WANGANUI HIGH SCHOOL POLICY
INTERNATIONAL STUDENTS

INTRODUCTION	1	Private International Students are students from overseas who are attending Wanganui High School as part of their education and who are required by the Board of Trustees to pay a tuition fee.
	2	International Students provide the School with a positive injection of different cultures, student role models and finance. Their educational and social needs have to be well catered for by the School.
PURPOSE	1	That cross-cultural relations be fostered in order to encourage positive relationships between New Zealand students and the International students.
	2	That the School endeavour to ensure there is a mix of nationalities represented within the International Student body.
	3	An effective orientation programme be provided by the School for all International students.
	4	That the roll of Private International Students be limited so that at any given time no more than 2% of the School's total roll will be represented by International Students from any one country.
	5	That short-stay visits (eg: three weeks) will be possible if they add positively to the climate of the School and do not compete for existing resources.
	6	That students be placed in (Code of Practice) homestay accommodation when and where available.
	7	That a tuition fee and Homestay fee be set in May of each year for the following year.
	8	That the School will establish a quality education programme and support system for the Private International Students.
	9	The students will be expected to behave in a manner which upholds the good name of Wanganui High School.
	10	That Wanganui High School upholds the conditions of being signatory to the *Code of Practice for the Pastoral Care of International Students.*
GUIDELINES	1	That guidelines relating to the education of International Students at Wanganui High School be prepared by the Principal and reviewed by the School annually and by the Board in association with this policy every three years. (Current Guidelines attached.)
EVALUATION	1	The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the School's quality management cycle.
CONCLUSION	1	Wanganui High School will offer a quality education to International Students in keeping with the School's Mission Statement. In this way both the international Students and Wanganui High School in general, will benefit.

Approved by the Board
Signed Chairperson: _____ **Date:** 5/6/2015

Signed Principal: E. L Spooner **Date:** 4 June 2015
Acting Principal

GUIDELINES RELATING TO THE WANGANUI HIGH SCHOOL INTERNATIONAL STUDENTS' POLICY

AIMS

1 In keeping with the Wanganui High School Charter and Mission Statement, Wanganui High School will develop and monitor an International Student Programme which aims to:

a) advance all learning and understanding of all students of Wanganui High School,
b) ensure all fee-paying International Students reach their potential (academic and social) through being educated at Wanganui High School.
c) ensure International Students are successfully integrated into the School.

2 Wanganui High School will provide appropriate advice and guidance for International Students so as to ensure they are well supported in their endeavours to reach their academic and social potential.

3 Wanganui High School will provide support in ensuring the living arrangements of our International Students are appropriate in meeting their physical and emotional needs.

STRUCTURE & STAFFING

1 All International Students are enrolled at the discretion of the Principal, who acts on behalf of the Wanganui High School Board of Trustees.

2 The Principal is responsible for the Students' educational needs, and will appoint a Director of International Students, who will liaise with parents (or their agents) to arrange courses of study, living arrangements (homestays) and ensure the Students are supported both academically and pastorally.

3 The Director is responsible to the Board of Trustees through the Principal, and must (with the Homestay Co-ordinator and Dean) ensure all requirements of the *Code of Practice for the Pastoral Care of International Students,* as set down by the New Zealand Government, are met.

4 The Director will advise the Principal on matters of budget, marketing, student welfare, community liaison and teaching programmes.

5 The Principal will ensure appropriate support is provided for the International Students through the appointment of a Dean, the employment of relevant teachers and teachers' aides, and at least one Homestay Co-ordinator.

ADMINISTRATIVE GUIDELINES

1 Prior to each financial year, the Director of Private International Students will submit a comprehensive budget and plan to the Principal.

2 The Director of Private International Students is responsible through the Principal to the Finance Committee of the Board of Trustees for expenditure charged against that budget.

3 The Director of International Students will negotiate with the Principal annually for administrative time for the maintenance of students' records and homestay records in accordance with the *Code of Practice for the Pastoral Care of International Students.*

4 At the time of enrolment, the parents of International Students, the Student, the Principal, and/or his representative of the School, will sign a contract covering the respective obligations and behaviour of the student and School for the period that Student is enrolled at Wanganui High School.

5 Where possible, the School will send a representative overseas to assist in the marketing of the School and to visit the parents of existing International Students

6 The school will run an orientation programme at the start of each term which is designed to:

- increase the Student's confidence in spoken English,
- explain the behavioural norms of the School and Homestay,
- familiarise the Students with the systems within the School,
- introduce the Students to the bicultural nature of New Zealand society,
- explain the behaviour and expectations of Wanganui High School.

A booklet for each Student will assist in this orientation.

IN-CLASS SUPPORT / ESOL

1 Teachers of classes containing Private International Students will be expected to give equal time to all of their students. If a Private International Student requires in-class support, the class teacher will inform the Director of International Students who is responsible for allocating additional resources.

2 Each ESOL class will be staffed at a ratio of approximately 1 to 10 students with a desirable maximum of 12 students.

3 Each Conversation class will be approximately 6 students with a desirable maximum of 10 students.

4 Clear guidelines relating to what is expected of classroom teachers who have Private International Students in their class will be given to teachers prior to these Students being placed in their classes.

5 The Dean of Private International Students, in association with the level Dean, will consider class student numbers when determining the Private International Student's timetable.

FEES *(to be reviewed annually)*

1 The tuition fee is:

i	Normal Programme	currently $11,500 (will increase to $12,250 in 2016)
ii	Premium Programme	currently $13,000 (will increase to $14,000 in 2016)

In addition, a homestay payment is required - currently $215.00 per week (will increase to $240.00 in 2016).

2 The Homestay fee is to be paid to the host families in advance, fortnightly.

3 If a *student* withdraws from the School before the course completion date, they may be eligible for a refund of school fees.

4 An application for refund of fees must be made in writing. The parents must write to the Board of Trustees explaining why the Student has withdrawn from the School and their reasons for seeking a refund.

5 If the application is made before the start of the course, the net fees will be refunded, less an administration charge to cover costs incurred by the School – currently $250.00 (will increase to $600.00 in 2016).

6 If the application is made after the start of the course, but before eight school weeks, the fees will be refunded, less:

i an administration charge – currently $250.00 (will increase to $600.00 in 2016),
ii any commission paid to agents,
iii the proportion of the Government Levy the School is required to pay,
iv 60% of the remainder of the tuition fee (this covers costs already incurred and committed to for the duration of the programme for the use of facilities, resources and salaries of teachers and support staff).

7 If an application is made after the second half of the course, the Student will not receive a refund except in exceptional circumstances.

8 No refund will be made to any Student who is excluded from the School by the Board of Trustees.

9 No refund will be made to a Student enrolled at the School prior to the 1st of March, who becomes a permanent resident after the 1st March (in any year).

10 If a Student moves out of the Homestay before the end of their contract, the portion of the Homestay fees not already used will be returned to them. The Homestay Arrangement Fee will not be refunded - currently $500.00.

11 If a Student requests that their Homestay fees be returned, the Student's parents must write to the Board of Trustees giving two weeks' notice, or pay two weeks' fees in lieu of notice.

12 If a Student cancels the Homestay contract before the Student moves into the Homestay, fees will be refunded in full, less the Homestay Arrangement Fee - currently $500.00.

13 If a Student requests a change of Homestay, then the original Homestay will receive two weeks' fees in lieu of notice.

14 If a Student is away from their Homestay for more than 7 days, then the Homestay is paid a weekly retainer and the balance remains in the Student's Homestay account - retainer currently $10.00 per night.

15 If a Student is required to stay at another Homestay for a short period, then the first Homestay must pay the second Homestay fee - currently $30.00 per night (will increase to $33.00 per night in 2016).

HOMESTAY

1 Potential Homestays must be assessed by the Homestay Co-ordinator and the Director of International Students (or his/her representative) in accordance with the Code of Practice assessment requirements.

2 The School will support the Homestay by:

- i carefully matching expectations of the Student and their Homestay parent,
- ii maintaining regular contact with the Homestays,
- iii having a meeting each term for all Homestay parents,
- iv meeting all requirements of the Code of Practice.

OTHER

1 New Zealand Language Students will be encouraged to participate in exchange visits.

2 The International Students will be encouraged to take part in a programme of visits to Social Studies classes where appropriate.

3 Any short stay visit should enjoy a quality programme using additional resources arranged specifically for the needs of those Students.

4 The Host families should be included in out-of-school programmes arranged by the School where appropriate.