

CHRISTCHURCH RUDOLF STEINER SCHOOL

BOARD OF TRUSTEES

Management Procedure

Policy **NAG 6 ADMINISTRATION**

Procedure 15. **International Students**

- To ensure the school provides opportunity for its students to participate in International Student exchanges.
- To ensure the school recruits suitable numbers of International Students.
- To ensure the adequate provision of ESOL programmes for International Students.
- To ensure that the 'special character' of New Zealand Rudolf Steiner Waldorf education is not compromised by inappropriate recruitment of International Students.
- To ensure the school meets all the requirements for remaining a signatory to the Ministry of Education 'Code of Practice for the Pastoral Care of International Students'. (See Code of Practice Guidelines, revised 2013).
- To ensure all policy and procedure relating to the education and welfare of International Students is reviewed annually.

Procedures

International student recruitment is overseen by the International Student Coordinator who is responsible for ensuring and verifying the integrity of school systems.

The school will maintain its status as a signatory to the Ministry of Education 'Code of Practice for the Pastoral Care of International Students'. All school procedures for dealing with International Students will meet code requirements.

International Students living with a host family are recruited for classes 8-12 (yrs.9-13) only. The minimum stay for international students is 2 terms. Students with a special connection to the special character and the school may apply for a stay of 1 term only. This needs to be decided on a case by case basis by the CPG.

For students on an approved exchange with one of the school's students the maximum stay is 1 term. Students will be enrolled as visiting students and require the MOU between the two schools.

All 'Code' requirements are reviewed annually by a team comprising the coordinator, the international dean, and the ESOL teachers. This group conducts an annual review of the school International Student scheme (during Term two). The review will ensure ongoing compliance with the 'code', evaluation of the programme and the revision of school procedure. A report of this review is prepared for the Board of Trustees and may contain recommendations.

There is an ESOL programme funded by International Student fees. An annual ESOL curriculum report, with recommendations, is prepared for the College of Teachers and Board of Trustees by the international dean and the ESOL teacher.

Reviewed: 13 August 2014, May 2016, 16 November 2016, 28 September 2018, 29 September 2019

Signed:



Responsibility for Review: Management

Responsibility for administering this procedure: Management

Review: September 2020