



NEW PLYMOUTH BOYS' HIGH SCHOOL
TE KURA TAMATĀNE O NGĀMOTU

Title	INTERNATIONAL STUDENTS
Reference Number	F604
Section	Students
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Checked By	BOT Policy Committee
Approved By	NPBHS Board of Trustees
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Associated Policies	
Associated Procedures	

RATIONALE :

New Plymouth Boys' High School will conform to the New Zealand Code of Practice (2016) for the recruitment and welfare of international fee paying students drawn up by the Ministry of Education.

PURPOSE :

The school wishes to:

- enjoy the diversity brought by overseas students;
- give overseas students the opportunity to study in New Zealand in an English language environment;
- support the NESB students' rights and obligations by adhering to the mandatory Code of Practice for International Students;

GUIDELINES :

1. Marketing and promotion of NPBHS to international students

"We must ensure our marketing provides clear, sufficient and accurate information enabling students to make informed choices"

The school will provide clear and accurate information about the accommodation and education options, including the cost and the range of options in subjects and accommodation. The school facilities and staffing

To achieve this:

- The website will contain up to date and accurate information about the school
- Brochures in English and where possible in other languages
- Student comments on the school
- School videos - including video interviews of current and past international students
- Connections to school social media
- Exhibitions/Education Fairs
- Quality assurance results (ERO reports via website link)

2. **Managing and monitoring agents of international students**

"Monitoring and managing agents to ensure they act with integrity and professionalism"

The school will only use educational agents that act with professionalism and correctly market and sell our school to prospective students.

To achieve this:

- Students will be surveyed about whether the information provided by the agent accurately reflects the school and service
- Agents will only be used who have a proven record with the school or have references
- Agent contracts will have a performance clause with expectations for a successive years commission

3. **Offers, enrolments and contracts for international students**

"Ensure the school has good systems and documentation"

To achieve this school documentation and related systems:

- Agent contracts for a maximum of two years with performance expectation and commission
- Enrolment contracts includes:
 - Personal details of parents and students and students interest
 - Level of English assessment
 - Medical information
 - School ICT, EOTC and Privacy policies
 - Tuition agreement - including refund details
- Student contract for homestay expectations outside school hours
- Offer of place documentation as acceptable by NZ immigration
- Receipt of fees for immigration as acceptable by NZ immigration
- Provide or have proof of insurance
- Homestay assessment and evaluation documentation

5. **Orientation/Information, safety and well being of International students**

"Ensure students have the appropriate orientation to adjust to life in NZ and ensure they are safe and happy living and studying in New Zealand"

To achieve this:

- Students prior to arrival will get a welcome letter, introducing them to their new home and the staff
- Homestay accommodation is assessed prior to the student arrival, along with Home visits while the student is here. (accommodation providers will be police vetted)
- On arrival students will
 - receive an orientation pack - introducing them to the NZ culture
 - an introductory meeting by the International Student Welfare manager
 - as part of the orientation package and meeting, the school and community guidance and support systems are explained, including the 24/7 contact number
 - as part of the orientation process the school's expectations, laws of the land and societal expectations are explained
 - orientation tour by student peers
 - introduction to the school's International community
- Integration interview after two weeks
- Once weekly international meetings

- Regular communication with homestay and hostel staff about the students well being
- Regular communication with parents directly via agent about the students progress via the Dean of International students
- Regular Homestay and Hostel evaluation
- Exit survey and graduation ceremony
- Parents and students are aware of their rights to resolve grievances

Responsibilities:

A Director of International Students oversees the care, social integration and educational programmes of all international students. The Director is assisted by an International Student Welfare Manager and Dean of International Students

Responsibilities of the Director of International Students:

- Dealing with expressions of interest
- Marketing, including agency contacts, contracts, and commission
- Arrival of students in New Plymouth
- Enrolment of international students, in consultation with deans, hostel (including Matron), school office and BOT office
- Leaving, in consultation with appropriate dean
- Provide 24 hour out-of-school on-call care
- Organisation of promotional material, including dispatch of information package and website

Responsibilities of the Student Welfare Manager:

- Liaison with existing and new homestays/host families/hostel
- Weekly meetings with international students
- Obtain parental permission for High risk EOTC's
- Orientation of students, including uniform and stationery
- Financial matters, including passport security, visa (and renewals), insurance, including medical and student bank account set-up
- Pastoral care of international students, in consultation with deans, hostel, guidance, and matrons
- Holiday accommodation placement
- Alternative programmes during internal practice exams and NCEA external exams

Responsibilities of International Academic Mentor:

- Determination of course, and changes to course
- Determination, where appropriate, of NCEA entry
- Completion of leaving procedures
- Reporting on student progress
- Testing of all new students
- Arrangements for dispatch of external NCEA papers