

# Rangiora High School Board



## Managing Supervised Groups– International Students

### Rationale

Rangiora High School has developed a Supervised-Groups Policy:

- To ensure that students enrolling at the school as part of a group are properly supervised.
- To ensure the safety and well-being of the students and the quality of academic and social education for all international students studying at the school.
- To ensure compliance with the Education (Pastoral Care of International Students) Code of Practice 2016 (the Code).

A supervised group is considered to be:

Two or more international students travelling together in New Zealand under the supervision of a person or organisation other than Rangiora High School, and enrolling at the school as international students for periods up to three months.

This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016, the Education and Training Act 2020 and the Procedure for Managing Supervised Groups.

### Purpose

This policy outlines factors that will be considered when managing supervised groups enrolling at the Rangiora High School.

### Policy Objectives

1. To promote international understanding and enhance internationalisation at Rangiora High School
2. To ensure the safety and wellbeing of all supervised-group students that enrol at Rangiora High School
3. To consider the particular needs of students enrolling as part of supervised groups and ensure the administration and pastoral care provided for supervised-group students meet the requirements of the Code.

### Enrolment of Supervised Group Students

Rangiora High School will enrol supervised-group students on the ENROL system as per Ministry of Education guidelines for groups to ensure that these students are recorded as international students.

## **Use of Education Agents**

The Director of International Students will ensure that the school does not accept any supervised-group students through an education agent without first following the schools' policy and procedures for the management of education agents, including having a signed and current Agency Agreement with the education agent.

In order to ensure that Rangiora High School and an education agent understand and meet their duty-of-care for the students, the Director of International Students will draft, and ensure that both parties sign a memorandum of understanding for each supervised-group. The memorandum of understanding will provide details of the group including, expected number, ages and genders of students, arrangements for group supervision and accommodation, agreed pricing schedules, important timelines, program requirements and the roles and responsibilities of both parties.

## **Accommodation for Supervised Group Students**

Rangiora High School will ensure that supervised-group students stay in appropriate accommodation as defined in the Code.

Appropriate accommodation may be:

- Residential Caregiver. This includes school homestays and the school hostel
- Hotel, motel, unlicensed hostels or other supervised-group accommodation options
- Staying with students' parents or legal guardians

If an accommodation agent is involved in the placement of supervised-group students in accommodation on behalf of Rangiora High School, the school will have an Agency Agreement with that accommodation agent.

## **Insurance for Supervised Group Students**

Rangiora High School will therefore ensure that all supervised-group students have appropriate insurance for the duration of their enrolment, and if practicable, for the duration of their time in New Zealand including travel between their home country and New Zealand. Insurance policies, whether arranged by the school or the student or their family, will be deemed to be appropriate if they provide cover for:

- Medical expenses to the value of NZ\$1,000 000 to unlimited
- Repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and
- Death of the student, including cover of—
  - (i) Travel costs of family members to and from New Zealand; and
  - (ii) Costs of repatriation or expatriation of the body; and
  - (iii) Funeral expenses

## **Important Note**

The Code requires that all students enrolled with a signatory for 2 weeks' duration or longer must have appropriate insurance cover. In order to better fulfil our duty-of-care for all international students enrolled at Rangiora High School, this policy requires all international students to have appropriate insurance cover including those who enrol at the school for less than two weeks.

## **Group Supervision**

Rangiora High School will ensure that groups enrolling at the school have proper supervision. The number of supervisors and the type of supervision for a group will be negotiated and detailed in the memorandum of understanding.

Factors in deciding proper supervision will include:

- The number of students
- The ages and genders of the students
- The duration of the visit
- The levels of students' English language proficiency
- The activities that the students will be involved in

If Education Outside the Classroom (EOTC) activities are undertaken, the school's EOTC guidelines will determine appropriate supervision ratios and other safety measures put in place for these activities.

## **Orientation**

Supervised-group students will be provided with an orientation on arrival as per the school orientation procedures.

## **Visas**

The school will ensure that all students enrolling as part of a supervised group will have the appropriate visa to study at Rangiora High School.

## **Review**

The school will review the conduct and performance supervised group programmes as part of an annual self-review. The school will collect and record appropriate evidence of agency reviews.

## **Reporting**

The Director of International Students will report directly to the school Principal on the management of the school's supervised group programmes.

## **Related Policies**

- Refunds and Cancellations Policy – International Students
- Managing Contracted Recruitment Agencies Policy – International Students
- Accommodation Policy – International Students
- Fee Protection Policy – International Students
- International Students Policy

- Grievance Policy – International Students
- Refund of Fees: Group Study Tours – International Students
- School Disciplinary Policy – Rangiora High School
- Complaints and Grievances Policy – Rangiora High School

### **Relevant Documentation and Legislation**

- [Education and Training Act 2020](#)
- [Education \(Pastoral Care of International Students\) Code of Practice 2016](#)
- [Guidelines for the Education \(Pastoral Care of International Students\) Code of Practice 2016](#)
- [International Student Contract Dispute Resolution Scheme Rules 2016](#)
- [The International Student Wellbeing Strategy](#)
- Accommodation Procedure – International Students
- Communications Procedure – International Students
- Marketing Procedure – International Students
- Appointment, Monitoring & Management of Education Agents Procedure – International Students
- Dealing with Grievances and Complaints Procedure – International Students
- Managing Supervised Groups Procedure – International Students
- International Student Wellbeing Procedure
- Managing International Student Enrolment Procedure
- Managing Attendance and Withdrawal Procedure – International Students
- Supporting Academic Outcomes Procedure – International Students
- Procedure for Managing Student Behaviour – International Students
- Supporting Students & Residential Caregivers during Lock Down Procedure – International Students
- Procedure for Critical Incidents – International Students
- International Student Code of Conduct
- Secondary Student Group Application and Contract of Enrolment
- International Student Accommodation Agreement
- MOU for Group Programmes
- Group Policy Guidelines (SIEBA)
- Motel accommodation for Groups document
- Residential Caregiver Agreement

<b>Date of Review</b>	November 2021
<b>Date of Next Review</b>	November 2024
<b>Date Adopted by the Board</b>	December 2021
<b>Date of Amendment by the Board</b>	