



Aidanfield Christian School

Board of Trustees

International Students

Group Students Policy

Group Students' are defined as:

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 and holding a Group Visitor Visa issued by Immigration New Zealand.

Rationale

Aidanfield Christian School ('the school') has developed a Group Students Policy

- To ensure the safety, well-being of the students and the quality of academic and social education of all groups of International Students studying at Aidanfield Christian School.
- To ensure compliance with the Ministry of Education's Code of Practice for the Pastoral Care of International Students (Revised 2016) ("The Code").
- The School International policies on; Fees Protection, Refund, Accommodation and other policies apply to Group Students as appropriate.

Intent

Aidanfield Christian School will provide opportunities for groups of international pupils to study short term at the school so as to promote an exciting and dynamic teaching and learning environment for all students. Aidanfield Christian School will achieve this by, as with domestic students:

- Providing programmes appropriate to the learning needs, abilities and stages of development of its international pupils.
- Providing effective pastoral guidance and support for all international pupils.
- Providing appropriate English for Speakers of Other Languages (ESOL) programmes.
- Employing trained, qualified and registered staff, to work on ESOL programmes.
- Recruiting where possible subject teachers with ESOL qualifications and support staff members wishing to gain ESOL qualifications.
- Promoting language learning throughout the school.
- Providing appropriate facilities and resources for all staff and students.

Programmes

The School will offer both classroom based opportunities and cultural/activity based programmes to international groups of pupils. The itinerary, purpose and intended outcomes for each group will be confirmed in writing between the school and the group organiser/representative prior to confirmation of a group visit.

November 2019

2 Nash Road, Aidanfield, Christchurch 8025, New Zealand
Ph: 64 3 338 8153 | Email: office@aidanfield.school.nz | www.aidanfield.school.nz



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Availability

The school will welcome groups of international pupils as able and related to the school calendar and timetabling, home stay capacity, resource availability. Generally the school will accept groups between the months of February and October.

Groups from the greater Asian area will be the first priority and groups from the Pacific, Europe and South America will also be accepted.

Group size will be no more than 20 pupils. The school will be open to working in partnership with another accredited provider for larger groups.

Group Supervision

Supervision is to be provided to all group students.

Aidanfield Christian School will ensure that the group supervisor has the required skills and knowledge to ensure the group is well managed, safe and well informed.

1. The School policies and procedures relating to “the Code” will apply to Group Students (see Aidanfield Christian School policies and procedures, Application and Information sheet, International Students’ Handbooks.)
2. Information given to group students will be adjusted to meet the requirements of the particular group and the period of study. This information will be provided in writing.
3. An application/enrolment form will be completed for each student ensuring full contact details and any special health, learning or other needs.
 - For students under 18 years, individual forms must be signed by 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 between the education provider (ACS) and the group organiser.
5. The school shall designate an appropriate person to oversee the group operations and programme while contributed to ACS.
6. The school will contract external tour providers for tourist trips.
7. For groups with students under the age of 18 a person will be available 24 hours a day while the tour group is contracted to ACS. A contact phone number will be allocated to the group for 24 hour a day contact as needed.
8. The school will ensure that it receives written confirmation from the group supervisor regarding the plan for handing over the care of an international student after the student’s enrolment with the school ends

Accommodation

ACS Accommodation Policy applies to Group Students. When group students travel with a parent the school may arrange hotel accommodation with the prior approval of the agent or supervisor of the group. Hotels will be a minimum of 3 star or equivalent.



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Assessment of Risk and Response

The school EOTC and risk analysis procedures will be used for all activities outside the classroom and will be in consultation with external providers when used.

Where the school works in conjunction with another provider (PCBU) confirmation of responsibility will be made for each event. 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 the Aidanfield Christian School EOTC procedure.

- The designated person will, in conjunction with the group supervisor, 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.

Fees and payments

All fees and additional charges related to the group visit as may from time to time be levied by the School shall be paid as below.

1. A non-refundable payment of 10% of the total fees payable will be required by telegraphic transfer at the time of confirming acceptance of the proposal from ACS. Lack of payment or late payment may result of an offer of programme withdrawn at the sole discretion of the school.
2. The balance of the fees is to be paid no later than seven (7) days prior to commencement of the programme either by telegraphic transfer, bank cheque, or cash (NZD). Lack of payment or late payment may result of an offer of programme withdrawn at the sole discretion of the school.

Medical and Travel Insurance Policy for Group Students

Policy Requirement Advice

- 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" Section 16 (5) – (a) – (d).
- Aidanfield Christian School shall advise all prospective groups of the medical and travel insurance requirements as per the standard wording in "the Code".
- Group students should have combined medical and travel insurance.
- Group students purchasing insurance through a New Zealand insurer should have insurance cover before they leave their home country and covering all aspects as listed in the Code.
- 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 supervisor should ensure a copy in English is forwarded to Aidanfield Christian School to ensure the policy is appropriate prior to departure from the originating country.

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Verification of Policies

Aidanfield Christian 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, Aidanfield Christian 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 AM 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. Aidanfield Christian School 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, Aidanfield Christian School undertakes to:

- Advise the group of the medical and travel insurance requirement.
- Provide the group with a default policy which meets the requirements of “the Code”. The cost of the insurance will be met by the group.

Recording of Policy Details

For each group, Aidanfield Christian School shall record the:

- a. Name of the insurer
- b. Policy number
- c. Policy start and end dates.

BOT Chair Sign: _____

Adopted On: _____

June 2019

Date of Review: _____

June 2020