

**1. RATIONALE:**

- (1) Medbury School is a preparatory school for boys that welcomes diversity in its students and staff and wishes to encourage International Students to apply to join the Medbury community.
- (2) Medbury School has signed and is bound by the Education (Pastoral Care of International Students) Code of Practice 2016. This policy should be read in conjunction with the Code.
- (3) Copies of the Code are available on request from Medbury School or from the New Zealand Qualifications Authority website at <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>.

**2. PURPOSE:**

- (1) This policy has been written to:
  - Provide some information to prospective International Students and their parents or guardians;
  - Set out the rights and obligations of Medbury School and International Students in relation to enrolment, attendance and accommodation; and
  - Assist to protect the interests of International Students attending Medbury School and as far as is reasonable to ensure such students have a positive experience and achieve educationally.

**3. DEFINITION OF INTERNATIONAL STUDENTS**

- (1) Subject to the definition of International Student in s2 (1) Education Act 1989, boys who enrol at Medbury School and who require a study permit or visa from the New Zealand Immigration Service to be in New Zealand are classified as International Students.
- (2) Medbury School will assist any boy to ensure that his status as an “International Student” is correct. If assistance is required, first ask at the School Office.
- (3) A boy enrolled at Medbury School who is the dependent child of the holder of an unexpired work permit may not be an International Student and a boy in this situation should check his status with Medbury School.
- (4) Medbury School may only enrol International Students who hold the correct current visa or permit from Immigration New Zealand to study at Medbury School.

**4. ABOUT MEDBURY SCHOOL AND ENROLMENT**

- (1) Medbury School:
  - (a) is an Independent School (owned and governed by a Trust Board) that provides primary school education and boarding for boys from Year 1 to Year 8;
  - (b) has an established curriculum, which meets all statutory requirements placed on a New Zealand Independent School for pupils from Years 1 to 8; and
  - (c) controls enrolment through the application of policies and enrolment criteria.
- (2) Enrolment at Medbury School is:
  - (a) at the discretion of the Headmaster under the supervision of the Trust Board;
  - (b) by application from the prospective boy’s parents or legal guardian; and
  - (c) not formally completed until the “Offer of place” from the Headmaster is formally accepted by the prospective boy’s parents or legal guardians together with the payment of all fees and provision of all required documentation.
- (3) Further information about Medbury School can be found online at [www.medbury.school.nz](http://www.medbury.school.nz) and in the school prospectus. The prospectus includes the following information and International Students should read it in conjunction with this policy:
  - (a) The philosophy of the School.
  - (b) Some background information on the School.

(c) Enrolment Application requirements and procedures.

## 5. ACCOMMODATION

- (1) Medbury School does not offer any ordinary accommodation for boys including International Students or their families or guardians.
- (2) Any International Student who is in Years 1 – 8 must live in Medbury School's Boarding House or with at least one of his parents.
- (3) Where an International Student is to reside with his parent(s) while attending Medbury School the parent must provide the Medbury School office staff with the parental passport(s) so that the office staff may take a photocopy of the relevant pages of the parental passport(s).
- (4) If any of the parent's accommodation details for an International Student given at the time of enrolment change, it is the responsibility of the parent to notify the Headmaster of Medbury School of the change.

## 6. HEALTH AND TRAVEL INSURANCE

### (1) Eligibility for Health Services

- a. Most International Students are not entitled to publicly funded health services while in New Zealand.
- b. If an International Student receives medical treatment while in New Zealand, he may be liable for the full costs of that treatment.
- c. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on the Ministry website at [www.moh.govt.nz](http://www.moh.govt.nz)

### (2) Accident Insurance

- a. The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but an International Student may still be liable for all other medical and related costs.
- b. Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz)

### (3) Medical and Travel Insurance

- a. While studying in New Zealand International Students must have adequate and current medical and travel insurance from an appropriate insurance company.
- b. Arranging insurance is the sole responsibility of the boy's parent(s) and it is Medbury School's responsibility to satisfy itself that adequate and appropriate insurance under this section of the policy is in place at enrolment for any International Student.
- c. It is preferable that Medical and Travel Insurance is arranged with a New Zealand company.
- d. Medical and Travel Insurance policies will be verified and photocopied by Medbury School when tuition fees are paid for the boy.
- e. An appropriate insurance company is:
  - i. a reputable and established insurer with a credit rating no lower than 'A' from Standard and Poors, or B+ from A M Best; and
  - ii. able to provide services 24 hours a day and 7 days a week.
- f. Adequate insurance is likely to cover the following:
  - i. Health cover while in New Zealand
    - Medical expenses incurred for the treatment of illness and/or injury (in excess of ACC cover) that requires surgery and/or hospitalisation – unlimited sum insured
    - Medical evacuation related to serious illness and injuries – unlimited sum insured
    - Emergency dental treatment

### 3

- Costs for family members' travel in the event that the student suffers a serious illness or injury.
- ii. Repatriation, search and rescue
  - Repatriation and expatriation in the event a student has to return home following an injury or illness which interrupts their study plans
  - Return of mortal remains/funeral expenses - including travel costs for family members, repatriation of remains, and funeral costs
  - Search and rescue operation to locate the insured.
- iii. Travel into and out of New Zealand
  - Missed flights or delays for travels into and out of New Zealand
  - Medical expenses incurred for the treatment of an illness and injury incurred during the travel.
- iv. Personal liability
  - Negligence causing bodily injury (including death) of another person or loss of or damage to property
  - False arrest and wrongful detention.
- g. It is noted that the Ministry of Education may review the insurance requirements for International Students and this section of the policy relating to Health and Travel Insurance is subject to any such review.
- h. Where an insurance policy has been arranged with an overseas company a parent or guardian must provide policy details in English to allow Medbury School to ensure that the insurance company is appropriate and the policy is adequate.

## 7. IMMIGRATION

- (1) Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service (NZIS), and can be viewed on the Immigration Service website at <http://www.immigration.govt.nz>.
- (2) Prior to enrolment the Headmaster (or the relevant Medbury School staff member delegated by the Headmaster to do this) must view the passport(s), and associated visa(s) and permit(s) of the prospective International Student and the parents(s) or guardian(s) with whom he will reside. Photocopies will be taken of the relevant documents.
- (3) Arranging the correct visa(s) and other immigration status documentation is the sole responsibility of the parent(s).
- (4) Medbury School shall notify the NZIS where School attendance by the International Student has been terminated as a result of:
  - i. Completion of his study at Medbury School;
  - ii. Voluntary withdrawal of the boy from Medbury School;
  - iii. Removal of the boy at Medbury School's direction.
- (5) If an International Student has an unexplained absence from Medbury School for a period of five days or more and where the School has not been able to contact the boy or his parent(s) to obtain a satisfactory explanation Medbury School shall notify the NZIS.
- (6) The School may request at any time from an International Student's parents or legal guardians such immigration information and documentation as the school reasonably requires to satisfy itself as to the immigration status of the boy or his parents or legal guardians.
- (7) Medbury School is obliged to report to Immigration New Zealand any known or

suspected breach of relevant permit or visa conditions.

## **8. ENGLISH LANGUAGE**

- (1) A boy must have a basic understanding of English prior to starting at Medbury School.
- (2) A prospective International student may be required to sit an oral and written English entrance test(s) and the results of such test(s) will be taken into account to determine entry and may be the sole determining factor in deciding whether or not to grant enrolment.
- (3) Once enrolled, a boy may be given extra tuition in English where required. The degree of assistance will vary depending on the needs of the individual boy and the resources of Medbury School. The SENCO Teachers, Teacher Aide, Class Teacher, and GAP Student may offer language support as needed. Any formal programme of language support will be co-ordinated by the SENCO teacher who will liaise with the boy's classroom teacher.

## **9. EMPLOYEES / AGENTS**

- (1) Medbury does not generally engage the services of contracted agents, be they recruitment or accommodation agents.
- (2) Contact with Medbury School for enrolment purposes shall usually be the sole responsibility of the parent(s).
- (3) If Medbury School does engage an agent, such engagement will comply with the requirements of the Code in respect of such agents.

## **10. ENROLMENT and TERMINATION OF ENROLMENT**

- (1) The following process must be completed before an International Student is accepted for enrolment:
  - a. The boy has had an interview with the Headmaster;
  - b. The boy passes any required English proficiency test(s);
  - c. All necessary insurance, immigration, passport and visa documents have been sighted and approved by Medbury School and necessary copies taken;
  - d. All fees have been paid as required;
  - e. In relation to fees note in particular that International Students are required to pay one year's International Student Tuition fees (and Boarding Fees if applicable) in advance and that payment of fees for subsequent years shall also be paid in advance, in full, by 30 November.
  - f. The parents (and the legal guardian, where applicable) of the International Student have signed (i) an enrolment contract and (ii) a copy of this policy, to indicate that they have read, fully understood and accepted the terms and conditions upon which their son is enrolled at Medbury School.
- (2) The Headmaster may, at his sole discretion, terminate the enrolment of an International Student:
  - a. If any of the terms of the enrolment contract or the provisions of this International Students Policy are not fulfilled or maintained.
  - b. In the case of the boy's gross misconduct or continual disobedience.
  - c. If a boy is found not to be attending his classes.
  - d. The parent(s) of an International Student appear to have departed New Zealand leaving the boy in the care of someone other than the boy's parent(s) when the boy is not residing in the Medbury School Boarding House.

## **11. MEDBURY'S BOARDING HOUSE**

- (1) Medbury School maintains an Approved Boarding House for up to 38 boys.
- (2) The Headmaster selects the Boarding House Staff with great care and bearing in mind the desirability of:

- A balance of male and female
- A balance of ages
- A balance of married staff
- The ability to be part of a team dedicated to the health and welfare of the boys.

(3) The Headmaster is ultimately responsible for the Boarding House, but he delegates the day-to-day management to the Director of Boarding. The Headmaster is updated regularly by the Director of Boarding on all boarding matters.

(4) All members of the Boarding House staff have been vetted by the Police.

(5) In relation to pastoral care:

- The Director of Boarding co-ordinates pastoral care for International Students who are boarders, including liaising with classroom teachers and the Headmaster.
- All the Boarding House staff are involved with the pastoral care of the boys.
- Boarding House staff meet weekly to discuss boys and their welfare.
- Any boy causing concern is discussed and if it is appropriate this concern is shared with the teaching staff at a staff meeting.
- Consistency of care and application of expectations is a hallmark of Medbury School's pastoral care approach.
- At All Times:
  - There is a Matron and a Staff Member on duty.
  - Boys never leave the School grounds without leave approval and without signing out.
  - During the time designated for homework (known as "prep" time) there are always two staff members and a Matron on duty to help the boys.
  - We have a 'squad' system that groups all-age boarders in a mutual support programme of sharing.
  - We have a number of boy-leaders of the boarding house with responsibility to act as liaison between staff and boys.
  - Boarding House Staff meet regularly with all of the boys to share successes or concerns.
  - A behaviour management programme is in place, which monitors any risk of violence or abuse.
  - Any boy who is unhappy for whatever reason is encouraged to talk to a staff member, who will refer details to the Director of Boarding, or Headmaster if necessary.
  - An open communication policy with parents provides excellent liaison with Boarding House staff
  - The Headmaster keeps the Trust Board informed of any matters of concern relating to the Boarding House.

(6) In relation to the physical environment:

- The Boarding House provides a safe, physical and emotional environment and regular checks are conducted by regulatory authorities.
- The facilities are all located in the centre of the School and are regularly inspected and approved by the Fire Services and building warrant of fitness inspectors.

(7) If an International Student's parent(s) select the Medbury Boarding House to accommodate their son, Medbury School will require an indemnity document signed by the International Student's parent(s) stating that the parent(s) take full responsibility for the placement of the boy while on leave with a designated caregiver(s).

(8) There is an orientation programme whereby:

- All new boarders are invited to a New Boarders' Weekend (Friday/Saturday/Sunday) held in the term prior to the start of the academic year. A current Medbury boy is assigned to look after each new boy, both in class on the Friday and over the weekend. This is also an opportunity to meet parents and guardians.
- Boys not available for the New Boarders' weekend, or those who join Medbury during the year, are encouraged to visit the School prior to starting.

- English proficiency testing is sometimes carried out during the New Boarder's Weekend or visit.
- Each new boarder at Medbury is allocated a 'brother' to look after him for the first few weeks, to show him the routines, to guide him through rules and expectations, to be a friend and to help him settle in generally.
- Each new boarder is given a copy of the rules booklet, which explains the rules, routines, standards and values of the Boarding House.
- All boarders belong to a 'squad' group of 4 or 5 boys, with a Year 8 boy as leader to help the boys in his squad and to report any concerns to boarding house staff. Boys are encouraged to pay particular attention to the welfare, background and interests of others in the squad.
- Boarding House staff members endeavour to get to know the new boys as quickly as possible.

(9) In relation to behaviour management:

- All boarders are subject to the Behaviour Management Policy. Various rewards are used to recognise positive behaviours. When a rule is broken, the boy is asked to state what he should have done and apologise; a minor consequence may follow.
- For a boy who regularly breaks rules, there is a behaviour 'step' system:

Step 1            First Offence

Warning by the boarding staff member. The inappropriate behaviour is made clear to the boy (and a note is made in anecdotal records.)  
Appropriate action is taken.

Step 2            Second Offence

Discussion is held between the boarding staff member and the Director of Boarding. Appropriate action/ consequence is taken. The parents are notified.

Step 3            Third Offence

The Director of Boarding and Headmaster meet and the parents are contacted and an interview scheduled. This is followed up by a letter, a copy of which is placed on file.

Step 4            Fourth Offence

The Headmaster requests an interview with the boy, his parents the Director of Boarding and appropriate action undertaken.

- The Director of Boarding will inform parents of persistent problems. In the event of more serious disciplinary issues, a boy may move up more than one step. Any boy who is unhappy for whatever reason is encouraged to talk to a staff member, who will refer details to the Director of Boarding, or Headmaster if necessary.
- Parents are able to contact the school or Director of Boarding directly at any time. A meeting can be arranged to discuss issues.

## 12. GRIEVANCE PROCEDURES

(1) Any International Student has the same rights regarding any grievance with Medbury School as Non-International (Domestic) Students.

(2) Medbury School has a Complaints Policy.

(3) All parents and legal guardians have access to the Headmaster and Chair of the Trust Board. Should the grievance not be resolved at this level, the complaint may be made free of charge to the International Student Contract Dispute Resolution Scheme (DRS):

<http://www.istudent.org.nz/making-a-complaint> (Telephone 0800 00 66 75) or NZQA:

<https://www.nzqa.govt.nz>.

(4) All disputes shall be dealt with under New Zealand law.

### **13. FEES AND OTHER CHARGES**

- (1) The fees for tuition and boarding are set by the Trust Board and are set out on the Medbury School website [www.medbury.school.nz](http://www.medbury.school.nz).
- (2) In addition to fees for tuition and boarding, other charges may be made on a cost recovery basis for a range of activities and other services customarily provided and charged for by schools such as Medbury. These additional charges are called disbursements. It is not possible to list every kind of cost for which a disbursement may be charged but examples include school visits and camps, stationery, additional or specialist tuition, etc. The Headmaster approves disbursements.
- (3) International Students are required to pay the tuition fees set for International Students as promulgated on the Medbury School website. The Trust Board reviews all fees and charges (Domestic and International) before 30 November each year when the School budget for the ensuing year is discussed.
- (4) In setting International Student tuition fees the Trust Board takes into account factors including the loss of the Government funded per student subsidy otherwise payable to the School, government costs and charges imposed on the School through enrolling International Students, the additional learning support (including extra English language tuition) and the fees and costs charged by other similar Independent Schools.
- (5) In addition to International Student tuition fees, boarding fees and disbursements there are the following additional non-refundable fees which are payable in respect of International Students seeking a place at Medbury School:
  - i. Application Fee.
  - ii. Acceptance Fee.

### **14. FEES REFUND POLICY FOR INTERNATIONAL STUDENTS**

- (1) The Application fee and Acceptance fee referred to in section 13 above are non-refundable.
- (2) Where a boy leaves Medbury School at the request of their parent (or guardian) any tuition and boarding fees paid in advance shall be refunded less:
  - a. A sum equal to one full term's International Students tuition fees; plus
  - b. A sum equal to both tuition and boarding fees in proportion to the tuition and boarding had by the withdrawing boy to the date the boy leaves the School; and plus
  - c. Any disbursement costs incurred but not yet invoiced or paid for to the date the withdrawing boys leaves the School.
- (3) Where the boy is required to leave at the direction of the School there shall be no refund of International Students tuition fees but boarding fees shall be refunded less:
  - a. Any sum equal to boarding fees in proportion to the boarding had by the withdrawing boy to the date the boy leaves the School; and
  - b. Any disbursement costs incurred but not yet invoiced or paid for to the date the withdrawing boys leaves the School.
- (4) In exceptional cases where a family death, trauma or significant ill health occurs the Trust Board will review the school policy in discussion with the family with regard to fees refund but no refund of International Students tuition fees or boarding fees is automatic in such circumstances. Similarly, no refund is automatically available on the basis of a change in Immigration Status (including the failure of the boy's parent(s) or legal guardian(s) failure to obtain or maintain the appropriate immigration permit or visa) but in this circumstance, the Trust Board will consider an application for refund of any fees on a case-by-case basis.

- (5) Where a boy is required to leave at the direction of Medbury School because of a change in School policy to accept International Students (including if Medbury school ceases to be a signatory to the Code), a refund of International Students tuition fees and boarding fees shall be made less any International Students tuition fees and boarding fees and disbursements incurred but not yet invoiced or paid to the date the boy leaves the School.

## **15. FEES PROTECTION POLICY**

- (1) The Trust Board shall hold in reserve sufficient funds to be able to refund fees prepaid by International Students, under the terms of the Fees Refund Policy outlined in section 14 above.
- (2) All sums paid to Medbury School in respect of an International Student's tuition or boarding fees and disbursements will be separately identified in the School's accounting system and drawn down to the School's account on a month-by-month basis.

## **16. INTERNATIONAL STUDENT WELFARE**

- (1) The designated Class Teacher has primary responsibility for the care and welfare of International Students during the School day and the Director of Boarding outside school hours.
- (2) Any other inquiries about pastoral care or accommodation issues should be directed in the first instance to the Director of International Students who in turn will update the Headmaster.
- (3) The Special Education Needs Co-ordinator (SENCO) teacher will keep an academic file on each student and meet the boys at least once a week. They will assist the classroom teacher in ensuring the programme is modified by all specialist teachers to cater for their individual needs. They will also discuss any current issues or concerns.
- (4) Where an International Student is causing concern through irregular or non-attendance the Director of International Students will liaise with the class teacher. The Headmaster and the Business Manager will subsequently liaise with the parent on this issue.
- (5) Each International student will be assigned a buddy in the day school to assist them adapt to their new climate. If they are boarders they will be assigned another boarding buddy. Every boy at Medbury also has their own extra buddy who they meet and have lunch with once a week.
- (6) Any ESOL boy will also be assigned a boy who can speak his language if such a boy is reasonably available. An interpreter may also be available to the ESOL boy if required.
- (7) The boy may use counselling services provided within the school or St Barnabas Church. An outside agency may also be utilised if required.
- (8) Cross Cultural training for key staff will occur at least once a year which will provide professional development on raising the awareness of cultural differences.
- (9) All international students who live in the Medbury School Boarding House must write a letter or email to his parent(s) once a week. Outside this requirement, the boy is free to email his parent(s) as frequently or infrequently as he wishes. The boy may also phone his parent(s) once a week.

## **17. POLICY REVIEW AND INTERNATIONAL STUDENT DATA UPDATE**

- (1) This Policy shall be subject to an annual review.
- (2) The Education Committee of the School Trust Board shall lead the review. The Trust Board shall confirm each review, irrespective of whether changes have been made to the Policy.
- (3) Parents of International Students shall be advised of any changes to the Policy as soon as possible after the Board has ratified the revised Policy.
- (4) The Headmaster shall direct an appropriate administrative staff member to review annually the accuracy and relevance of all International Students' information and update those records as necessary.



**18. ENROLMENT DOCUMENTATION**

On an International Student being enrolled the following information must be given to the parent or guardian:

- This policy document
- A summary of the Code of Practice – In their language if requested (and if a version is produced by the Ministry in that language).
- Medbury School's Complaints' Policy
- A summary of the Medbury School Fees Structure for International Students
- A copy of the School Prospectus
- A copy of the completed Acceptance and Enrolment Form
- A copy of the Medbury School Parents' Handbook
- Contact details for first language counseling (where available)
- Contact details for first language cultural support (where available)