



# MORRINSVILLE

## Intermediate School

**Kia U Ki Te Pai** Whatever You Do, Let It Be Your Best

### **Student Welfare Policy**

*Adopted by the Board of Trustees on 25.02.17*

**OBJECTIVES:** To provide students with adequate pastoral care and guidance while at Morrinsville Intermediate School within their homestay environment. To develop an effective procedure that focuses on the physical and personal welfare of the student.

Morrinsville Intermediate School will achieve the following:

- 1) Students will be provided with adequate guidance and pastoral care to assist them in adapting to a new cultural environment.
- 2) Students will be provided with support and guidance within their homestay environment.
- 3) Students will be provided with counsellors in their first language.

**In order to achieve these objectives Morrinsville Intermediate School will:**

- 1) Introduce students to the Principal, Deputy Principal, class teacher and teacher aide (when relevant)
- 2) Provide students with an **orientation booklet** and **orientation programme** which informs them about the School.
- 3) Display in the orientation booklet the following information:
  - a) Information about the School.
  - b) Important contact numbers of appropriate staff.
  - c) The procedures to seek guidance support.
  - d) The complaints and Grievance Procedures.
- 4) Advise students on the **Procedures** to seek guidance support:
  - a) Upon enrolment and arrival at Morrinsville Intermediate School.
  - b) By providing students with the **Procedure** to seek support from a support person in their first language (if available, or through family/agent)

- 5) Document all acquired information in relation to the student. This will include:
  - a) Full name.
  - b) Current address and contact phone number.
  - c) Passport and permit details (photocopy).
  - d) Full names and current addresses of parents (for students aged under 18 years).
  - e) Details for an emergency contact.
- 6) Document all acquired information in relation to the guidance support required and received. The gathering and storing of this information will be in accordance with the Official Information and Privacy Act.
- 7) Ensure all information received from a student is kept confidential in accordance with The Privacy Act 1993.

The Principal and Board of Trustees will have overall responsibility for ensuring compliance with the Code and the Guidelines.

The principal and the will take full responsibility for all documents.

#### PROFESSIONAL DEVELOPMENT/SUPPORT AND TRAINING

1. Morrinsville Intermediate School will provide support and training to all staff who are associated with international students in respect of the Code.
2. Morrinsville Internediate School may provide additional support and training to enhance staff knowledge of the needs of international students. This could take the form of a staff meeting and regular e-mails.
3. Staff directly involved with the international students will assist other staff to understand the Code and to apply the Code in a meaningful way.

This information will be provided to staff at the beginning of the year /when the Code is revised and when new staff members commence employment.

**Signed:**

Board Chaiperson\_\_\_\_\_

On behalf of, and with the authority of the Board on\_\_\_\_\_