

**INTERNATIONAL SCHOOL LEARNER  
ADMINISTRATION STRUCTURE PROCEDURE****RATIONALE:**

Wesley College is a signatory to the “Code of Practice” and is committed to providing administrative and pastoral care facilities to a high standard where International School Learners are supported ensuring a safe, happy and successful time while living and studying in New Zealand.

International School Learners are an important part of the Wesley College community and their contribution is valued. International awareness and understanding is important for all our School Learners in today’s world.

**INTERNATIONAL SCHOOL LEARNER TEAM**

- Director of International School Learner
- International School Learner Coordinator
- Head of Hostels
- Director of Boarding
- DP Boarding and Wellbeing
- The Superintending Chaplain
- The Guidance Counsellor

**STRUCTURE:**

1. The Director of International School Learners has overall responsibility for the educational and pastoral care of International School Learners.
2. The Coordinator of International School Learners has the day-to-day responsibility for the administrative, pastoral care, advocacy, recruitment and home stay if required by international school learners.
3. The International School Learner team has the combined day-to-day responsibility of supporting the educational, pastoral care and over all welfare of international school learners.
4. The International School Learner team works closely to monitor the progress and welfare of each International School Learner providing support and assistance to ensure that each school learner can realise the potential he or she is capable of while at Wesley College.

**INFORMATION/DATA COLLECTION**

- The Coordinator of International School Learners will conduct/record all vetting of caregivers, home visits and International School Learner interviews, monitor VISAs, Health Insurance, communication with parents, homestay records, attendance and pastoral care.
- The Coordinator of International School Learners will ensure the school database records all personal information regarding International School Learners. Confidential records will be kept secure and made available on request by the Pastoral team. In addition, a physical paper based file on each International School Learner is maintained.

- The Coordinator of International School Learners will ensure that International School Learners and caregivers are provided with up-to-date school and boarding information.

#### **MANAGEMENT AND CONTROL:**

1. The International School Learner Coordinator/team will report any serious matters of concern to the Director of International School Learners immediately.
2. The Director of International School Learners will notify/meet with the team accordingly to advise response to serious matters of concern.
3. The Director of International School Learners will notify the School Board Presiding Member of any serious matters of concern and the response as soon as practical.

This procedure was issued by the Principal November 2024.

This procedure will be reviewed on / before November 2027.