the school by the Board of Trustees for ongoing bad behaviour.

In such an event, the school will follow the relevant school policies.

### 3. INFORMATION FOR PROSPECTIVE INTERNATIONAL STUDENTS

#### a) ENROLMENT PROCEDURE

When a family, whose child is an international student, wishes to enrol them at Devonport School, the following procedures will apply:

##### **Prior to enrolment**

- A. Information on the school and its programmes and policies will be supplied to parents enquiring about enrolment for their child as an international student. This will include information about the Code and associated policies such as refund and welfare procedures.
- B. The parent or guardian will fill out the enrolment form
- C. Immigration status and verification of parentage will be verified via sighting of passport, guardianship visa and permits. Expiry dates will be noted and relevant pages copied for filing with enrolment documents.
- D. The Principal will check to ensure that a place is available and no class will be overcrowded by the student's inclusion.
- E. Fees will be paid and a receipt issued.
- F. Parents will be asked to provide health and travel insurance documents.
- G. The principal will write a letter to Immigration stating that the fees have been paid, the conditions for enrolment have been met and the school offers the student a place.

##### **Upon letter of provisional acceptance**

- I. The parent/guardian signs a *contract agreement* which states that they agree to abide by the conditions of enrolment. These conditions state that the child must be living with a parent or legal guardian while a pupil at the school (*definition of parent/legal guardian as set down by the Ministry of Education*)
- J. A letter of acceptance will be issued by the school.
- K. A date for starting will be established and the class allocated and the teacher will be advised.
- L. The special needs co-ordinator will meet with the ESOL teacher aide to discuss the programme and orientation for the student.
- M. If the student withdraws once accepted but before the term of the contract is completed, immigration will be notified.

Please note:

### Agents

The Board of Trustees does not employ agents to act as intermediaries for long term enrolments. Any claims made by agents must be specifically authorised. Please check with the school. The board can take no responsibility for false or misleading information from agents not authorised to act on our behalf.

### 5.2.3.Code

Devonport Primary School has agreed to observe and be bound by the Code of Practice for International Students published by the Minister of Education. Copies of the Code are available on request from Devonport Primary School or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

### Immigration details

Full details of visa and permit requirements, advice on 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>

## b) CONTRACT FOR ENROLMENT

The Devonport Board of Trustees abides by the Code of Practice for International Students and agrees to enrol

.....  
from.....to.....subject to the following conditions

1. The student or parent has a valid passport/ permit and a guardian visa.
2. The student is living with their parent(s) or legal guardian while enrolled at Devonport Primary School.
3. A student permit for the dates of enrolment has been obtained.
4. The parent/ guardian has satisfactory and current travel and health insurance and a certificate to this effect is supplied to the school. This insurance covers the students' period of study at Devonport School.
5. The parents have read the information supplied and agree to abide by the conditions of the Code of Practice.
6. The family have supplied a medical certificate that certifies that children are free of contagious diseases and gives advice on any other ongoing conditions.
7. The family have supplied academic and other information as required.
8. This policy can be terminated by the Board of Trustees if parents break the agreed conditions of enrolment or where the student is continuously and seriously disobedient, acts in a dangerous manner, or engages in a criminal act.
9. The parent can terminate this policy where the school fails to deliver the agreed programme. However the school Board takes no responsibility where the delivery of the programme is prevented by
  - \* false information supplied by parents, or
  - \* acts of God outside the control of the Board e.g. earthquakes, fire, terrorism, closure for Health and Safety or government directive reasons

- 10. There is no automatic right of renewal of this contract beyond the agreed period but the family may reapply.
- 11. If the family returns home before the agreed term of enrolment expires, the parents may apply for a refund of fees for the unused portion of stay.
- 11. The parents agree to supply the school with any change of address or changed contact information.
- 12. The school agrees to provide an academic programme and tuition to students comparable with the tuition of all other students at the school and pastoral care as agreed.
- 13. The school agrees to provide the same level of care and pastoral support as for other students in the school and consult with parents on a regular basis.
- 14. The student and their family agree to abide by school rules and school policies.
- 15. All documents must be sighted and a photocopy kept on file. All information collected is kept on file as required for code compliance or student welfare needs.

**I/We the parent(s)/ legal guardian of**

..... **have read and understand the contract for enrolment. We agree to abide by the conditions of this contract and have read the refund and fee protection policies and other supplied policies and procedures for International students in the accompanying material.**

**Signed** .....

**Signed** ..... **for Board of Trustees**

**Date**.....

## **c) HEALTH and TRAVEL INSURANCE**

### **ELIGIBILITYTY 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 of entitlements to publicly funded health services are available through the Ministry of Health and can be viewed on their website at <http://moh.govt.nz>

### **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 at [http://www. acc.govt.nz](http://www.acc.govt.nz)

**In order to confirm an enrolment**, it is necessary for students to have valid and current insurance for health and travel problems while in New Zealand. This may be part of a family package or a separate policy for your child. Health insurance that is operable in New Zealand will ensure that in the event of illness, your child can receive medical care.

You will be required to submit an insurance certificate to show you have insurance for

- loss of baggage
- accident and injury
- disruption to travel plans
- cost of medical care in stopover countries
- medical, hospital and dental care while in New Zealand
- fund an emergency evacuation to home country
- cover for personal effects
- personal liability
- start and end dates of insurance from time leaving home country to time of return
- minimum cover should be \$600,000NZ

The school will check your policy on enrolment to ensure it has at least an A rating from Standard and Poors and meets the criteria listed above.

Policy details of home country insurers must provide an English translation

We recommend and can supply contact details for:

Global

Southern Cross

UniCare

## **d) FEE PROTECTION POLICY**

The Board will always have sufficient funds in reserve to be able to return students their fees or the unspent portion of their fees in line with agreed conditions of contract where the school is unable to provide or to continue a course or programme as agreed under our contract.

Please note that no refund is available if the school is closed due to a civil emergency (e.g. fire, earthquake) beyond the school's control but every effort will be made to find an alternate placement.

Accounting requirements mean that the school will need to ensure that it is not spending this money in the year that it is gained so the Board will need to make provision for salaries in the first year of operation.

## **e) FEE REFUND POLICY**

If you withdraw from a course of study before the course is complete you may be eligible for a refund of International student fees.

An application for a refund must be in writing to the Board of trustees explaining why you have withdrawn and your reason for seeking a refund.

### **Conditions for a refund:**

1. If you withdraw before the course begins, your refund will be in full, less administrative costs of \$300 to cover costs incurred by the school.

2. If you withdraw and apply for a refund after the course commences there will only be a refund if:
  - (a) The school fails to deliver the promised programme, or NZ Immigration refuses to grant a student permit, or withdrawal is for family circumstances beyond the family's control.

***In any case any refund will be less:***

- \* administration costs, plus GST
- \* study already undertaken
- \* components of the fee already committed for staff salaries
- \* costs incurred in the use of facilities and resources
- \* the proportion of Government levy the school is required to pay
- \* any other costs incurred

**No refund conditions**

The Board of Trustees will make no refund of fees if:

1. The student is excluded from the school for dangerous behaviour or for a criminal act
2. The student or parent achieves residency during the contract period
3. The parent provides false information or fails to abide by the agreed contract conditions
4. The child is found to be no longer living with parent.

(Please also see the Fees Protection policy).

**f) WELFARE and GRIEVANCE PROCEDURES**

**Welfare and Pastoral Care**

International students are entitled to the same care and protection as for domestic students and all relevant school policies apply to international students also.

## WELFARE and PASTORAL CARE

### The school will

1. Keep information on the student and their family as set out in the Code of practice
2. Check each term that the child continues to live with parents
3. Regularly identify and assess students' academic and pastoral needs through school assessment programmes and via a meeting with parents each term to discuss any concerns. Meetings and assessment can also be held at other times as need arises.
4. On enrolment seek and advise on relevant agencies or individuals who can provide language services and counselling support to parents and/ or students.
5. Provide orientation for the student through the special needs co-ordinator and principal, including information about traffic safety.
6. Ensure staff receive professional development in cross cultural awareness in general and discuss particular aspects of the cultures of nationalities enrolled at the school. Keep and add to resources for class teachers.
7. Check attendance as per school policy and check on absences as for all students.
8. Where concerns are not ameliorated through 2 and 3 above, report to NETs/ truancy, CYF's or NZ Police. See Information book for further guidance in such circumstances.
9. Ongoing non- attendance will also be reported to Immigration services.
10. In the event of a pandemic, the Board will enact the relevant policy to reduce health risks and increase safety for all students, including international students.

### Support

1. All students will be orientated to the school by means of a tour of the school, assigned a buddy and introduced to the syndicate. Group orientation will be organised by the deputy principal.
2. All staff will be made aware of International students in the school and of any special needs they may have.
3. All students will be informed of people who can translate for them and understand that they can request to use school phones to ring home if and when needed.
4. The principal will be the main support person for pastoral care but will be supported in group visits by the deputy principal.

## Grievance

1. The student will be assigned a buddy and told to report any concerns or problems with friends or at home to their teacher.
2. Where the student has a concern with a teacher, they will be told to see the principal.
3. Parents will be given a copy of the school concerns and complaints policy.
4. Where the concern is not resolved using the steps of this policy the parents can write to the

International Educational Authority  
c/- Ministry of Education  
PO Box 1666  
Wellington

This group will review the schools actions to date and decide on any further action required. Parents are entitled to a support person, mentor, translator or legal representation as part of any proceedings.

Please note, that all disputes will be subject to New Zealand law.

The Board of Trustees does not employ or authorise agents to act as intermediaries for long term enrolment or accommodation. Any claims made by such agents is made without the school's permission and the board can take no responsibility for false or misleading information from agents. It will, however, undertake to notify any individual making claims on behalf of the school, that they have no authority to do so and to desist immediately.

## [g\) STUDENT HANDBOOK](#)

A separate handbook on the school is available at the school office. If there is any other information required, please email us or contact the school office.

## INTERNATIONAL FEES

### Pro-forma Invoice

## DEVONPORT PRIMARY SCHOOL

"Be Worthy"

Kerr Street  
Devonport

Telephone: 445-0183

**Tax Invoice/Statement**  
**GST No. 56311777**

INVOICE 2009 -

Re: SCHOOL FEES (per student)

			<b>GST</b>	<b>Total payable</b>
Tuition	full school year	\$10,000	\$1,250	\$11,250
Tuition	one term	\$2,500	\$312.50	\$2,812.50
Administration Fee	once only not refundable	\$300.00 per family	37.50\$	\$337.50

**Please note the following.**

**Tuition fees**

- must be paid in advance
- may be refunded under certain circumstances ( see Fee Refund Policy)

**Administration fee**

- is charged once only when students arrive
- cannot be refunded

**Other costs**

- Students will need stationery which can be bought at the school office.
- Activity fees are extra and will be requested through class teachers.

**Please apply in person for fees and information regarding short stay group visits**