

#1 N.A.G TWO: - Documentation and Self Review

On-going Monitoring of Code of Practice Requirements for International Students Policy

Rationale

Part 8 Section 28 of the Code of Practice for the Pastoral Care of International Students ("the Code") requires the school to establish and implement procedures for the on-going monitoring of compliance with the Code and record that review in a form that may be made available to the Code Administrator if required.

Purpose

1. To ensure that the school is continuously complying with the Code.
2. To ensure that the school will be able to demonstrate on-going compliance with the Code in the event of monitoring by the Ministry of Education or the Education Review Office.

Guidelines

1. On-going compliance with the Code at the school will be achieved by:
 - (a) Collation and analysis of student complaints and issues by Associate Principal on a monthly basis.
 - (b) Analysis of international student academic progress by the Associate Principal at the end of each term.
 - (c) On-going monitoring of international student accommodation as per the school's Accommodation Policy for International Students.
 - (d) Annual review of information given to international students as per the policy for Annual Review of Information given to International Students.
2. The Principal will ensure that there is co-ordinated record keeping of:
 - (a) Student grievances
 - (b) Academic progress
 - (c) Social progress
 - (d) Accommodation issues.
3. An annual review using the "self-review" tool will be carried out each year and reported to the Board of Trustees. Compliance with the Code may be an agenda item at each meeting. Topics discussed under the agenda item will include any issues from the monitoring undertaken under on-going compliance above, and acceptance of any reports required under other policies or procedures.

4. Visits to all international students' accommodation will occur as per the "Accommodation Agent Agreement" and a termly report provided to the Board of Trustees by this agent.
5. The minutes of each Board meeting will record the current status of international fee paying students.
6. The Board will be responsible for approving changes to policy.
7. The Principal will be responsible for implementation of new policy and procedures.
8. The Principal will be responsible for checking the Ministry of Education website for updates to Code of Practice requirements.
9. The Principal will be responsible for informing staff of any changes to Code requirements and internal policies and procedures.
10. The Principal will be responsible for ensuring that the school's website is kept updated, in accordance with the Annual Review for Code of Practice information policy.
11. The Principal will be responsible for ensuring there is monitoring and reporting each term, and reporting to the Ministry of Education completed as required.

Ratified by Board

Signed GAoulker

Date 16/3/23