**FAIRFIELD INTERMEDIATE SCHOOL**

**ANNUAL REVIEW OF COMPLIANCE OF THE CODE OF PRACTISE FOR THE CARE OF INTERNATIONAL STUDENTS**

**International Procedure No. 4**

**RATIONALE:**

Fairfield Intermediate School will conduct an Annual Review of all procedures and policies related to compliance with the Code of Practice for the Pastoral Care of International Students in order to ensure that Fairfield Intermediate School is up to date with all existing and new Code requirements.

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**PURPOSE:**

To ensure that Fairfield Intermediate School meets the obligations of the Code of Practise so that the School can continue to operate as a signatory to the Code of Practise for the Care of International Students.

**GUIDELINES:**

* The International Director will:
	+ 1. ensure that there is co-ordinated record-keeping of academic progress
		2. endeavour to make the ESOL units of work comply with the mainstream departments Schemes and Progressions as appropriate
		3. forward teacher grievances with students to the International Student Pastoral Carer

* The International Director will ensure that there is co-ordinated record-keeping of:
	+ 1. students’ grievances
		2. students’ welfare
		3. students’ regular contact with parents.
* The International Director (in conjunction with the Principal) will ensure that there is co-ordinated record-keeping of:
	+ 1. accommodation issues
		2. update of enrolment procedures
		3. all official documents
		4. statistics on all issues to be collated and reported to the Principal
		5. regular contact with the parents or their representatives.
* This review will be carried out as follows:

On-going compliance with the Fairfield Intermediate School will include:

* + 1. annual feedback from all staff and students involved in the programme
		2. feedback from ESOL teacher(s), classroom teachers and the International Students department (including social progress and integration) to the Principal
		3. use of data from, interviewing and monitoring of International Student accommodation as per the School’s Accommodation Policy
* All Code of compliance information is reported to the Principal, in June.

* The Coordinator of International Students is responsible for organizing this Review.

* The Coordinator of International Students will be familiar with the provisions of the

Code of Practice for the Pastoral Care of International Students and the Guidelines to support the Code.

* The Principal/Director of International Students is responsible for ensuring that the

school is compliant with the Code on an ongoing basis.

* The Principal/Director of International Students is responsible for checking the

Ministry website updates.

* The Principal/ Director of International Students will remain up to date with all Code amendments through the Ministry of Education/Code of Practice website, which can be viewed at: www.minedu.govt.nz/goto/international

* The Board and Principal are responsible for approving changes to policies.

* The Principal/ Director of International Students is responsible for approving changes to procedures.

* The Principal/ Director of International Students is responsible for ensuring

implementation of policy and procedures and updating the School’s website.

* The Principal/International Department will ensure that all staff members are

appropriately informed of their obligations under the Code and that all changes in

policies and procedures are implemented and updated as needed.

* The Principal/ Director of International Students is the person responsible for

ensuring that all review outcomes are recorded in a format that can be made available to the Administrator on request.

* Procedure Checklist:
* Section 3: Group Students / Young Group Students
* Section 7: Medical and Travel Insurance
* Section 7: Fee Protection
* Section 7: Refund of fees
* Section 11: Recruitment Agent’s Agreement
* Section 13: Support Services Policy
* Section 15: Accommodation Agent’s Contract
* Section 15: Accommodation
* Section 16: Homestay
* Section 18: Designated Caregivers
* Section 22/23: Grievance Procedures
* Section 28: Monitoring Attendance to Ensure Student Welfare
* Section 28: Annual Review of Information

**CONCLUSION:**

Fairfield Intermediate School must review its procedures and policies in June every year, as in annual review of procedure, to continue to be a signatory to the Code of Practise for the Care of International Students.