Puni Primary School

Puni School
Effort Brings Reward

INFORMATION REGARDING

the

ENROLMENT of INTERNATIONAL STUDENTS

Contents:

Page 4	Code of Care Health and Travel Insurance Immigration Condition of Enrolment
Page 5	Student Fees and Associated Costs Fee Protection
Page 6	Application for Enrolment requirements and Procedures
Page 7	Conditions of Acceptance
Page 8	Refund Conditions and Procedures
Page 9	Fees Protection Curriculum Programme
Page 10	Orientation and Support Services
Page 11	Grievances
Page 12	Frequently Asked Questions
Page 13	School Rules Code of Conduct
Page 14	Code of Conduct
Page 15	Appropriate Disciplinary Action
Page 16	Provisions for Stand-Down
Page 17	Provisions for Suspension
Page 18	Provisions for Suspension
Page 19	Provisions for Suspension
Page 20	Procedures to Apply When a Student Withdraws/is not Attending Their Course Circumstances in Which Tuition may be Terminated
Page 21	Appendix of information from the Ministry of Education
Page 22	Appendix of information from the Ministry of Education

Code of Practice for the Pastoral Care of International Students

Puni Primary School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at http://www.minedu.govt.nz

Health and Travel Insurance

Most students are not entitled to publicly funded health services while in New Zealand unless they are:

a) *A resident or citizen of Australia; or*

b) *A national of the United Kingdom in New Zealand; or*

c) *The holder of a temporary permit that is valid for two years or more.*

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. We strongly recommend that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand.

Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand - Immigration Service, and can be viewed on their website at http://www.immigration.govt.nz

Prime Condition of Enrolment

Puni Primary School requires that all international students live in one of the following types of accommodation:

i. With their parents or legal guardians (proof of legal guardianship must be supplied).

ii. With a designated caregiver chosen by their parents / legal guardians. All accommodation offered by designated caregivers must be approved by the school, as required by the *Code of Practice for the Pastoral Care of International Students.* An indemnity must be signed by parents giving the designated caregiver authority.

Student Fees and Associated Costs

INTERNATIONAL STUDENTS

PUNI PRIMARY SCHOOL

FEES 2026 (NZ$)

	4 Terms	3 Terms	2 Terms	1 Term	weekly
Application Fee	300	300	300	300	
Tuition Fee	15,000	11,250	7500	3750	375
Govt Levy	1000	750	500	250	25
Stationery	Included	Included	Included	As required	As required
School Trips	Included	Included	As required	As required	As required
TOTAL	**$16,300**	**$12,300**	**$8300**	**$4300**	**$400**
Extras	Bus fee if applicable				
Uniform	As required	As required	As required	As required	As required
Homestay accommodation	$150 homestay placement fee				$230
School Camp	Included	Included	By arrangement	By arrangement	

This is a base group cost. There will be additional fees for activities. For a visiting group we will prepare a quote for your approval first.

Southern Cross International Student Insurance may be arranged by the school. Cost of cover to be paid on application to School.

FEES PROTECTION

The Puni Primary School Board of Trustees guarantees to hold in reserve sufficient funds to meet any refund requirements should the school not be able to continue tuition.

Application for Enrolment Requirements and Procedures

The applicant/guardian must complete the **International Student Application for Enrolment form** and produce the following documents before the application can be processed:

a) Passport

b) Student visa/permit

c) Copies of recent school report with verified English translation is required

d) Health insurance documentation for the family

e) Completed Designated Caregivers Indemnity Form

f) Medical information

g) Additional information required by parents

h) Administration fee: NZ $200

PROCEDURES ONCE an ENROLMENT has BEEN RECEIVED

1. On receipt of a completed enrolment application, the parents/guardians will be informed of an interview time.
   This interview will involve:
   The prospective pupil
   The parents
   The designated caregivers (*if applicable*)
   A translator (*if required*)
   The Principal
   The pupil's prospective teacher

   The interview will consist of:
   Tour of the school
   Explanation of the **Conditions of Enrolment** *(see below)*
   Classroom and daily programme explanation
   Initial assessment of the level of English of the child
   Ensuring the parents understand the Code
   Explanation of the designated caregiver's role and responsibility (*if applicable*)
   Making an appointment time to visit the home of the designated caregiver
   Answering any questions the family may have.
2. Parents will be informed in writing of school's decision within 7 days of the interview.
3. If there are no current available places, the parents will be notified and will be given the option of being placed on a waiting list.
4. When a place becomes available, they will be notified and given 14 days to accept or decline the placement.

5. ***Placement in a particular Year or class is at the discretion of the Principal.***
6. If enrolment is accepted the parents have 14 days, or less if they desire, to accept the placement by paying the fees. Once the fees have been received and receipted by the school, the pupil may attend Puni Primary School.

Conditions of Acceptance

In addition to the conditions listed here, all conditions that are part of the contract with parents, the homestay contract, the fees refund policy and other school policies also apply.

1. Although an elementary level of English is desirable no child will be refused acceptance due to their level of English, as all levels of English proficiency are catered for at Puni Primary School.
2. Students and parents/legal guardians must accept and abide by rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
3. Students must observe the laws of New Zealand.
4. Students must observe the conditions of their visa. If a student breaks the terms of the visa the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
5. Because class placements are decided on the evidence of assessment after arrival in New Zealand, **all** information given before enrolment about placement on courses and in classes is **provisional**. The school reserves the right to adjust placements and individual programmes at any time if it is in the student's interests to do so.
6. The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
7. Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
8. Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies).
9. All additional costs will be paid promptly, as required.
10. The conditions of the Fee Refund Policy will be accepted
11. All students are strongly recommended to have travel and medical insurance for the duration of their period of enrolment.
12. All international students must live in one of the following types of accommodation:
    iii. With their parents or legal guardians (proof of legal guardianship must be supplied).
    iv. With a designated caregiver chosen by their parents / legal guardians. All accommodation offered by designated caregivers must be approved by the school, as required by the *Code of Practice for the Pastoral Care of International Students.* An indemnity must be signed by parents giving the designated caregiver authority.
13. All disputes will be dealt with in New Zealand law.

14. The school's complaints procedure for international students will be used to deal with grievances.
15. Parents must inform the school of their address, telephone number, fax number and e-mail address (whichever applies). The student and/or parents will advise the school of any change in the contact details of the student or parents.
16. The student and/or parents will provide academic, medical and other information that is relevant to the wellbeing and course placement of the student.

Refund Conditions and Procedures

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. The following procedures and guidelines would apply:

1. To be eligible for any refund, parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance.
2. If the application is made before the start of the course (one year of schooling), fees will be refunded in full less the administration charge specified on the fees information sheet.
3. If the application is made after the start of the course, but before the second half of a course, fees will be refunded less:

An administration charge of NZ $300.00
Costs to the school already incurred for tuition
Components of the fee already committed for the duration of the course

i) Appropriate proportions of salaries for teachers and support staff (*if applicable*)
ii) Costs already incurred for the use of facilities and resources
iii) The proportion of the Government Levy the school is required to pay
iv) Any other costs already incurred.

4. If the application is made after the second half of a course there will be no refund except under exceptional circumstances - to be determined by the Board of Trustees.
5. If an international fee-paying student gains residency during the course, no further fees are to be paid and a refund may be made on the unused portion of the prepaid fees. The new resident will then abide by the school enrolment scheme. Documentation of residency must be provided within 14 days of it being granted

6. The Board of Trustees will make no refund:
   - Where a student has been stood-down, suspended or excluded
   - Where a student wishes to transfer to another school
   - Where a student returns home for any reason other than serious illness or death of a close family member
   - If the enrolment application is found to be inaccurate in any way and the contract is terminated.
7. In any dispute regarding the above, the decision of the Board of Trustees of Puni Primary School is final.

Fees Protection

- The Board of Trustees will ensure that there is a reserve of funds to cover international students prepaid tuition fees in the event that a refund should be necessary.

Curriculum Programme

Programmes at Puni Primary School commonly feature the following:

- learning activities in which students investigate issues and solve problems of interest to them;
- a balanced curriculum which emphasises discovery and exploration; and encourages higher order thinking as keys to successful learning;
- opportunities to see the relevance of learning by applying it in a practical way to solve real problems;
- learning activities and experiences (both in and outside school) which enable all students to succeed regardless of previous achievement.
- schemes that are not so prescriptive that they stifle creativity and the opportunity to capture the teachable moment.
- An integrated curriculum where all subjects are taught under a topic based approach.
- Focus upon the Key Competencies-Self Management, Relating to Others, Participating and Contributing, Thinking, Language, Texts and Symbols.

Teachers adapt the programme to the students to ensure the curriculum focus for each student is on personal development as well as on academic achievement.

We focus on educating the whole child, emotionally, intellectually, socially, personally. Students are challenged with opportunities to participate in a range of academic, cultural, sporting and technology programmes.

Puni Primary is a public or state school. It offers programmes in all areas of the New Zealand Curriculum. This includes:

English	(Oral, written, reading, visual, and listening)	Technology Music
Mathematics		Visual Arts, Dance and Drama
Science		
Social Sciences		
Health		
Physical Education		

Details of the curriculum can be found on the Ministry of Education's website
http://www.minedu.govt.nz

Classroom Programmes

All students are taught the following core subjects:

- Art;
- English (Speaking and Listening, Reading and Writing, Viewing and Presenting);
- Health;
- Mathematics;
- Music;
- Physical Education;
- Science;
- Social Sciences; and
- Digital Technology
- Drama
- Dance
- Tikanga Maori

Orientation Programme and Support Services

The principal and classroom teacher are primarily responsible for the orientation of the students and their on-going welfare within the school community.

An initial orientation will be done prior to or during the enrolment interview with the prospective student and parents. On the student's first day, he/she will be met by their teacher and shown to the classroom. All students will be mainstreamed immediately upon arrival and may be withdrawn for further orientation, English testing, and teaching as required.

The classroom teacher will be responsible for ensuring the new student has a buddy group consisting of two or more other students whose role is to help the new student with daily routines, timetables, and activities during the breaks. The teacher will also ensure the child knows where to find the sick bay, toilets etc.

The classroom teacher and the principal will continue to monitor the student during the first few weeks while the student settles into the class and the school. The principal will also be available for support of the students, the classroom teacher, and the parents/caregiver.

Once the initial period is over, the principal will continue to monitor the student and his/her progress through informal meetings, ESOL teaching times, and where necessary through formal meetings with the student, the classroom teacher, and/or the parents/caregiver.

Translators will be made available where necessary. These may be another child or an adult, depending upon the situation and the requirements.

Parents/caregiver and students need to know that Puni Primary School has an 'Open Door' policy. At any time they may make an appointment to see the classroom teacher, or the principal to discuss any queries or concerns.

What do you do if you have a grievance?

We want you to be happy at Puni Primary School. There are times however, when things do not go as smoothly or as well as we may like. Here are some ideas about what you can do about it.

Problems with a teacher

1. Make a time to talk to your classroom teacher about your concern.

2. If your concern is the classroom teacher, make a time to talk to the principal

Problems with school friends

1. Take the time to talk to your class teacher quietly about your concern

Problems with your designated caregiver

1. Make a time to talk to your teacher. She/He will discuss the concerns with you and do her/his best to sort things out. If necessary he will contact the Principal on the matter and/or your parents.

At all the above meetings, notes will be taken of your concerns and of the solutions put in place.

If, after all the above have been tried, you still feel that your problem has not been resolved, then you may contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority
C/- Ministry of Education

The Ministry of Education
12-18 Normandy Road
Mt Eden
Auckland 1024
New Zealand

Postal Address.

Private Bag 92-644
Symonds Street
Auckland 1150
New Zealand

Phone (64 9) 632-9400
Fax (64 9) 632-9401
Email: info.ieaa@minedu.govt.nz

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough you can always bring a friend who has better English.

We hope your stay at Puni Primary School is a happy one.

Frequently asked questions

1. **When is Puni Primary School open?**

a) Our school is open at 8:00 am every morning during term time, Monday to Friday. Lessons start at 8:30 am and school closes for the day at 2.30 pm

b) The school terms are given in the weekly school newsletters along with public holidays when the school is closed.

2. **What do I need for the classes?**

a) Make sure that you always have a pencil, pen, ruler and eraser with you every day. Your teacher will tell you what exercise books you need.

3. **What if I am sick or cannot come to school?**

a) If you are feeling unwell or sick, do not come to school. Get your parent or caregiver to contact the school to let the school know. When you return to school you will need to have a written note explaining your absence.

b) If you feel sick at school or if you hurt yourself at school, you need to tell your teacher, find the duty teacher at break time, or go to the office.

c) If you have an appointment during the school day and have to leave the school during the day or miss a day as a result of the appointment, your parent or caregiver needs to let the school know in advance through a written note.

4. **What if I change my address or phone number?**

a) If you change your address or phone number your parents or caregivers need to let the school know by giving you a written note to take to your teacher or the school office.

5. **What about breaks and meals?**

a) There is a break in the morning from 10:30 am to 10:55 am and a break for lunch from 12:30 pm to 1:15 pm

b) Snacks and other food can be ordered at school before school at the lunch room or you can bring your food from home.

6. **What do I do if my lunch disappears?**

a) If your lunch disappears from your bag or desk, let your classroom teacher know as soon as you find out. He or she will do what they can to find your lunch. They will also make sure that you do not go hungry at lunch time.

7. **What do I do if I am bullied?**

a) If you are teased or bullied at school, coming to school, or going home from school, you must let your classroom teacher know as soon as you can. We do not like bullies and will do everything we can to prevent you being bullied.

8. **May I use the Internet at school?**

a) Yes we have school internet that you can log into on your device. You will need to see the school receptionist or teacher to organise this for you. You will be able to use this for school and learning purposes and it will be monitored for safety. No uploading games or movies or unsuitable material as this is against the school rules and could result in stand-down. Refer to code of conduct 3 (c).

Do ***not*** bring any pen drives from home and use them in the school computers.

School Rules

1. **GENERAL**
   - Once at school, all children must stay at school and not leave the school grounds until the end of the school day except when they must leave with a parent/caregiver – advance notice must be made to the school.
   - The car parks are out of bounds.
   - Classrooms are out of bounds at all times unless the teacher is in the room.
   - Children are not to use the foyer except when going to the Office.
   - Children are not allowed out of their classroom during lesson time without permission from a teacher.
   - Lunch and morning tea are to be eaten in the designated area.
   - Pupils causing damage must report breakages to a teacher on duty.
   - Lost Property is to go to the deck room.
   - Phones or electronic devices may be used at school for learning purposes. It is up to the discretion of the School Principal on a case by case basis. Clear guidelines must be followed to ensure that the devices are being used for learning and that all students, staff and personnel involved are protected and safe.
   - Students are not allowed in the staff room except for the tea monitors or children sent on specific tasks.

2. **AFTER SCHOOL**
   - While waiting to be picked up by parents, children must wait with the duty teacher in the school hall.
   - While waiting for a school bus the children are to wait on the Middle Syndicate Deck until they are taken by the duty teacher to catch their bus
   - Bus children will not enter any bus until directed to do so by the Duty Teacher.
   - Children must look after younger children on the bus and help ensure that they can get off the bus quickly and safely.
   - Misbehaviour may forfeit a child's right to travel by bus.

Code of Conduct

In our school we RESPECT, HELP, and SUPPORT each other. This means showing COURTESY to all students and adults.

I WILL:

- Use appropriate language - i.e. swearing and abusive language is OUT
- Remember to say `Please' and `Thank you'
- Knock before entering a classroom
- Let adults through doors first, and also other students if they are carrying something heavy
- Wait my turn to speak and certainly not speak when another is speaking
- Comply with a request from a teacher
- Borrow from another only with his/her permission
- Keep chewing gum and bubble gum for out-of-school hours
- Speak to adults politely
- Ask the class teacher's permission before delivering a message to another student
- Not interrupt when the teacher is giving instruction.

In our school WE TAKE CARE OF EVERYTHING, remembering it is `on loan' and a privilege, not a right.

I WILL:

- Take responsibility for the state of my desk, classroom furniture and equipment
- Take good care of all books supplied, which includes all library books and school texts
- Use sports and P.E. gear for the right purpose and look after it
- Do my share of keeping our classroom, passage, and grounds clean and tidy

In our school, every student has a RIGHT TO LEARN and every teacher has a RIGHT TO TEACH.

I WILL:

- Keep my voice soft to avoid disturbing others when I'm talking
- Be prepared by having what I need for each subject - pens, pencils, ruler, and other equipment as required
- Avoid talking over others
- Find an appropriate time for talking to the teacher, especially when he/she is working with other students
- When I need to, move around the class in a quiet orderly manner
- Do my very best to stay on task
- Make every effort to complete all learning tasks, including homework

In our school every student has the right to a SAFE ENVIRONMENT in which to learn and play.

I WILL:

- Ensure I am not involved in any bullying - this is a NO-NO!
- Allow no physical or mental abuse; put downs or insulting language
- Participate only in positive interactions - there will be no threatening behaviour
- Eat my lunch in the designated area.
- Take my non-recyclable rubbish home with me.
- Move around my classroom and around the school in a quiet and sensible manner so the learning and recreation of others will not be disturbed.

School may take appropriate disciplinary action

1. The principal may take appropriate disciplinary action in response to the conduct or behaviour of the student.

2. Appropriate disciplinary action includes standing down, suspending or excluding the student and terminating the contract of enrolment.

3. The principal of the school may take appropriate disciplinary action, whether or not the conduct or behaviour occurred while the student was under the supervision or control of the school, if satisfied on reasonable grounds that:

   (a) the student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at the school;

   (b) because of the student's conduct or behaviour, it is likely that the student, or other students at the school, will be seriously harmed if the student is not stood-down or suspended or excluded as the case may require;

   (c) the student's conduct or behaviour is in breach of the school rules (including the school's code of student conduct), the accommodation agreement or designated caregiver agreement, or this contract of enrolment, and one or more of the following applies:

      (i) the breach or breaches would constitute an ongoing risk to the student's education, health, safety, well-being or personal welfare for which the school is responsible under the Education (Pastoral Care of International Students) Code of Practice 2016;

      (ii) the breach or breaches would constitute an ongoing risk to another person's education, health, safety, well-being or personal welfare.

4. The provisions in Schedule 1 (relating to stand-down), or Schedule 2 (relating to suspension) will apply if the student has been stood down or suspended, as the case may be.

School's obligations when taking disciplinary action

5. A principal who wants a student to absent himself or herself from school for disciplinary reasons, or who wants a parent to remove a student from school for disciplinary reasons, may bring about the absence or the removal only by standing-down or suspending the student under this contract.

6. In making decisions on appropriate disciplinary action the principal and the board will as far as practicable ensure that any such disciplinary action:

   (a) is proportionate to the seriousness of the behaviour of the student; and

   (b) minimises the disruption to a student's attendance at school and facilitates the return of the student to school when that is appropriate; and

   (c) is dealt with in accordance with the principles of natural justice.

7. If the student is stood-down or suspended, the principal will take all reasonable steps to ensure that the student has the guidance and counselling that are reasonable and practicable in all the circumstances of the stand-down or suspension.

8. If a student's suspension is subject to conditions, the principal will take all reasonable steps to ensure that an appropriate educational programme is provided to the student.

9. The programme referred to in clause 6 will as far as practicable be designed to facilitate the student's return to school and to minimise the educational disadvantages that occur from absence from school.

Schedule 1 – Provisions for stand-down

Notice requirements

1. Immediately after a student is stood-down, the principal will tell a parent or legal guardian and the residential caregiver of the student—

   (a) that the student has been stood-down; and
   (b) the reasons for the principal's decision; and
   (c) the period for which the student has been stood-down.

Stand-down period

2. A stand-down may be for 1 or more specified periods, and the principal may lift the stand-down at any time before it is due to expire.

Student attendance while student on stand-down

3. If a student has been stood-down, then the student does not have to, and is not permitted to, attend the school while stood-down, however-–

   (a) the principal may require the student to attend the school if the principal reasonably considers the student's attendance is appropriate:
   (b) the principal may allow the student to attend the school if the student's parents request that the student be permitted to attend the school and the principal considers the request is reasonable:

Board meeting concerning stand-down

4. A principal who has stood-down a student may arrange a stand-down meeting.

5. A principal who, having stood-down a student, is asked by the student or a parent or legal guardian of the student for a stand-down meeting—

   (a) will arrange a meeting; and
   (b) be available for the meeting as soon as is practicable for the student, the parent or legal guardian, and the principal.

6. As a consequence of a stand-down meeting, if the principal is satisfied that there are no reasonable grounds for the stand-down the principal will—

   (a) ensure that the stand-down is withdrawn; and
   (b) ensure that the student, and anyone told of the stand-down under paragraph 1, is told that the stand-down has been withdrawn.

Schedule 2 – Provisions for suspension

Notice requirements for suspending a student

1. If the student has been suspended then the principal will, immediately after the student is suspended, tell the board, a parent or legal guardian and the residential caregiver (if any) of the student—

   (a) that the student has been suspended; and
   (b) the reasons for the principal's decision.

Student attendance while on suspension

2. If the student has been suspended, then the student does not have to, and is not permitted to, attend the school while suspended, however -

   (a) the principal may allow the student to attend the school if the principal reasonably considers the student's attendance is appropriate:
   (b) the principal may allow the student to attend the school if the student's parents request that the student be permitted to attend the school and the principal considers the request is reasonable.

Board meeting concerning suspension

3. If the student has been suspended, the student, the student's parents or legal guardian, and their representatives are entitled to attend a meeting of the board and speak at that meeting, and to have their views considered by the board before it decides whether to lift or extend the suspension or exclude the student and terminate the contract of enrolment.

4. The board will ensure that a student who has been suspended, and the student's parents or legal guardians are given the following as soon as practicable after the suspension:

   (a) written notice of the time and place of the suspension meeting; and
   (b) written information about the options available to the board under paragraph 3 to deal with the suspension at the suspension meeting.

5. The board will ensure that the following material is given (in writing) to the student and the student's parents or legal guardian within the time specified in paragraph 6:

   (a) information on the procedures the board follows at suspension meetings; and
   (b) advice that the student and the student's parents, legal guardians or representative may attend the meeting and speak at it about the suspension; and
   (c) information contained in the following material that, in the board's opinion, it would have no ground to withhold if the student made a request under the Privacy Act 1993 for:
      (i) the principal's report to the board on the suspension; and
      (ii) any other material about the suspension to be presented by the principal or the board at the meeting.

6. The material referred to in paragraph 5 must be given to the student and the student's parents, legal guardian or representatives in time to reach them at least 48 hours before the meeting (or within a shorter time agreed by all the parties).

Adjournments to consider new information

7. The board will adjourn a suspension meeting if the student, a parent or legal guardian of the student, or any member of the board asks the board to do so if the person making the request needs time to consider new information, being any information—

   (a) that is referred to at the suspension meeting; and
   (b) that is either—
      (i) information that was not given, under paragraph 5, to the person making the request; or
      (ii) information that is new to the person making the request for some other reason.

8. In deciding on the period of the adjournment, the board must have regard to the amount of time that the person making the request needs, in that person's particular circumstances, to consider the information.

Board's decision at suspension meeting

9. Before deciding at a suspension meeting whether to lift or extend the suspension or exclude the student and terminate the contract of enrolment, the board must—

   (a) have due regard for all of the circumstance relevant to the suspension; and
   (b) consider each option available to it.

10. The board may—

   (a) require the principal, the student, the student's parents or legal guardian, any representative of the student, and any representative of the parents or legal guardian to withdraw from the meeting while the board makes its decision; or
   (b) ask the principal, the student, the student's parents or legal guardian, and any representatives of the student and the parents or legal guardian to stay at the meeting while the board makes its decision.

11. Before making its decision, the board may try to get all the parties at the meeting to agree on what the decision should be.

12. The board must record its decision, and the reasons for it, in writing.

Board's powers when student suspended

13. If a student has been suspended, the board may—

   (a) lift the suspension at any time before it expires, either unconditionally or subject to any reasonable conditions the board wants to make:
   (b) extend the suspension conditionally for a reasonable period determined by the board when extending the suspension, in which case paragraph 14 applies:
   (c) if the circumstances of the case justify the most serious response, exclude the student from the school and terminate the contract of enrolment.

14. If the board extends a suspension conditionally, the board may impose reasonable conditions aimed at facilitating the return of the student to school and will take appropriate steps to facilitate the return of the student to school.

15. If a student fails to comply with any condition imposed under this paragraph in respect of the lifting or extension of the suspension, the principal may request the board to reconsider the matter and the board may confirm or reverse its earlier decisions or may modify its earlier decisions by taking any action specified in paragraph 13 (a) to (c).

16. If the board has not sooner lifted or extended the suspension or excluded the student under paragraph 13(c) and terminated the contract of enrolment, the suspension ceases to have effect—

(a) at the close of the 7th school day after the day of the suspension; or
(b) if the suspension occurs within 7 school days before the end of a term, at the close of the 10th calendar day after the day of the suspension.

Extended suspension

17. The board will monitor the progress of the suspended student by ensuring that it receives, at each regular board meeting after the suspension, a written report on whether the student is meeting the conditions imposed and progressing with any educational programme provided.

18. The principal must ensure that the student and a parent of the student are given a copy of any such report as soon as practicable.

Student failing to comply with conditions

19. If the board agrees to a request made by the principal under paragraph 15, the board must hold a reconsideration meeting about the student's case.

20. The meeting must be held—

(a) within 7 school days of the request; or
(b) if the request is made within 7 school days of the end of term, within 10 calendar days of the request.

Information about reconsideration meeting

21. If the principal makes a request under paragraph 15 that the board reconsider the suspension then the board will ensure that the student, and a parent or legal guardian of the student is given written notice of the time and place of the reconsideration meeting as soon as practicable after the board decides to hold the meeting.

22. The board will ensure that the following material is given, in writing, to the student and the parent within the time described in paragraph 23:

(a) information on the procedures the board follows at reconsideration meetings; and
(b) advice that the student, a parent or guardian or representative may attend the meeting and speak at it about the reconsideration of the suspension; and
(c) information that, in the board's opinion, it would have no ground to withhold if the student made a request under the Privacy Act 1993 for:
    (i) the principal's report to the board on the reconsideration of the suspension; and
    (ii) any other material about the reconsideration of the suspension to be presented by the principal or the board at the meeting.

23. The material must be given to the student and the parent at a time that enables it to reach them at least 48 hours before the meeting (or within a shorter time agreed by all the parties).

Procedures that Apply When a Student Withdraws / is not Attending Their Course

If a student withdraws from school:

1. It must be in writing by the parents prior to the student's last day, giving the date of the final day of attendance and the reason for leaving and the Immigration Service will be notified.
2. The Refund Policy for International Students shall apply.

If a child is not attending their course

1. In the case of absences, the parent/guardian/caregiver must follow the normal school procedure of notifying the school in the morning of the first day of the absence, and following this up with a written note on the first day of the child's return to school. If the absence can be foretold - eg an appointment - then the school is to be informed in writing the day prior to the appointment or earlier.
2. Where the student is absent with no reason then the parents will initially be contacted by the school for an explanation. Where a child is being truant from school, the school Franklin District Truancy Service will be informed. If the Truancy continues then a family meeting will be held and contingencies put in place. If this does not rectify the situation then the enrolment will be terminated and the Immigration Service notified.
3. If the student does not attend for more than twenty consecutive school days then the school will, in writing, notify the parents/caregivers that the enrolment has been terminated and the Immigration Service notified. However if the parents have previously notified the school in writing that the child will be absent for a period of time, with the full reason for the absence, the place shall be held, providing all fees have been paid in full, as required.
4. If the student is withdrawn from or ceases to attend the school the Board of Trustees will notify the New Zealand Immigration Service.

Circumstances in Which Tuition may be Terminated

1. Where a child is absent or consistently truanting from school (*see above*) then the signatory will terminate the enrolment.
2. If a child's behaviour is of an unacceptable level, then a meeting with the child, the parents/caregiver, and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents warning of the danger of termination of the enrolment. If there is no further improvement, the parents and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.
3. An 'acceptable level of behaviour' would be seen as following the school rules as set out in this booklet.
4. If an enrolment application is found to be inaccurate in any way the contract may be terminated at the school's discretion.
5. Upon termination of enrolment, the Immigration Service will be notified as required.

Summary Code of Practice for the Pastoral Care of International Students

Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.
New Zealand educational providers have an important responsibility for international students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code?

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

What is an "international student"?

An "international student" is a foreign student studying in New Zealand on a student permit from the New Zealand Immigration Service.

How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from www.minedu.govt.nz/goto/international .

How do I know if an educational provider has signed the Code?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from www.minedu.govt.nz/goto/international. If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong?

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.
If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for educational providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students under the age of 18 are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself.

Attached to this document (or if you are reading this via our website please download the documents) is the most up to date Code of Practice for the pastoral care of international students.

NZQA has taken over the Pastoral Care for International Students now and below are some links that will give you further information that is important to know:

http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForProvidersOfInternationalEducation.aspx

http://www.nzqa.govt.nz/studying-in-new-zealand/code-of-practice-for-the-pastoral-care-of-international-students/