



KALAPOI
High School

GROUP STUDENT POLICY

Definition of a group:

'Group Students' means two or more students aged 10 or over, travelling together to study and participate in a cultural experience at Kaiapoi High School for less than 12 weeks on a visitors visa issued by INZ (Immigration New Zealand).

Objectives/Rational:

Kaiapoi High School has developed a Group Student Policy

- To ensure the safety and well-being of students.
- To ensure the quality of academic and social education of all groups of international students studying at Kaiapoi High School.
- To ensure the compliance with the MOE Code of Practice for the Pastoral Care of International Students (revised 2010). This requires homestay information and police vetting to be current, and checked regularly to ensure it is accurate.

Recording of Policy Detail:

For each group Kaiapoi High School shall record the:

- a. Name of the Insurer
 - b. Policy number
 - c. Policy start and end dates
1. All group arrangements and conditions shall be set out in a contractual agreement to be signed by Kaiapoi High School and the group organiser. All fees, including homestay costs, will be paid in full to Kaiapoi High School prior to the commencement of the group visit.
 2. A register of students is to be kept at the office and student attendance will be recorded daily for the duration of the visit.
 3. Review procedures for group students will include:
 - Student evaluation
 - Staff evaluation
 - Accommodation providers evaluation

The group policy will be reviewed in accordance with the BOT's programme of self-review.