

International Student Policy

1. As a signatory to the Education (Pastoral Care of International Students) Code of Practice, we may enrol international fee-paying students. Ponsonby Intermediate School will ensure that each student has a safe and supportive environment in which to learn.
2. This policy gives an overview of our full policies and procedures for international students, which are contained in SchoolDocs. Our policies are designed to meet Code of Practice requirements and ensure that high quality systems are in place.
3. **Ponsonby Intermediate provides:**

places for fee paying students who wish to attend our school

immersion in mainstream classes

pastoral care of International students that complies with the Education (Pastoral Care of International Students) Code of Practice.

4. Recruitment Agents

Our school may use recruitment agents and we expect them to act with the utmost integrity at all times. We have a written contract with each agent we use, carry out careful reference checking, and monitor the behaviour of agents.

We ensure that agents have complete and accurate information about our school, and renew their contracts regularly.

5. Enrolment

Ponsonby Intermediate School may enrol international fee paying students at Year 7 or Year 8 level. The total number of students enrolled will be determined by the Principal. The number of enrolled students is reviewed as needed in accordance with the school's enrolment policy.

6. An Offer of Place, Enrolment, and class level placement is at the discretion of the Principal and International Coordinator.

7. Fees

International student fees are set to cover tuition and resources for international students, Ministry fees, staffing resources, administrative costs, and related incidental costs to enable high quality support. Fees will be reviewed by the Principal and Board of Trustees as required, and are posted on the school's website

8. We pay a government levy to the Ministry of Education per student as required.
9. Our Refund Policy outlines the circumstances in which a refund will be given, and how this process works.

10. Living situation for international students

All students must be in accommodation that complies with the Education (Pastoral Care of International Students) Code of Practice.

energised achievers; ready for the future.

Articulate,

Ponsonby Intermediate School

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Principal: Nick Wilson



11. School support for international students

An orientation program is in place for students and their parents.

International students have access to the same facilities and learning opportunities as domestic students.

12. International students must follow the same policies and rules as domestic students e.g. attendance, behaviour etc.
13. Staff provide English support for students to develop their English communication skills as required, and to ensure international students are able to be successful in all curriculum areas.
14. Cross cultural training can be provided to staff.
15. Cultural and language support is available as needed.
16. We deal with grievances according to our school grievance procedures and those established by NZQA. Financial or contractual disputes are managed through the International Student Contract Dispute Resolution Scheme.

17. Staffing

We define staff roles and responsibilities for our international program to ensure compliance with the Code of Practice, and ensure that the following needs are met:

- overall management of the program
- administration and financial allocations
- marketing
- pastoral care
- orientation
- english support
- accommodation
- professional development
- reviews and reporting.

18. New Zealand Curriculum

Our international program 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.

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

International Student Manager:

Signed:

Principal:

Signed:

Review date:

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