



## **OXFORD AREA SCHOOL**

52 Bay Road, Oxford 7430, New Zealand

Tel +64 3 312 4197

Fax +64 3 312 4824

email: [international@oxford.school.nz](mailto:international@oxford.school.nz)

[www.oxford.school.nz](http://www.oxford.school.nz)

# **International Students Policy**

As a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016, Oxford Area School may enrol international fee-paying students. Oxford Area School will ensure that each student has a safe and supportive environment in which to learn.

This policy gives an overview of our full policies and procedures for international students, which are contained in SchoolDocs. Our policies are designed to meet Code of Practice requirements and ensure that high quality systems are in place.

Oxford Area School provides:

- places for fee paying students who wish to attend our school
- immersion in mainstream classes
- pastoral care of International students that complies with the Education (Pastoral Care of International Students) Code of Practice 2016.

## **GUIDELINES**

### *Recruitment agents*

1. Our school may use recruitment agents and we expect them to act with the utmost integrity at all times. We have a written contract with each agent we use, carry out careful reference checking, and monitor the behaviour of agents.
2. We ensure that agents have complete and accurate information about our school, and renew their contracts regularly. *See Managing and Monitoring Agents & Recruitment Agents – SchoolDocs.*

### *Enrolment*

3. Oxford Area School may enrol international fee paying students at any year level. The total number of students enrolled will be determined by the principal. The number of enrolled students is reviewed as needed in accordance with the school's enrolment policy.
4. An offer of place, enrolment, and class level placement is at the discretion of the principal and International Director. *See Offers, Enrolment, and Contract – SchoolDocs.*

### *Fees*

5. International student fees are set to cover tuition and resources for international students, Ministry fees, staffing resources, administrative costs, and related incidental costs to enable high quality

support. Fees will be reviewed by the principal and board of trustees as required. *See International Student Fees – SchoolDocs.*

6. We pay a government levy per student as required.
7. Our refund policy outlines the circumstances in which a refund will be given, and how this process works. *See Fee Protection and Refund Policy – SchoolDocs.*

#### *Living situation for international students*

8. All students must be in accommodation that complies with the Education (Pastoral Care of International Students) Code of Practice 2016. *See Accommodation – SchoolDocs.*

#### *School support for international students*

9. An orientation programme is in place for students and their parents. *See Orientation – SchoolDocs.*
10. International students have access to the same facilities and learning opportunities as domestic students.
11. International students must follow the same policies and rules as domestic students e.g. attendance, behaviour etc.
12. Staff provide English support for students to develop their English communication skills as required, and to ensure international students are able to be successful in all curriculum areas. *See English Language Learners – SchoolDocs.*
13. Cross cultural training will be provided to staff. *See Staff Training – SchoolDocs.*
14. Cultural and language support is available as needed. *See Student Support, Advice, and Services – SchoolDocs.*
15. We deal with grievances according to our school grievance procedures and those established by NZQA. Financial or contractual disputes are managed through the International Student Contract Dispute Resolution Scheme. *See Dealing with Grievances and Compliance with the International Student Contract Dispute Resolution Scheme – SchoolDocs.*

#### *Staffing*

16. We define staff roles and responsibilities for our international programme to ensure compliance with the Code of Practice, and ensure that the following needs are met:
  - overall management of the programme
  - administration and financial allocations
  - marketing
  - pastoral care
  - orientation
  - English support
  - accommodation
  - professional development
  - reviews and reporting.

#### *New Zealand Curriculum*

17. Our international programme is designed to increase and enhance our New Zealand students' awareness and understanding of other cultures and countries, which is a key aspect of the New Zealand Curriculum.

This policy statement, along with our SchoolDocs international policies and procedures, is reviewed annually as part of the Code of Practice self-review.

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International Director: Charlotte Davis

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Signed:

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Principal: Mike Hart

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Signed:

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Review date: February 2018

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## **Homestay Rules and Guidelines**

All students are treated as a member of the family and are subject to the same rules and discipline as any other member of the family.

Each family will have its own house guidelines which must be followed. Please discuss the house guidelines with your host parents on arrival. They will include the following:

1. No smoking or drinking of alcohol in the home without permission of the host parents. Host parents are not permitted by law to provide alcohol or cigarettes to students under the age of 18. If you are under 18 it is against New Zealand law to buy cigarettes or alcohol.
2. You must ask permission from your host family before going out of the home, other than going to school. If you travel on the school bus and decide to not catch the bus then you must follow the school bus procedures and inform your family.
3. You must tell your host parents where you are going and where you are at all times. If your plans change then you must contact your homestay parents and tell them. It is the New Zealand law that if you under the age of 18 you are not allowed to enter hotels or licensed premises unless your host parent is with you. It is the law that you cannot gamble under the age of 20.
4. You must show respect for the host parents and their family and property. Do not take expensive personal items to school or large amounts of cash.
5. Any damage caused by you must be paid for by you.
6. You must ask permission to make toll calls. If possible make some arrangement to purchase a calling card or make collect calls. You must be considerate of others when using the telephone.
7. In New Zealand the amount of hot water is limited. Shower time should not be longer than 10 minutes.
8. If you wish to go away for a weekend or holiday, permission must be given by your own parents, the international dean and the homestay parents. We will also need to inform your agent if applicable. This is to ensure your safety. The telephone number and the name and address of the

person you are staying with must be notified to the school and homestay parents. This will be checked.

9. You must not organise for your friends to stay at your home without first asking for permission from your homestay parents.

10. If friends visit your homestay, please introduce them to your host family. If your friend is your girlfriend or boyfriend, make sure your bedroom door stays open.

11. Please discuss with your family if any curfew times apply. Oxford is a semi-rural area without public transport so the family will likely need to pick you up or agree to your arrangements on how you plan to get home. New Zealanders tend to go to bed quite early. We would expect lights to be out by midnight at the latest on a school night.

12. You will be expected to keep your bedroom tidy. Clothes should be folded and put into drawers or hung in the closet. If food is eaten in your bedroom make sure you clean up after yourself. Rubbish must be taken out of your room and put in a rubbish bin – your host parents will show you where this is. You will probably be asked to change your own linen and place your dirty washing in a set place.

13. As you will be regarded as one of the family, it is important that you spend time with your host family, including eating meals together, spending time after school or in the evening. Check with your family when the best time is to spend family time and what their expectations are. Make an effort to talk to members of your host family. If you need help with homework, ask for help. They will appreciate you asking and will be more than happy to help you with anything you are unsure about.

We want you to have a safe and enjoyable time in Oxford and become a valued family member. Please follow these Rules and Guidelines for your own safety.



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## **OXFORD AREA SCHOOL STUDENT COMPUTER AND INTERNET USE AGREEMENT**

I understand that:

The only purpose for school computers and other Information Technology resources is to support teaching and classroom learning.

The school will do its best to keep me safe while using global information systems such as the computer and the Internet.

I know that I am not permitted to access material through the Internet which is offensive (e.g. pornographic), dangerous, inappropriate at school, or illegal.

I am forbidden to pass on such material by copying, storing or printing it.

If I use email at school, I am not permitted to send any messages which are offensive, dangerous, inappropriate at school, or illegal\*.

I may use the Internet or email at school only if there is a teacher supervising me or if I have permission to do so.

I am not permitted to use Chat Rooms or play any games unless permission is given to me by the Teacher, or it is a class activity.

I will not give my Password to other people.

I will change my Password at regular intervals.

I understand how important it is to:

1. Take care of Information Technology resources, such as computers and the Internet. Be careful with equipment and furniture. Respect the copyrights on software, text and graphics that prohibit copying. Use only school software on school computers
2. Be considerate of other users. Share available equipment. Be careful not to waste computer resources, e.g. paper.
3. Avoid disruption of the running of any computer or network. Take care not to scan or display graphics, record or play sounds, or type messages which could cause offence to

others.

Remove immediately from the screen any material that would not be allowed at the school which I accidentally come across, and tell the teacher right away.

4. Be responsible for privacy and security. I will not give anyone on the Internet information about myself or anyone else. This includes address, phone number, photograph or credit card information.

I will tell the teacher if I come across a virus or security problem.

Please sign the Application and Tuition Agreement form under Use of Internet and Computers to show that you agree.



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## **OXFORD AREA SCHOOL BYOD**

### **Student Owned Devices**

I would like my child to bring their own digital device to school for use in the classroom learning programme. I understand that:

- All devices brought to school are my child's responsibility and the insurance for the device is my responsibility.
- The school holds no responsibility for any loss or damage which might occur.
- All devices should arrive at school each day fully charged and my child may bring a charger for use during the day if required.
- However, charging will be on a limited basis and is up to teacher discretion.
- Devices brought to school are for the use of my child and students will not normally share their devices with other students. They will only be used under adult supervision.
- Rules, including the Cyber Safety Procedure, governing the use of any school - owned digital device will apply to student - owned devices while they are at school, including adherence to the Copyright Act.
- Students are not permitted to transmit or post photographic images/videos of any person at school on public and/or social networking sites.
- Students realise that printing from personal devices may not be possible. Students may however, print from school PCs.
- Students must comply with the teachers' request to shut down or close the screen.
- Devices must be in silent mode and put away when asked by teachers.
- The school retains the right to collect, examine or audit any device that is suspected of causing problems or being in breach of the BYOD Agreement and/or Student Computer and Internet Use Agreement
- If you do not wish for your device to be audited please refrain from bringing it.

I understand and will abide by the above BYOD Guideline. I also understand that any breach of these policies may result in the loss of my privilege and further disciplinary action by the school. I give permission for my/my child's device to be audited on request by a teacher or IT staff member.

***Please sign the Application and Tuition Agreement form under Use of Internet and Computers to show that you agree.***





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# OXFORD AREA SCHOOL BEHAVIOUR EXPECTATIONS

	All Settings
<b>Respectful</b>	<ul style="list-style-type: none"> <li>● Speak politely</li> <li>● Appropriate language</li> <li>● Take turns to speak</li> <li>● Hands and feet to yourself</li> <li>● Accept the teacher is in charge</li> <li>● Look after our environment</li> <li>● Use appropriate tone and level of voice</li> <li>● Focus on the speaker</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>● Have right equipment and look after it</li> <li>● Follow instructions</li> <li>● Be honest</li> <li>● Be in the right place at the right time</li> <li>● Do the right thing</li> <li>● Wear your uniform correctly</li> </ul>
<b>Caring</b>	<ul style="list-style-type: none"> <li>● Be kind</li> <li>● Help people when they need it</li> <li>● Accept differences</li> <li>● Look after yourself and others</li> <li>● Encourage others</li> </ul>
<b>Positive</b>	<ul style="list-style-type: none"> <li>● Aim for personal excellence</li> <li>● Take pride in yourself and others</li> <li>● Celebrate success</li> <li>● Never give up</li> <li>● Look for the good in others</li> </ul>
	<b>Assembly</b>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>● Learn not to disturb others</li> <li>● Applaud speakers and students in the appropriate manner</li> </ul>

<b>Responsible</b>	<ul style="list-style-type: none"> <li>● Enter and exit the hall in an orderly manner</li> <li>● Be seated in the correct area</li> <li>● Accept that assemblies are formal occasions and behave accordingly</li> <li>● Follow instructions when asked to push in bleachers</li> </ul>
<b>Caring</b>	<ul style="list-style-type: none"> <li>● Show appreciation to those receiving awards</li> <li>● Offer congratulations to individuals after assembly</li> </ul>
	<b>Transitions</b>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>● Move quietly between classes without disturbing other classes</li> <li>● Wait quietly for the class to leave before entering</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>● Proceed to the next class using the most direct route</li> <li>● Put phone away before entering class</li> <li>● Arrive to class prepared so you don't need to go to your locker</li> </ul>
<b>Caring</b>	<ul style="list-style-type: none"> <li>● Assist others moving to class if they need help carrying things</li> <li>● Open the door for others or stand aside to let others through</li> </ul>
<b>Positive</b>	<ul style="list-style-type: none"> <li>● Smile and greet others in passing</li> </ul>
	<b>School buses</b>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>● Enter and leave bus in an orderly manner</li> <li>● Follow the rules of the bus</li> <li>● Follow instructions of the bus driver and the bus monitor</li> <li>● Wait for bus in the school grounds</li> <li>● Behave appropriately to passing motorists</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>● Be seated while the bus is moving</li> <li>● Juniors wear high vis vests when entering and leaving bus</li> <li>● New entrants will assemble outside Rata at 3 pm and wait for the duty teacher to take them to the bus</li> </ul>
<b>Caring</b>	<ul style="list-style-type: none"> <li>● Help others when entering or leaving bus by carrying their bags</li> <li>● Assist new students</li> </ul>
<b>Positive</b>	<ul style="list-style-type: none"> <li>● Understand you represent your school when on the bus</li> </ul>
	<b>Grounds</b>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>● Care for the school grounds by putting rubbish in the bin</li> <li>● Pick up any rubbish</li> <li>● Follow duty teachers instructions</li> <li>● Stay in your designated area</li> </ul>

	<ul style="list-style-type: none"> <li>● Respect others need for space for certain activities</li> </ul>
	<b>Trips</b>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>● Show appreciation to teacher and/or parent taking trip</li> <li>● Show respect to others</li> <li>● Enter and exit the bus in an orderly manner</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>● Make sure payment and permission slips are handed in on time</li> <li>● Show trip information to parents or caregivers</li> <li>● Look after any equipment on trip</li> <li>● Follow instructions</li> </ul>
<b>Caring</b>	<ul style="list-style-type: none"> <li>● Take care for your own and other people's safety</li> </ul>
<b>Positive</b>	<ul style="list-style-type: none"> <li>● Show commitment and participate positively on trip</li> <li>● Be aware you are representing your school and dress and behave accordingly</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>● Behave in a safe and sensible manner</li> <li>● Take care of school equipment and return it at the lunch</li> </ul>
<b>Caring</b>	<ul style="list-style-type: none"> <li>● Take care of yours and others belongings</li> <li>● Assist others if they are hurt or upset</li> <li>● Share equipment and take turns</li> </ul>
	<b>Toilets</b>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>● Respect the privacy of others</li> <li>● Keep toilets tidy and flush toilets after use</li> <li>● Toilets are not a place to socialise</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>● Ensure good hygiene by washing and drying hands</li> <li>● Report any damage or unclean toilets or if toilet paper has run out</li> </ul>
<b>Caring</b>	<ul style="list-style-type: none"> <li>● Appreciate that others use the toilets</li> </ul>
	<b>Classrooms</b>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>● Follow the teachers instructions</li> <li>● Take care for classroom equipment</li> <li>● Everyone has the right to learn</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>● Be in charge of your own learning</li> <li>● Behave in a safe and sensible manner</li> <li>● Wear the appropriate safety equipment when required</li> <li>● Take care of your own and others property</li> </ul>
<b>Caring</b>	<ul style="list-style-type: none"> <li>● Cooperate with others</li> <li>● Help others if they need it</li> </ul>

	<ul style="list-style-type: none"> <li>● Be honest to yourself and others</li> </ul>
<b>Positive</b>	<ul style="list-style-type: none"> <li>● Work and participate giving your best effort</li> <li>● Take pride in your work</li> </ul>
	<b>Library</b>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>● Use a quiet voice</li> <li>● Take care of books, equipment and resources</li> <li>● Return any books to the correct place on the shelves</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>● Walk don't run</li> <li>● Return books before they are overdue</li> <li>● take care of books you have borrowed</li> </ul>
<b>Caring</b>	<ul style="list-style-type: none"> <li>● Consider the needs of others</li> </ul>
<b>Positive</b>	<ul style="list-style-type: none"> <li>● Be patient and persist with your information searching and research</li> </ul>

***Please sign the Application and Tuition Agreement form under Declaration to show that you agree.***

This policy statement, along with our SchoolDocs international policies and procedures, is reviewed annually as part of the Code of Practice self-review.