

Peachgrove Intermediate School Policy Framework



Part 3 Operational Policy

16. International Students Group Policy

Peachgrove Intermediate school will ensure the safety, well-being of the students and the quality of academic and social education of all groups of International Students studying at the School. The school must comply with *The Education (Pastoral Care of International Students) Code of Practice 2016*.

1. Group students means:
 - a) International students holding a group visa issued by the New Zealand Immigration Service; **OR**
 - b) Two or more international students studying together in New Zealand for no more than three calendar months on a group visit organised by a provider. Peachgrove Intermediate School policies and procedures relating to the Code of Practice will apply to Group Students.
2. Information given to group students will be adjusted to meet the requirements of the particular group and the period of study.
3. An application/enrolment form will be completed for each student giving full contact details and any special health, learning or other needs.
4. For students under 18 years, individual forms must be signed by the parent (or agent with authority to act on behalf of the parent) and forms the contract between the school and the parent.
4. All group student arrangements and conditions shall be set out in an agreement to be signed by the education provider and the group organiser.
5. Peachgrove Intermediate School will ensure that an appropriate person from the education provider is designated to oversee the tour operations.
6. A designated co-ordinator from the group shall keep a record of all passport and visa details and will supply a copy of these to the school.
7. Group student arrangements and conditions will be clearly set out in a formal Agreement which will be signed by both parties. The Agreement will include staff / student ratios, supervision, activities provided and who will accompany students during any tuition and / or outdoor activities undertaken by the group.
8. **Group Supervision**
 - Supervision is to be provided to all group students.
 - The education provider will ensure that the group supervisor has the required skills and knowledge.
 - Should an emergency situation arise the New Zealand based staff member will be responsible for all actions taken in an emergency situation and will follow the procedures laid down in Peachgrove Intermediate School EOTC policy.
 - The designated person will, in conjunction with the group leader, notify the school and the student's parents.
 - All emergencies will be documented by the designated person. If this is not possible then by the most senior person present.
9. **Medical and Travel Insurance Policy for Group Students**
 - All group students are required to have appropriate and current medical and travel insurance for the duration of their planned period of study in New Zealand, as specified in The Code.

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- Group students purchasing insurance through a New Zealand insurer should have insurance cover before they leave their home country.
- Where insurance is provided from a New Zealand company, policy details should be provided in the group's first language where possible.
- Where overseas policies are used, the group organiser should ensure a copy in English is forwarded to the education provider to ensure the policy is appropriate.

10. Verification of Policies

- Peachgrove Intermediate School must verify groups are in receipt of an acceptable Medical and Travel Insurance policy.
- Verification of policies will be undertaken prior to enrolment.
- As part of the verification process, Peachgrove Intermediate School shall ensure that:
 - The insurer/re-insurer is a reputable and established company with substantial experience in the Travel Insurance business, and has a credit rating no lower than A from Standard and Poors, or B+ from A M Best.
 - The Insurer is able to provide emergency 24-hour, 7 day per week cover.
 - Students have a "certificate of currency" and policy wording from the insurance company stating that the student has purchased the cover for the duration of the planned period of study. The education provider must ensure that the insurance cover is appropriate.
- Where a group is not in possession of an appropriate and current medical and travel insurance policy Peachgrove Intermediate School undertakes to:
 - Advise the group of the medical and travel insurance requirements
 - Provide the group with a default policy which meets the requirements of the Code of Practice Guidelines. The cost of the insurance will be met by the group.

11. Recording of Policy Details

- For each group Peachgrove Intermediate School shall record the:
 - a. Name of the Insurer
 - b. Policy number
 - c. Policy start and end dates.

Review schedule: Triennially

Adopted (date)

Signed (BOT Chair)

Review date due