

INTERNATIONAL STUDENTS PROCEDURE

COMMUNICATION WITH PARENTS PROCEDURE



- For children who are 5 and younger than 10 the parent must accompany the child before the child takes up a position at the school. The parent will then meet with the Principal.
- The application for enrolment form is filled in by the parents.
- Home-stay / designated caregiver information is filled in for students aged 10 years and over (see accommodation policy). Parents need to verify the designated caregiver in letter form.
- Emergency contact procedures for students are given to home-stay and parents of students
- Parents will provide Insurance information, student health information, copy of birth certificate, passport details as part of the enrolment forms.
- Parents will be advised of their requirement to provide the school with their immigration status and a copy of the student's visa.
- Parents will be advised that the form is an application for enrolment. A position will not be confirmed until all documentation has been received and assessed by, the school. An offer of a place will be offered, fees received and receipted and accommodation visited in the home-stay situations.
- Reporting on International students progress will follow the school process. Copies of the report will be sent to the parents of the child and the agent
- Parents of International students who are with their child in NZ will follow the school procedures on communicating concerns. The International students also have access to the international complaints process and the school process for Internationals
- The International Manager will be available to parents through direct contact, social media , emails etc and will be available for meetings around concerns etc

Emergency Contact Procedures

- Application forms will have full details for contacting the parents.
- Parents will be advised that if there is an emergency situation during the school hours, then the Principal will seek medical assistance for the student. Their insurer will be contacted and they as parents will be contacted.
- If a situation occurs outside school hours, the home-stay providers will be asked to seek urgent medical assistance. They will also contact the Principal, and International Manager who will contact the parents.

- In cases of low or moderate need, then the homestay provider will take the student to the G.P. In terms of language difficulties then a student who is here without a parent will have access to their guardian for support. The guardian or homestay parent will keep the child's parent informed
- The International Manager supported by the ESOL teacher will arrange at school, for the student to email their parents weekly.
- The homestay provider will be requested to monitor that a weekly call or contact by the student to their parents is made. A regular time and day will be encouraged.

19/9/ 2017

2/9/2018 A.M. Biggs Reviewed