



NEWLANDS SCHOOL

International Students Policy

As a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016, Newlands School may enrol international fee-paying students. Newlands School will ensure that each student has a safe and supportive environment in which to learn.

This policy gives an overview of our full policies and procedures for international students, which are contained in SchoolDocs. Our policies are designed to meet Code of Practice requirements and ensure that high quality systems are in place.

Newlands School provides:

- places for fee paying students who wish to attend our school
- immersion in mainstream classes
- pastoral care of International students that complies with the Education (Pastoral Care of International Students) Code of Practice 2016.

To view the full set of Newlands School policies (including our International Student policies) please log into our school policies website 'SchoolDocs': <http://newlandsprimary.schooldocs.co.nz/> (username: *newlandsprimary* password: *harakeke*)

GUIDELINES

Enrolment

1. Newlands School may enrol international fee paying students at any year level. The total number of students enrolled will be determined by the principal. The number of enrolled students is reviewed as needed in accordance with the school's enrolment policy.
2. An offer of place, enrolment, and class level placement is at the discretion of the principal. *See Offers, Enrolment, and Contract – SchoolDocs website (details provided above).*

Fees

3. International student fees are set to cover tuition and resources for international students, Ministry fees, staffing resources, administrative costs, and related incidental costs to enable high quality support. Fees will be reviewed by the principal and board of trustees as required. A copy of the International Student fees is included in the International Students Information pack. *See also 'International Student Fees' on the SchoolDocs website.*
4. We pay a government levy per student as required.
5. Our refund policy outlines the circumstances in which a refund will be given, and how this process works. A copy of the fee protection and refund policy is also included in the International Students Information pack. *See also 'Fee Protection and Refund Policy' on the SchoolDocs website.*

Immigration and Insurance

6. All international students must comply with the immigration and insurance requirements as detailed in our school policies. Details of these requirements are included in the Student Tuition Agreement. *See also 'Student Insurance' and 'Immigration matters' on the SchoolDocs website.*

Living situation for international students

7. All students must be in accommodation that complies with the Education (Pastoral Care of International Students) Code of Practice 2016. [See 'Accommodation' on the SchoolDocs website.](#)

School support for international students

8. An orientation programme is in place for students and their parents. [See 'Orientation' on the SchoolDocs website.](#)
9. International students have access to the same facilities and learning opportunities as domestic students.
10. Newlands School has a comprehensive Health, Safety & Welfare policy that also applies to our international students. [See 'Health, Safety and Welfare' on the SchoolDocs website.](#)
11. International students must follow the same policies and rules as domestic students e.g. attendance, behaviour etc.
12. Staff provide English support for students to develop their English communication skills as required, and to ensure international students are able to be successful in all curriculum areas. [See 'English Language Learners' on the SchoolDocs website.](#)
13. Cross-cultural training will be provided to staff if required. [See 'Staff Training' on the SchoolDocs website.](#)
14. Cultural and language support is available as needed. [See 'Student Support, Advice, and Services' on the SchoolDocs website.](#)
15. We deal with grievances according to our school grievance procedures and those established by NZQA. Financial or contractual disputes are managed through the International Student Contract Dispute Resolution Scheme. A copy of this policy is included in the International Student information pack. [See also 'Dealing with Grievances' and 'Compliance with the International Student Contract Dispute Resolution Scheme' on the SchoolDocs website.](#)

Staffing

16. We define staff roles and responsibilities for our international programme to ensure compliance with the Code of Practice, and ensure that the following needs are met:
 - overall management of the programme
 - administration and financial allocations
 - marketing
 - pastoral care
 - orientation
 - English support
 - accommodation
 - professional development
 - reviews and reporting.

New Zealand Curriculum

17. Our international programme is designed to increase and enhance our New Zealand students' awareness and understanding of other cultures and countries, which is a key aspect of the New Zealand Curriculum.

Absence, Withdrawal, and Termination

18. Absence procedures are detailed under our schools' attendance policy.

19. Students must give adequate advance notice of their intention to withdraw from the school and parents must write to the school before the student's last day. A reason must be given for leaving and depending on the circumstances the fee refund policy may apply.
20. The School may terminate an enrolment for several reasons including consistent absence, or unacceptable student behaviour. A copy of our withdrawal procedures is also included in the International Student Information pack.

See also 'Absence, Withdrawal, and Termination' on the SchoolDocs website.

This policy statement, along with our SchoolDocs international policies and procedures, is reviewed annually as part of the Code of Practice self-review.

Principal: Robyn Arthur

Signed:

Review date: 30 January 2017
