



Policy Glendowie School

INTERNATIONAL STUDENT AGREEMENT FOR STUDENT GROUPS POLICY

Groups are when a “student is in a properly supervised group of students whose education instruction is not more than 3 months”.

Groups will only be considered at times when there is no pressure put on class numbers in classes. (They will not happen in February or July/ August).

Rationale:

Glendowie Primary 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 Glendowie School for a short period of time.
- To ensure compliance with the Ministry of Education’s Code of Practice for the Pastoral Care of International Students (revised 2016).
- Glendowie School policies and procedures relating to the Code of Practice will apply to Group Students.
- 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 to each supervisor.
- An application/enrolment form will be completed for each student giving full contact details, and parent’s details and any special health, learning or other needs, health and travel insurance details, passport and visa details.
- All group student arrangements and conditions shall be set out in an agreement to be signed by the education provider and the group organiser. This is in keeping with the roles outlined in our Policy “Guidelines for agreements between Education providers and the organisers of groups of international students studying on the provider’s premises.”
- Glendowie School shall designate an appropriate person to oversee the tour operations. If the tour group is more than 4 students, the Principal/ International Student Manager will oversee the students in the same way as with other International Students.
- Group students will travel on a visitor visa. All students younger than 10 years of age need to be accompanied by their parent or legal guardian.

Group Supervision:

- Supervision is to be provided to all group students.
- Glendowie School will decide what supervision is needed for each group.
- The education provider will ensure that the group supervisor has the required skills and knowledge, and attributes as outlined in the Guidelines.
- The tour leader is responsible for arranging weekend activities and after school activities which have been approved by the school.

- All emergencies will be documented by the designated person. If this is not possible then by the most senior person present.
- A staff member from Glendowie School will be assigned to each group.

Accommodation

- Glendowie School prefers the agent to organise accommodation for the group, but the accommodation needs to be approved by the school.
- The school recognises that the agent may request the school to assist with looking for Home Stays. If this is achievable then the school will agree to this.
- Where the tour party organises, selects, assesses and manages accommodation then the school will ensure that under our accommodation policy the suitability of the accommodation by visiting the accommodation prior to the students being accommodated.
- In the case of temporary accommodation e.g. a motel/hotel when students are on a short excursion, then the supervisor will be held responsible and considered as the residential care giver. See Appendix 1 Accommodation Policy.
- Students under 10 years of age will have accommodation with their parent or legal guardian.

Group Students will be given from the School

- Study Tour Information from the Agent (This has also been approved by the school).
- NZ buddies will be assigned to each student.
- Students will be given access to our grievance procedures.
- A welcome pack which includes language support translations and a map of the school.
- Students and their home-stay parents will be given 24/7 contact details of the Principal and International Student Co-ordinator.

The provider/school

- Ensures that the organiser knows our system for contacting the Principal in the event of any accident or emergency, or incident that occurs on school property or involves school personnel or during an EOTC (Education Outside the Classroom) Trip.
- The Principal will be advised asap to ensure that appropriate help is accessed and that parents or next of kin are notified appropriately (in the first instance through Interpol for serious incident or fatality).

Key features of the Group Student Programme (School)

- The school will ensure that the students are placed in suitable classes according to their level of English, maturity level, age level, class numbers and ethnic mix.

- The group will participate in the class's usual learning programme and the teachers will be supported from the ESOL Department with additional resources that the student may need.
- Target market for groups of Students is for 10 years and above to 14. Unless younger members in a group are accompanied by a parent.
- Glendowie School recognises that it has appropriate facilities, resources, and staffing to service a tour of up to 20 students. Should approval for a group be given for 2 weeks or less then the students may be invited under the status as visitors and not be entered on Enrol.
- Consideration will also be given to group tours where the school has a MOU (Memorandum of Understanding) or a sister school relationship with an overseas school.

Provisos

The school will determine whether they have places available to allow a group tour to occur. The determinants will be:

- the size of the group, limited to 20 students
- the availability of classroom places within the school.
- the impact the group may have at any one time e.g. culture, learning, resourcing.
- being able to ensure suitable accommodation for the students
- it is the expectation that the group be enrolled for a minimum of 3 weeks

The Organiser (Agent) will ensure that:

- The parents are fully informed about the programme and that the organiser has obtained their approval in writing for their child to participate in the programme.
- That the parent has given written permission for any overnight stays and has full knowledge of this programme and any risks associated with it.
- Has medical information about each student as well as information about the student's health insurances
- Has the contact details of all students in NZ and in the Home Country
- Ensures that all students are given 24/7 contact cards/details for use in an emergency.
- Ensures that the students all have current visas.
- Ensures that the Principal is fully informed in writing of the details of the programme and that the Principal is notified of any change to the arrangements .
- Ensures that all adults over 18 in the accommodation have been police vetted and that checks are made to ensure that a high standard of facilities and care is provided.
- Ensures that all students have access to the First language Support person/people 24/7.
- Ensures that temporary accommodation complies with the Code of Practice.
- Ensures that the students are appropriately supervised at all times and that the supervisors have the relevant training and skills for each activity. The ratio

of supervisors to students is adequate and determined by the school in accordance with their EOTC Policy.

- Ensures that all parties are informed of an appropriate complaints process and that all complaints to do with the school are given in writing to the Principal as soon as possible after they occur.
- Accommodation meets the requirements of our Accommodation Policy and is visited by the school prior to the student's arrival.
- Groups staying less than 2 weeks will be supported by our best practice expectations (they are not required to meet the Code conditions).

Cultural Experience (Agent)

- The trip organiser will be expected to submit a programme which will cater for the students in the weekends so that they can explore the Auckland environment and further.
- The organiser will submit the SAP/ RAM form from our EOTC policy for Principal's approval and signature.
- The school prefers the group to organise an excursion which is outside Auckland prior to the group starting at Glendowie or after the group completes their tuition at our school. If the group is staying more than 2 weeks then the school will need to ensure it meets the schools EOTC guidelines.

Support (Agent)

- The travel organiser will travel with the group and will be available to support the students at the school during the school day. The amount of time this entails will depend on the size of the group and the needs of the group. The Principal will determine this time allocation.
- If directed by the Principal, a Glendowie School staff member will accompany any trip which involves being out of Auckland and an overnight stay.

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. This coverage should be "unlimited" cover
- The 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 purchasing insurance through a New Zealand insurer should have insurance cover before they leave their home country and be covered until they return to their home country. (See our student handbook guidelines as to the adequacy and types of insurance needed and our preference to be covered by Southern Cross Insurance).
- 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 the education provider to ensure the policy is appropriate.

Policies Reviewed

All policies are reviewed every three years.

Each year there is an annual review under the Code in accordance with the MOE documentation.

Verification of Insurance

Glendowie School will 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, Glendowie School shall ensure that:

- The insurer/re-insurer is a reputable and established company with substantial experience in the Travel Insurance business.
- 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 unlimited.
- Where a group is not in possession of an appropriate and current medical and travel insurance policy Glendowie School undertakes to advise the group of the medical and travel insurance requirements.

Recording of Policy Details:

For each group Glendowie School shall record the:

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

Supporting School Documents

Refund policy

Checklist Agreement with Agent

Accommodation Policy and Appendix

Recruitment Agents Agreement

Complaints procedures

Review process

Recruitment Agents Agreement

International Education Policy (FFP)

Procedures when an International Student is admitted to a hospital

Accommodation Groups staying in Motels

Procedures for Accidents and Emergency

Outsourced activities and holiday tour provider

Approved 26/05/2012

Board of Trustees Meeting

Signature of Chairperson

A handwritten signature in black ink, appearing to be 'A. J. Rose' with a star symbol at the end.

Reviewed 26/09/2017, 10/09/2019, 22/9/20