



# TIRIMOANA SCHOOL

## **INTERNATIONAL FEE-PAYING LEARNERS POLICY**

### **RATIONALE:**

International Fee-Paying learners who meet the application requirements may be enrolled at Tirimoana School subject to the availability of places and appropriate visa. Our school is a signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

### **PURPOSE:**

As a signatory to the Code, we ensure International Fee-Paying learners are enrolled in accordance with requirements as specified in the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

The code sets out the expectations that schools enrolling international learners must meet for learners' safety and wellbeing and acknowledges the importance of supporting learner wellbeing and safety in education, and the value New Zealanders place on wellbeing and safety. This has particularly been emphasised in the context of the COVID-19 pandemic.

The school will take all reasonable steps to protect international learners and strive to provide them with a positive experience that supports their educational achievement.

### **GUIDELINES:**

#### **Enrolment**

In accordance with the Code of Practice, Tirimoana Primary School:

- maintains high professional standards
  - provides international learners with comprehensive, up to date, and accurate information
  - provides international learners with information before they enter into any commitments
  - conducts contractual dealings ethically and responsibly
  - recognises the particular needs of international learners
  - provides a safe study environment, adequate support of wellbeing and ensure that as far as practicable, students are in safe accommodation
  - has fair and equitable processes for addressing problems and grievances which are closely aligned to those offered to domestic learners as is practicable and appropriate.
  - ensures any disciplinary action taken will be in accordance to principles of natural justice
1. International Fee-Paying learners will be placed in regular mainstream classes studying the New Zealand curriculum. They may be withdrawn for specialist ESOL tuition and Pastoral Care according to their needs.
  2. The school requires all International Fee-Paying learners younger than 10 years old to live with a parent while in New Zealand

3. Parents/Designated caregivers will be made aware of grievance procedures, including providing information on the Fairway website- 'I-Students' complaints.'
4. If there is concern about possible abuse or neglect the appropriate agency will be informed immediately.
5. Any false information or deliberate misinformation on the enrolment form will result in the enrolment being terminated without refund.
6. Consistent misbehaviour will place a learner's enrolment in jeopardy. If a child needs to be excluded from Tirimoana school the enrolment will be terminated without refund.
7. International Fee-Paying learners 10 years or older
  - a. The school may accept enrolment of an International Fee-Paying learner 10 years or older who is living with another family member other than a parent, or with a designated caregiver nominated by a parent, subject to accommodation arrangements meeting school expectations and subject to availability of place
  - b. School will require Police vet's of all residential caregivers including non-parent family members for children who are not living with a parent.
8. Attendance
  - a. The policy for attendance procedures for International Fee-Paying learners will be explained to parents when their child is enrolled at Tirimoana School.
  - b. International Fee-Paying learners will be expected to attend regularly, and explanations of absences be given
  - c. International Fee-Paying learners will be expected to be at school unless they are:
    - i. Sick
    - ii. Exempt from school for reason that has been approved by the principal
  - d. Teachers are to record attendance in the mornings and afternoons using the school Student Management System (SMS)
  - e. Parents of an International Fee-Paying learner who is absent for more than three consecutive days will receive a home visit by a staff member.

**\*Also refer to Policy 31 Monitoring of Pupils attendances and absences from School**

**CONCLUSION:**

The School International Fee-Paying learner's practices are based on information contained in the NZQA: Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021

Resources:

- NZQA: Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.
- Ministry of Education: Regulations to better support International Learners.