

POLICY: GROUP STUDENTS POLICY/YOUNG GROUP STUDENTS POLICY

This policy covers Young International Group Students and Students of older age

Rationale

- To ensure safety, well-being of students and the quality of academic and social education of all groups of International Students studying at Rotorua Lakes High School
- To ensure compliance with the Ministry of Education’s Code of Practice for the Pastoral Care of International Students (2010) (The Code of Practice).

Procedures

1. Rotorua Lakes High School procedures in relation to the Code of Practice will apply to Group Students/Young Group Students, see our procedures including those for accommodation, application, information and our International Student Application, Enrolment and Course Information Booklet.
2. Information given to Group students/young group students will be adjusted to meet the requirements of the particular group and the period of study. Such information will be provided in writing.
3. An application/enrolment form will be completed as a collective group, by the visiting group, giving full details and any special health, learning, or other needs
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. Rotorua Lakes High School shall designate an appropriate person to oversee the tour operations.

Group Supervision:

Supervision is to be provided to all group students in accordance with section 3 of the Guidelines to Support the code of Practice for Pastoral Care of International Students.

Rotorua Lakes High School will ensure that the group supervisor has the required skills and knowledge, as outlined in the guidelines.

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 Rotorua Lakes High School’s 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.

REVIEW: This policy will be reviewed according to the Board of Trustees’ triennial Programme of self-review 2018

DATE CONFIRMED: 30 June 2015