



**NEW PLYMOUTH BOYS' HIGH SCHOOL**  
TE KURA TAMATĀNE O NGĀMOTU

<b>Title</b>	<b>INTERNATIONAL STUDENTS</b>
<b>Reference Number</b>	F604
<b>Section</b>	Students
<b>Written By</b>	Mr Bruce Bayly
<b>Checked By</b>	BOT Policy Committee
<b>Approved By</b>	NPBHS Board of Trustees
<b>Issue Date</b>	May 2004
<b>Review Date</b>	November 2016
<b>Associated Policies</b>	
<b>Associated Procedures</b>	

**RATIONALE :**

New Plymouth Boys' High School will conform to the New Zealand Code of Practice for the recruitment and welfare of international students drawn up by the Ministry of Education.

**PURPOSE :**

The school wishes to:

- enjoy the diversity brought by overseas students;
- give overseas students the opportunity to study in New Zealand in an English language environment;
- support the NESB students' rights and obligations by adhering to the mandatory Code of Practice for International Students;

**GUIDELINES :**

1. NPBHS abides by the Code of Practise for International Students
2. International students includes: foreign fee-paying students, exchange students, migrant students, and refugee students.
3. International fee-paying students will have the option of living in the hostel so that we can oversee their living arrangements and their schooling. Alternatively, students will live in homestays with families who are known by the school.
4. A Director of International Students oversees the care, social integration and educational programmes of all international students. The Director is assisted by an International Student Welfare Manager and Dean of International Students
5. All international students will be offered English for Speakers of Other Languages (ESOL), in addition to English, depending on their needs.
6. The school and hostel will encourage local paid homestays for all international fee-paying students in the school holidays.
7. The school values the various exchange programmes, school to school, Rotary, AFS and others where



8. The school will actively market to international fee-paying students both directly and by using the services of agents where appropriate. The school will also co-operatively work with other schools and educational institutions. The school recognises that the Headmaster or his representative may be required to visit the target countries to interview families and boys to select suitable applicants.

9. The hostel has developed a marketing plan involving international fee-paying students which will be reviewed on an annual basis.

10. Responsibilities of the Director of International Students:

- Dealing with expressions of interest
- Marketing, including agency contacts, contracts, and commission
- Arrival of students in New Plymouth
- Enrolment of international students, in consultation with deans, hostel (including Matron), school office and BOT office
- Reporting on student progress
- Leaving, in consultation with appropriate dean
- Provide 24 hour out-of-school on-call care

Responsibilities of the Assistant Student Welfare Manager:

- Organisation of promotional material, including dispatch of information package and website
- Liaison with homestays/host families/hostel
- International students' newsletter
- Weekly meetings with international students
- Orientation of students, including uniform and stationery
- Financial matters, including passport security, visa (and renewals), insurance, including medical, student bank account, invoicing
- Pastoral care of international students, in consultation with deans, hostel, guidance, and matrons
- Holiday accommodation where necessary
- Alternative programmes during internal practice exams and NCEA external exams
- Arrangements for dispatch of external NCEA papers

Responsibilities of deans:

- Determination of course, and changes to course
- Determination, where appropriate, of NCEA entry
- Completion of leaving procedures

Responsibilities of ESOL staff:

- Testing of all new students
- Recommendation to dean on whether ESOL should be in course, and at what level