



INTERNATIONAL STUDENTS GUIDELINES

Preamble: These guidelines are in accord with the **International Students Policy** approved by the Board of Trustees on **7 May 2018**.

Guidelines: **Curriculum:**

1. Opportunities for International Students to learn English in an environment that acknowledges and cares about their culture and heritage and that fosters development of skills in social and academic communication in New Zealand will be provided.
2. Students will be given individual and small group teaching according to their needs, within the resources of the school.
3. The students will be in general classes.
4. The class teachers will take every reasonable step to integrate the learning of students from language backgrounds other than English into the class programmes, bearing in mind the specific needs of the students, and provide specific programmes to meet their needs when integration is inappropriate.
5. The school will encourage these students to continue to identify with, and take pride in, their own cultural background.
6. Parents of NESB students will be made to feel welcome and will be encouraged to contribute to and learn from the philosophy embraced by the school and to participate in working towards the shared vision for the school.
7. As NESB students are enrolled at the school, those performing the enrolment will make a first conversation-based assessment of the student. Often this will be by unqualified staff, so it will be a rough indication only.
8. NESB students will be given a special orientation opportunity, during which they will be shown around the school by someone with the same first language, to answer questions and explain the details of school life.
9. If at all possible, the student will be placed with another student with the same language background
10. Where the school's resources permit, a suitably qualified bilingual Asian teacher will be employed on a part-time basis. The task of this teacher will be to meet regularly with Asian students to discuss problems of adapting, social problems, and problems related to their first language. He/she will also conduct bilingual assessments when required.
11. The class teacher, with guidance from the teacher responsible for NESB students, will carry out an assessment programme. This will be designed to ascertain the needs of the student.
12. In consultation with the teacher responsible for NESB students, the class teacher will then refer the student for support programmes and/or design programmes specifically for that student in both English and the student's first language.
13. Throughout the time the student is at school, there will be ongoing assessment of progress and needs, so that the programme can be adjusted accordingly.
14. The students, as groups within the school, will have their language and culture recognised as being important to the fabric of the school, and opportunities will be made for them to share their culture with the rest of the school.

Accommodation:

15. Cambridge Middle School] will arrange accommodation for international students.
16. Cambridge Middle School will not make use of accommodation agents to organise and monitor student accommodation according to the Code of Practice for the Pastoral Care of International Students.
17. In accord with the *Code of Practice for the Pastoral Care of International Students*, the categories of accommodation that will be accepted by the school are:
 - 17.1 Living with a parent
 - 17.2 Living with a designated caregiver
 - 17.3 Living in a homestay
 - 17.4 Temporary accommodation for group students and short courses only.
18. It is intended that a suitable living environment conducive to study and a safe and supportive home life will be provided.
19. The residential carer will be involved in the welfare of a student away from the student's family and home country.
20. Students will be encouraged to successfully integrate into the New Zealand lifestyle.
21. Student well-being and happiness in New Zealand is paramount.
22. Students under 18 years will not be permitted to rent a flat/room/house/apartment or live on their own.
23. All accommodation queries and issues will be dealt with initially by the designated person/unit for accommodation. Pastoral care issues or concerns arising from accommodation arrangements will be referred to the appropriate pastoral care person/unit.
24. For each student, the full name, current address, contact phone number, occupation and relationship to student of the residential caregiver will be held.
25. Any serious concerns relating to accommodation will be reported to the Code Administrator.

Students not living with a parent

(For all students under 18 years and not living with a parent)

Any accommodation to be used by international students will have:

26. An on-site assessment to determine that living conditions are of an acceptable standard.
27. An assessment to determine that the accommodation type is not a boarding establishment, if the student is in a homestay or has a designated caregiver.
28. An assessment of the residential carer's suitability and whether they will provide a safe physical and emotional environment.
29. Each student will be interviewed at least quarterly to ensure that their accommodation is suitable.
30. All accommodation residences will be visited at least twice yearly to ensure that they remain suitable.
31. Police vetting will be carried out on all adults aged 18 years and over living in a homestay, boarding establishment or designated caregiver accommodation used by a student.
32. The school will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.

Homestay

33. Students in the school homestay programme must make homestay payments in advance at the beginning of each term.
34. Students must not make their own private homestay arrangements without the approval of the Director of International Students.
35. Students staying in a homestay are required to exhibit appropriate behaviour.
36. Where a student's behaviour or demands are such that homestay hosts cannot reasonably be expected to have the student continue in their care, the homestay service may be discontinued and the student may be sent home.
37. Where the homestay student wishes to withdraw from the programme, at least two weeks' notice must be given in writing to the Principal.
38. Advice and a support infrastructure for homestay carers will be provided by the designated staff member at Cambridge Middle School.
39. If a student is away from the homestay during short vacations, they will not be eligible for a homestay refund. If they are away over the summer vacation, they may pay a holding fee of \$25.00 per week to secure the accommodation.

Designated Caregivers

40. Parents of each student living with a designated caregiver are required to sign an indemnity document stating that the designated caregiver is a relative or close family friend and that the parents have selected the accommodation for their child, subject to Cambridge Middle School approving the accommodation.
41. On or before enrolment, Cambridge Middle School will meet and establish communication with the designated caregiver.
42. The relationship between the designated caregiver and student's parents will be checked to confirm that they are a bona fide relative or parent's friend.

Boarding Establishments

43. The boarding establishment will be checked to see that local government bylaws are being observed.
44. The suitability of the resident manager and employees of the boarding establishment will be checked.
45. Risks to safety of students will be monitored and managed.

Temporary Accommodation

46. The following are to be adhered to:
 - 46.1 Confirm that there is adequate supervision
 - 46.2 Assess the suitability of accommodation
 - 46.3 Monitor and manage risks to students
 - 46.4 Police vetting is carried out for Adults aged 18 years and over

Divisions of Responsibility [Education Provider]

47. **Cambridge Middle School will be responsible for:**
 - 47.1 Providing a 24/7 emergency contact person for issues with accommodation.
 - 47.2 Selecting, monitoring and approving all accommodation.
 - 47.3 Providing a support infrastructure for homestay carers.
 - 47.4 Recording the results of all accommodation assessments.
 - 47.5 Recording the results of all quarterly student interviews.

48. Residential caregivers will be responsible to:

- 48.1 Provide a safe and friendly living and studying environment.
- 48.2 Provide day to day care including meals, adequate room furniture, bedding, lighting, heating, transport, and bathroom and laundry access.
- 48.3 Treat the student with respect.
- 48.4 Make the student feel comfortable and part of the family.
- 48.5 Notify the school if there are any changes or additions to the household.
- 48.6 Notify the school immediately if there are any problems with the student. e.g medical condition, misconduct.
- 48.7 Notify the school immediately if the student seems very homesick or depressed.
- 48.8 Look after the student in their home to the best of their ability.

49. Residential caregivers will not be expected to:

- 49.1 Provide an internet connection for the student.
- 49.2 Pay for toll or mobile phone calls.
- 49.3 Cook special food.
- 49.4 Insure the student's goods or pay for property the student damages or loses.
- 49.5 Offer accommodation to visiting friends or relatives.
- 49.6 Comply with unreasonable requests.

Fees:

- 50. The International Students Fees Refund Guidelines seek to define the circumstances in which international students will receive a refund of fees in the event of early withdrawal from the roll and the proportion of fees that will be refunded and meets the necessary legal requirements as articulated in the International Student Policy.

Tuition Fees:

- 51. If a student withdraws from their course of study before the agreed completion date, they may be eligible for a refund of school fees.
- 52. An application for refund of fees must be made in writing. The student or his/her parents must write to the Board of Trustees explaining why he/she has withdrawn from the course and his/her reasons for seeking a refund.
- 53. On request, the school will put the student in touch with a translator if the student is in New Zealand. The student must pay for the translator's services costs.
- 54. If the application is made before the start of a course, fees will be refunded in full, less an administration charge of \$500.00, to cover costs incurred by the school.

55. If the application is made after the start of the course, but before it has entered its second half, fees will be refunded less :
- 54.1 Costs to the school already incurred for tuition:
- This will be calculated in whole weeks as a proportion of the total time the student was originally intending to study at the school. For example, a student who leaves in the 9th week of a 39-week course would be entitled to a refund of 30/39 of his/her tuition fees. Further reductions, as shown below, would be subtracted from this figure.*
- 54.2 An administration charge of \$500.00.
- 54.3 Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff. A calculation will be made at the start of the year to arrive at a total figure for the salaries and support staff committed to the International Student Programme. This should be the sum of the salaries of all staff members involved in the International Student Programme in proportion to the time that each devotes to the programme.
- 54.4 The total will be divided by the number of international students enrolled for a term or more.
- The resulting figure should be multiplied by this fraction:
- (a) Number of weeks of the student's programme remaining at the time of termination.
 - (b) Total number of weeks of a student's programme
 - (c) This figure will be deducted from any refund.
- 54.5 Costs already incurred for the use of facilities and resources.
- (a) To be calculated in the same way as the deduction for salaries, having totalled the cost of all materials purchased for use in the current academic year.
 - (b) The proportion of the Government Levy the school is required to pay.
 - (c) Any other costs already incurred.
56. If the application is made after the **second half** of the course has begun, no refund will be granted other than in exceptional circumstances which may include:
- 56.1 The student suffering serious injury or illness;
 - 56.2 A member of the student's close family suffering serious injury, illness or death
 - 56.3 Circumstances in which it is considered advisable for a refund to be made so that the school is able to meet its legal obligations.
57. No refund will be made to a student who is excluded from the school by the Board of Trustees.

Homestay Fees:

58. If the student moves out of their homestay before the end of the contract, the portion of the homestay fees not already used will be returned. The Homestay Arrangement Fee of \$250.00 will not be refunded.
59. To have homestay fees returned, the student must write to the Board of Trustees giving two weeks' notice, or pay two weeks' fees in lieu of notice.
60. If the homestay contract is cancelled before the student moves into the homestay, fees will be refunded in full less the Homestay Arrangement Fee of \$250.00

61. Insurance:

- 61.1 All students are required to have travel and medical insurance for the duration of their period of enrolment at the school. The school may arrange insurance unless students choose to make their own arrangements, in which case proof must be provided that the insurance purchase is adequate.
- 61.2 All travel insurance policies must include fees protection.
- 61.3 Fees are separately coded and audited.
- 61.4 Fees are not spent in advance on the premise that future students will attend Cambridge Middle School.
- 61.5 The Board will always have sufficient reserves to be able to return to students their fees in the event of a student refund being required or because the school is unable to provide or continue a course or programme.

Grievances and Disputes:

62. All disputes will be dealt with in New Zealand law.
63. The school's complaints policy and guidelines will be used to deal with grievances.
[https://www.cms.school.nz/site_files/16098/upload_files/6.COMPLAINTSPolicy\(September2017\).pdf?dl=1](https://www.cms.school.nz/site_files/16098/upload_files/6.COMPLAINTSPolicy(September2017).pdf?dl=1)
64. Cambridge Middle School complies with the International Student Contract Dispute Resolution Scheme.
<http://legislation.govt.nz/regulation/public/2016/0042/latest/whole.html#DLM6748772>

Essential Information:

65. Parents must inform the school of their address, telephone number, fax number and e-mail address (whichever applies).
66. The student and/or parents will advise the school of any change in the contact details of the student or parents.
67. The student and/or parents will provide academic, medical and other information to the school that is relevant to the wellbeing and course placement of the student.

68. Contract with the Parents/Legal Guardians of International Students:

This document is a contract between the student, parents (or legal guardians) and Cambridge Middle School. Such a contract will be signed by a legal guardian and proof of legal guardianship must be attached.

PARENT’S DECLARATION:

I/We have read, understood and accept the terms of enrolment at Cambridge Middle School.

Name

Relationship to Student

Address.....

.....

Telephone

E-mail.....

Fax.....

Signature.....

CAMBRIDGE MIDDLE SCHOOL’S DECLARATION:

Name

Signature

STUDENT’S DECLARATION:

Name

Signature

Review: Annually or as deemed necessary