



Rotorua Primary School

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INTERNATIONAL LEARNER POLICY - ROTORUA PRIMARY SCHOOL

As a signatory to the Education (Pastoral Care of International Students) Code of Practice 2023, Rotorua School may enrol international fee-paying students. Rotorua 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. Our policies are designed to meet Code of Practice requirements and ensure that high quality systems are in place.

Rotorua School provides:

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

GUIDELINES

Marketing

1. The Information Booklet and school website is to be kept up to date.
2. A review of information is completed annually. Follow procedures of Information Management and Review Procedures and the International Students Implementation Audits and Reports
3. Feedback from students and their parents/legal guardians will help ensure that information meets their needs.

Recruitment agents

1. Our school may use recruitment agents and we expect them to act with the utmost integrity at all times. We have a written contract with each agent we use, carry out careful reference checking, and monitor the behaviour of agents.
2. We ensure that agents have complete and accurate information about our school, and renew their contracts regularly. See Managing and Monitoring Agents & Recruitment Agents.

Enrolment

1. RPS 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. Students aged under 10 years old must be living with their parents or legal guardians.
3. An offer of place, enrolment, and class level placement is at the discretion of the principal and International Coordinator. See Offers, Enrolment, and Contract.

Fees

1. 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. See International Learner Fees
2. We pay a government levy per student as required.
3. Our refund policy outlines the circumstances in which a refund will be given, and how this process works. See Fee Protection and Refund Policy.

Immigration Matters

1. All students must show documentation to prove that they have the appropriate student or visitor visa or permit issued by Immigration New Zealand. A copy will be taken and stored and the information entered onto ENROL.
2. Immigration New Zealand will be notified of any known or suspected breaches of visa conditions. This could lead to a termination of the visa and therefore of the student's enrolment at RP School. The Refund Policy would then be applied.
3. Termination of enrolment, for any reason, will activate the notification to Immigration New Zealand.

Living situation for international students

1. All students must be in accommodation that complies with the Education (Pastoral Care of International Students) Code of Practice 2023. See Accommodation Policy

School support for international students

1. The International Student Coordinator will be responsible for actively monitoring and responding to any concerns for international students enrolled at RP school.
2. An orientation programme is in place for students and their parents. See Orientation
3. International students have access to the same facilities and learning opportunities as domestic students.
4. International learners must follow the same policies and rules as domestic students e.g. attendance, behaviour etc.
5. Staff provide English support for students to develop their English communication skills as required, and to ensure international learners are able to be successful in all curriculum areas. See Offers, Enrolment -information about English Language Learners assessment and support
6. Cross cultural training will be provided to staff. See Staff Training
7. Cultural and language support is available as needed. See Student Support, Advice, and Services
8. We deal with grievances according to our school grievance procedures and those established by NZQA.
9. Financial or contractual disputes are managed through the International Learner Contract Dispute Resolution Scheme (DRS). See Procedures for dealing with grievances and Compliance with the International Student Contract Dispute Resolution Scheme

Emergency Contact

1. The school will have a 24/7 emergency phone number available. It will be held by the International Student Coordinator with the DP as a reserve.

Staffing

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:

1. overall management of the programme
2. administration and financial allocations
3. marketing
4. pastoral care
5. orientation
6. English support
7. professional development
8. reviews and reporting.

New Zealand Curriculum

1. 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 L3/4

Review schedule: Annual

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

Last modified - 2023