



6.2 Group Students Policy – International Students

Code of Practice:

Group students means:

- a) *International students holding a group visa issued by the New Zealand Immigration Service; or*
- b) *Two or more international students studying together in New Zealand for less than three calendar months on a group visit organised by a provider.*

Rationale:

Parnell District School has developed a Group Student 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 Parnell District School
- To ensure compliance with the Ministry of Education’s Code of Practice for the Pastoral Care of International Students (2003) (The Code of Practice).

GUIDELINES

1. Parnell District School policies and procedures relating to the Code of Practice will apply to Group Students – see Parnell District School policies and procedures, Application and Information sheet, International Students’ Handbooks.
2. Groups will be arranged through an agency or through the schools sister school arrangement.
3. The school will agree with the agent on who will organise, inspect and pay for homestays for the group.
4. Information given to 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 and separately.
5. An application/enrolment form will be completed for each student giving 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. This can be provided by the agent
6. All group student arrangements and conditions shall be set out in an agreement to be signed by the education provider and the group organiser.
7. Parnell District School shall designate an appropriate person from the education provider to oversee the tour operations

Group Supervision

1. 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*
2. The education provider will ensure that the group supervisor has the required skills and knowledge, as outlined in the Guidelines.
3. 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 Parnell District School 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.
4. The group will not undertake any travel or holidays during their stay at the school but may choose to do this before or after their contract with the school.

Homestays

Please see the separate policy for information.

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 in English for the duration of their planned period of study in New Zealand, as specified in The Code of Practice.
- Parnell District School shall advise all prospective groups of the medical and travel insurance requirements as per the standard wording in the Code of Practice.
- Group students should have combined medical and travel insurance. This may be arranged by the agent and a copy in English provided to the school.
- Group students purchasing insurance through a New Zealand insurer should have insurance cover before they leave their home country.
- 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 organiser should ensure a copy in English is forwarded to the education provider to ensure the policy is appropriate.

Verification of Policies

Parnell District 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, Parnell District 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 A M 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. The education provider 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 Parnell District School undertakes to:

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

Recording of Policy Details

For each group Parnell District School shall record the:

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

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