



SCHOOL POLICY: **INTERNATIONAL SCHOOL LEARNERS**

RATIONALE

As a signatory to the Education (Pastoral Care of International Students) Code of Practice 2021, Hukanui School may enrol international fee-paying students. Hukanui School will ensure that each International school learner has a safe and supportive environment in which to learn.

This policy gives an overview of our full policies and procedures for International School Learner.

Our policies are designed to meet Code of Practice requirements and ensure that high quality systems are in place.

Hukanui School provides:

- Places for fee-paying International School Learners in Years 1-6 who wish to attend our school
- Immersion in mainstream classes
- Pastoral care for International School Learners that complies with the Education (Pastoral Care of International School Learners) Code of Practice 2021.

GUIDELINES

1. New Zealand Curriculum

1.1. Our international programme is designed to increase and enhance our New Zealand students' awareness and understanding of other cultures and countries, which is a key aspect of the New Zealand Curriculum.

2. Enrolment

2.1. Hukanui School may enrol international fee-paying school learners from year 1-6. The total number of International school learners enrolled will be determined by the principal. The number of enrolled International school learners is reviewed as needed in accordance with the school's enrolment policy.

2.2. Enrolment of an International School Learner at Hukanui School may be limited to a maximum of one fee paying international school learner of any one nationality per class.

2.3. An offer of place, enrolment, and class level placement is at the discretion of the principal and staff member in charge of International School Learners and will take into account the school's existing student demand, class sizes and available resources.

2.4. No fee-paying International school learner can occupy a place in preference to an eligible domestic student, in accordance with the Education Amendment Act 1989. Once enrolled, an international school learner may not lose his/her place merely on the grounds of making a place available for a domestic student.

2.5. Documentation must be produced to show that the fee-paying International school learner has a current Student Visa/Permit from Immigration New Zealand or a Visitors Permit allowing up to three months study in one year before they can be enrolled at Hukanui School.

2.6. All students must have a completed an International School Learner Prospectus and a Hukanui School enrolment application form and ELL Supplementary enrolment form that contains all contact details that will be entered onto the School Management System.

2.7. The school must have the correct contact address and phone details for international school learners at all times. This includes:

- contact details for where the student is living

- a local emergency contact
 - home country emergency contact details, e.g. parent(s) and/or next of kin.
- 2.8. If any contact details change, the school must be notified immediately.
- 2.9. The person responsible for International School Learners must ensure that contact details remain up-to-date.
- 2.10. If an Hukanui enrolment application and/or a International School Learners Prospects is found to be inaccurate in any way, the contract may, at the sole discretion of the Board of Trustees or its nominated representative, be terminated in accordance with the principles of natural justice.

3. Fees

- 3.1. International School Learner fees are set to cover tuition and resources for international school learners, Ministry of Education fees, staffing resources, administrative costs, and related incidental costs to enable the delivery of quality education programmes and high-quality support. Fees will be reviewed by the principal and the Board of Trustees as required.
- 3.2. The parents/legal guardians of the International school learner must pay the international school learner tuition fee directly to the school.
- 3.3. Hukanui School will pay a government International School Learner Levy per student for each week within a trimester that they are enrolled during a school year.
- 3.3.1.1.1. *Trimester 1 – 2 February to 30 April (July instalment)*
- 3.3.1.1.2. *Trimester 2 – 1 May to 31 July (October instalment)*
- 3.3.1.1.3. *Trimester 3 – 1 August to end of school year (January instalment)*
- 3.4. The Hukanui School refund policy outlines the circumstances in which a refund will be given, and how this process works.

4. Living situation for International School Learners

- 4.1. All International school learners must be in accommodation that complies with the Education (Pastoral Care of International Students) Code of Practice 2021.
- 4.2. International School Learners under 10 who are enrolled at Hukanui School for any length of time, must be living with their parents or legal guardian. These International school learners cannot live with a residential caregiver¹ of any kind.
- 4.3. International school learners aged 10 and over who if not living with their parents or a legal guardian may live with a residential caregiver (as stated below)
- 4.4. International school learners who visit Hukanui as part of a properly supervised *group* for less than three months and are 10 years of age or older may also be placed in the care of a residential caregiver.

5. School support for International Students and their Families

- 5.1. All International school learners and their parents will be part of an orientation programme.
- 5.2. All International school learners and their parents will receive both oral and written reports about their progress and achievement in the same way as domestic students. Where possible the person responsible for International School Learners will organise first language support for Parent/T eacher Interviews.
- 5.3. International school learners have access to the same facilities and learning opportunities as domestic students.

¹ Residential caregiver means – a homestay carer; or a licensed hostel manager; or a designated caregiver; or in the case of temporary accommodation, a supervisor.

25.4. The parents of International school learners will be given the same opportunities as other parents to become involved in events organised by the school community. The person responsible for International School Learners will share these opportunities with parents and support them to become involved.

5.5. International School Learners must follow the same policies and rules as domestic students e.g. attendance, behaviour, etc.

5.6. Trained, qualified staff provide English support for International school learners to develop their English communication skills as required, and to ensure International school learners are able to be successful in all curriculum areas.

5.7. Cultural and language support is available as needed.

5.8. We deal with complaints according to our school complaints procedures and those established by NZQA. Financial or contractual disputes are managed through the International School Learners Contract Dispute Resolution Scheme.

6. Staffing

6.1. We organise staff roles and responsibilities for our international programme to ensure compliance with the Code of Practice, and ensure that the following needs are met;

- Overall management of the programme
- Administration and financial allocations
- Marketing
- Pastoral care
- Orientation
- English support
- Accommodation
- Professional development
- Reviews and reporting

7. Recruitment and Accommodation Education Agents

7.1. Where possible, Hukanui School will employ the services of a Recruitment Education Agent to assist with the recruitment of potential International School Learners and we expect them to act with the utmost integrity at all times.

7.2. Hukanui School has a written contract with the Education Agent that confirms that they are aware of and agree to conform with the Code of Practice. We carry out reference checking, and monitor the behaviour of agents. Should the agent breach the Code of Practice at any point, they are aware their Contract may be terminated.

7.3. The Education Agent will be involved in managing the selection, placement and monitoring of International School Learner with their families in accommodation, on behalf of Hukanui School.

7.4. We ensure that Education agents have complete and accurate information about our school, and we renew their contracts annually.

7.5. This policy statement, along with our other international policies and procedures, is reviewed biannually as part of the Code of Practice self-review.

Principal: Leo Spaans

Next Review date: Dec 2025