

ST MARY'S SCHOOL

POLICY: **GROUP INTERNATIONAL STUDENTS**

LATEST REVIEW DATE: **June 2015**

REVIEW COMMITTEE: **Board of Trustees**

CONSULTATION: **International Student Manager, Code of Practice Office.**

RATIFIED: **23 July 2015**

OBJECTIVES:

Code of Practice:

Group students means:

- a) International students holding a group visa issued by the New Zealand Immigration Service;
or
- b) Two or more international students studying together in New Zealand for no more than three calendar months on a group visit organised by a provider.

St Mary's School has developed a Group Student Policy –

- To ensure the safety, well-being of the students and the quality of academic and social education of all groups of International Students studying at St Mary's School
- To ensure compliance with the Ministry of Education's Code of Practice for the Pastoral Care of International Students (2011) (The Code of Practice).
- To ensure that groups of students visiting St Mary's School are 10 years of age or older.

GUIDELINES:

1. St Mary's School policies and procedures relating to the Code of Practice will apply to Group Students – see St Mary's School policies and procedures, including application requirements and pastoral care of group international students.
2. Information given to group students will be adjusted to meet the requirements of the particular group and the period of study. Such information will be provided in writing and separately.
3. An application/enrolment form will be completed for each student giving full contact details and any special health, learning or other needs. Individual forms must be signed by the parent and forms the contract between the school and the parent. This can be provided by the agent.
4. All group student arrangements and conditions shall be set out in an agreement to be signed by the education provider and the group organiser.
5. St Mary's School shall designate an appropriate person from the education provider to liaise with the International Student Agent to oversee the tour operations.
6. The enrolment of Group International Students will not impinge on the normal operations of the school programme.

Group Supervision

Supervision is to be provided to all group students in accordance with section 3 of the Guidelines to Support the Code of Practice for Pastoral Care of International Students. Dependent on the individual group circumstances supervision will be provided by some or all of the following:

- Tour Guide/Co-ordinator
- ESOL teacher(s) either provided by St Mary's School or who are provided by the Tour Group Agent will undertake classes with a ratio of approx 1:20 per class, maximum 15
- A tour agent

- Parent(s)
- Professional(s) in the particular activity
- International Student Manager and Principal

Same language speakers, preferably fluent in English, with accompany the group.

St Mary's School will ensure that the group liaison person has the required skills and knowledge, as outlined in the Guidelines.

Should an **emergency** situation arise the New Zealand based staff member will be responsible for all actions taken in an emergency situation and will follow the procedures laid down in St Mary's School EOTC policy.

- All emergencies will be documented by the designated person.
- The designated person will, in conjunction with the group leader, notify the school and the student's parents.

Medical and Travel Insurance Policy for Group Students

Policy Requirement Advice

- All group students are required to have appropriate and current medical and travel insurance for the duration of their planned period of study in New Zealand, as specified in The Code of Practice.
- The group leader or education provider, shall advise all prospective groups of the medical and travel insurance requirements as per the standard wording in the Code of Practice.
- Group students should have combined medical and travel insurance.
- Group students purchasing insurance through a New Zealand insurer should have insurance cover before they leave their home country.
- Where insurance is provided from a New Zealand company, policy details should be provided in the group's first language where possible.
- Where overseas policies are used, the group organiser should ensure a copy in English is forwarded to St Mary's School to ensure the policy is appropriate.

Verification of Policies

St Mary's School must verify groups are in receipt of an acceptable Medical and Travel Insurance policy.

Verification of policies will be undertaken prior to enrolment.

As part of the verification process, the group leader shall ensure that:

- The insurer/re-insurer is a reputable and established company with substantial experience in the Travel Insurance business and has a credit rating no lower than a Standard & Poors rating of A.
- The Insurer is able to provide emergency 24-hour, 7 day per week cover.
- Students have a "certificate of currency" and policy wording from the insurance company stating that the student has purchased the cover for the duration of the planned period of study. The education provider must ensure that the insurance cover is appropriate.

Recording of Policy Details

For each group St Mary's shall record the:

- a. Name of the Insurer
- b. Policy number
- c. Policy start and end dates.

Signed:.....
Chairperson Board of Trustees

Date: 23 July 2015

Policy Review Date: June 2016