



**Rolleston**  
**College**

*Horoeka Haemata*

# International Learners

## Policy and Procedure

# Rolleston College International Learner Policy

## Background

The following information offers guidance in relation to International Learners as forms part of a suite of school policies link and requires consideration. All school policies should be supported with relevant procedures to ensure consistency and transparency for important or complex actions relating to the policy. It is therefore very important for schools to develop procedures from these guidelines that reflect the context and operational characteristics of the school.

## Purpose

By enrolling international-fee paying students, Rolleston College aims to promote and provide opportunities for students and staff from different cultures to work alongside each other in teaching and learning, which different perspectives that develop an understanding of other cultures.

Our goal is for all our students to become connected global citizens, ready to live and work in the diverse and connected modern world. We achieve this by

- Developing cultural understanding and insight enabling our learners to become global citizens.
- Fostering international cooperation and relationships now and in the future.
- Allowing exchanges to of benefit to language learners, and other learning and co-curricular areas such as history, geography, social studies, economics, sports and cultural activities.

## Policy Key Principles

Rolleston College will be:

1. Compliant with all elements of the Education (Pastoral Care of International Students) Code of Practice 2016. Pursuant to [section 238F](#) of the Education Act 1989, the Minister for Tertiary Education, Skills and Employment makes the following code of practice. The Code sets out the minimum standards of advice and care expected of New Zealand education providers to ensure the wellbeing of their international students.
2. The Board of Trustees will set a maximum number of international fee-paying students and fees for international students for the following year, prior to budgeting in July.
3. Appropriate staff and resources will be allocated by the school for the recruitment, administration and pastoral care requirements of international students.
4. There will be clear procedures in place which relate to this policy.
5. The international student programme will be evaluated annually to include
  - (i) Evaluation of the student results and course effectiveness.
  - (ii) Financial benefits to the School.

## Outcome 1: Marketing and Promotion

[NZQA Code of Practice](#) Signatories must ensure that any marketing and promotion to prospective international students includes clear, sufficient, and accurate information enabling those students to make informed choices about the services provided. In line with this Rolleston College (as the signatory) must

1. Proactively seek to understand the information needs of international students; and
2. Develop and provide information to international students; and
3. Review the information to ensure it is kept up to date; and
4. Ensure that international students receive, as a minimum, information about the
  - i. the schools quality assurance results; and
  - ii. the educational instruction, staffing, facilities, and equipment available to international students; and
  - iii. the Dispute Resolution Scheme; and
  - iv. potential learning outcomes for international students, including pathways for further study and employment, where applicable; and
  - v. estimated study and living costs for international students; and
  - vi. accommodation and transport, or ways to obtain such information.

## Outcome 2: International Education Agent Principles

[NZQA Code of Practice](#) signatories must effectively manage and monitor their agents (that is, those agents contracted to represent them) to ensure that those agents

- a. provide international students with reliable information and advice about studying, working, and living in New Zealand; and
- b. act with integrity and professionalism towards prospective international students.

In line with this Rolleston College (as the signatory) must

1. Carry out and record reference checks on potential agents to ensure as far as possible that they have not been involved in any conduct that is false, misleading, deceptive, or in breach of the law; and Our criteria for agent selection includes the
  - a. Established agents with a history of successful operation.
  - b. The credentials and experience of the agency staff are relevant to education and career counselling and evaluation of qualifications.
  - c. Procedures and protocols for dealing with students/clients and providers are available for scrutiny and are in harmony with standards set out in the New Zealand Ministry of Education's Code of Practice for the Pastoral Care of International Students.
  - d. Satisfactory references are obtained directly from reputable providers who have used the agent.
  - e. Our charging regime is explicit, satisfactory in terms of the level of fees charged and there is no evidence of "double dipping".

- f. Agency staff are fluent communicators in English as well as the home country's language.
  - g. The agent has the technology to allow satisfactory communication with Rolleston College
  - h. The agent knows New Zealand, and its education system, and is actively interested in developing this.
  - i. In the case of the People's Republic of China, the agent must submit documented evidence of accreditation by the Chinese Ministry of Education.
2. Enter into written contracts with each of its agents;
  3. Terminate contracts with agents if there is evidence suggesting that those agents or their subcontracted agents
    - a. have been involved in any serious, deliberate, and ongoing conduct that is false, misleading, deceptive, or in breach of the law; or
    - b. have jeopardised the schools compliance with this code.
  4. Ensure that its agents have access to, and maintain, up-to-date information relevant to their duties as specified in the contracts with the Rolleston College (as the signatory)
  5. Manage our International Education Agents in a professional and responsible manner;
  6. Maintain an accurate list of approved International Education Agents, published on our website.
  7. Include the name of the International Education Agents on the Confirmation of Enrolment (CoE) where applicable;
  8. Require our agents to have appropriate knowledge and understanding of the New Zealand Education Industry, System and Curriculum.
  9. Provide adequate training and information for International Education Agents, including their obligations under this policy, and
  10. Ensure that International Education Agents have access to accurate and up-to-date marketing information.

### **Outcome 3. Offers, Enrolment and Contract**

Under the [NZQA Code of Practice](#) Rolleston College will support international students (or the parents or legal guardians of international students under 18 years) to make well-informed enrolment decisions that are appropriate to the educational outcomes sought.

As a school we will ensure that international students (or the parents or legal guardians of international students under 18 years) have the information required to understand their interests and obligations before entering into a legally binding contract with the College. Also, that proper documentation is kept and, where appropriate, provided to international students (or the parents of legal guardians of international students under 18 years)

Rolleston College will ensure

1. That International students receive, as a minimum, information about the following:
  - a. the most recent results of evaluations by quality assurance agencies;
  - b. compliance notices and conditions imposed under the Act that the code administrator directs must be disclosed to prospective international students;

- c. the education provided and its outcome, for example, whether a qualification is granted;
  - d. refund conditions that comply with the act;
  - e. staffing, facilities, and equipment;
  - f. available services and supports;
  - g. insurance and visa requirements for receiving educational instruction from the Rolleston College (as the signatory);
  - h. this NZQA code of practice and Dispute Resolution rules;
  - i. full costs related to an offer of educational instruction.
2. Ensure that the educational instruction on offer is in accordance with the Act and is appropriate for students' expectations, english language proficiency, and academic capability.
  3. Must ensure that, before entering into a contract with the Rolleston College (as the signatory) or enrolling with a signatory, each international student (or the student's parent or legal guardian, if the student is under 18 years) is informed of the student's rights and obligations in relation to receiving educational instruction from the Rolleston College (as the signatory), including the rights under this code.
  4. Ensure that there is a written contract entered into between the Rolleston College (as the signatory) and each international student (or the student's parent or legal guardian, if the student is under 18 years) which includes clear information about the beginning and end dates of enrolment, the conditions for terminating enrolment, and the conditions for terminating the contract.
  5. International Students will be enrolled at Rolleston College under a Contract of Enrolment in accordance with Section 2 of the Education Act 1989.
  6. Ensure that, as far as practicable, while an international student is enrolled with Rolleston College (as the signatory) for educational instruction of 2 weeks' duration or longer, the student has appropriate insurance covering
    - a. the student's travel to and from New Zealand; and within New Zealand;
    - b. also, if the travel is part of the course, outside New Zealand;
    - c. medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation; and repatriation or expatriation of the student as a result of serious illness or injury, including the cover of travel costs incurred by family members assisting repatriation or expatriation; and
    - d. death of the student, including the cover of travel costs of family members to and from New Zealand; and costs of repatriation or expatriation of the body; and funeral expenses.
  7. Rolleston College (as the signatory) must ensure that, where appropriate, the signatory obtains the written agreement of the parent or legal guardian of an international student under 18

## Outcome 4: Immigration Matters

Under the [NZQA Code of Practice](#) Rolleston College will ensure that they do not allow or continue to allow a person to undertake educational instruction if that person is not entitled (Immigration Act 2009) Take reasonable precautions and exercise due diligence in ascertaining whether international students are entitled (Immigration Act 2009) to undertake the educational instruction for which they enrol.

As such Rolleston College will

1. ensure that each international student who enrolls with the Rolleston College (as the signatory) has the necessary immigration status for study in New Zealand; and
2. report to Immigration New Zealand known or suspected breaches of visa conditions by international students; and
3. notify Immigration New Zealand of terminations of enrolment.

## Outcome 5: Orientation

Under the [NZQA Code of Practice](#) Rolleston College must ensure that international students have the opportunity to participate in a well-designed and age-appropriate programmes that provide them with the information and advice necessary for a student at the outset of his or her educational instruction.

As such Rolleston College will ensure its orientation programme includes access to, knowledge and advice on

1. school policies and procedures; and
2. school services, support, and facilities that the Rolleston College (as the signatory) has on offer
3. The names and contact details of designated staff members responsible for international student support; and
4. the health and safety of its international students; and
5. grievance procedures for international students, both internal and external; and
6. procedures around enrolment and termination of enrolment.
7. For an international student under 18 years, a Rolleston College (as the signatory) must ensure, where applicable, that any parent, legal guardian, or residential caregiver of the student who is in New Zealand and accompanying the student has access to the orientation information or programme that has been provided to the student.

## Outcome 6: Safety and Wellbeing

Under the [NZQA Code of Practice](#) Rolleston College aims to provide a safe environment for international students, and provide adequate support for the well-being of their international students; as far as practicable, ensure that international students live in a safe environment.

The School will provide programmes and pastoral guidance and support to meet the individual learning and social needs of the international fee-paying students. This supports the school's existing Health and Safety and Child Protection Policy which focuses on the safety and well-being of our learners.

Rolleston College will

1. Respond fairly and effectively to instances of inappropriate behaviour by, or impacting on, an international student; and
2. Develop, maintain, implement and communicate policies for managing inappropriate behaviour to staff and students..
3. Advise international students on how to

- a. Report and address health and safety issues at or outside of school; and
- b. respond to an emergency (at or outside of school); and
- c. access health and counselling services; and
- d. engage with relevant government agencies such as the New Zealand Police and Child, Youth and Family; and
- e. have up-to-date contact details for each international student and his or her next of kin; and
- f. ensure that at all times (24 hours a day, 7 days a week) there is at least one staff member available to be contacted by an international student in an emergency.

### ***International Students Under 18 years***

In relation to international students under 18 years, Rolleston College (as the signatory) must

4. Not enrol as an international student ineligible for secondary school setting. Eligible learners are usually 13 years of age \* depending on when their birthday falls, or older but under 18 years who does not live with a parent or legal guardian unless
  - a. The student is in a properly supervised group of students whose educational instruction is not for more than 3 months; or
  - b. the student is in the care of a residential caregiver; and
5. have up-to-date contact details for the students' parents, legal guardians, and residential caregivers; and
6. maintain effective communications with the parents, legal guardians, or residential caregivers of students concerning their well-being and progress in study; and
7. ensure that at least one staff member is designated to proactively monitor and address any concerns about international students under 18 years; and
8. ensure that it receives written confirmation from a parent or legal guardian regarding the plan for handing over the care of an international student after the student's enrolment with the Rolleston College (as the signatory) ends.

### ***International students at risk or with special needs***

As a school Rolleston College will put appropriate measures are put in place to address the needs and issues of international students at risk or with special needs; and ensure the parent or legal guardian of a student under 18 years or the next of kin of a student 18 years or over is aware of any situation where the student is at risk or has special needs.

Rolleston College will

9. where appropriate and in compliance with the principles of the Privacy Act 1993, ensure all issues relating to students are reported to relevant agencies such as the New Zealand Police and Child, Youth and Family, and to the code administrator.
10. A student is at risk if the Rolleston College (as the signatory) has reasonable grounds to believe that there is a serious issue relating to the student's health, safety, or wellbeing, including, for example,
  - a. the student is unable to adequately protect himself or herself against significant harm or exploitation;

- b. the student is unable to adequately safeguard his or her personal welfare.
11. A student with special needs includes a student who—
- a. experiences a physical, sensory, cognitive, psychosocial, or behavioural difficulty, or a combination of these, and that difficulty or those difficulties affect his or her ability to participate, learn, and achieve; or
  - b. requires the provision of adapted programmes or learning environments, or specialised equipment or materials to support him or her to access the curriculum, participate, learn, and achieve.

## Outcome 6. Accommodation

[NZQA Code of Practice](#) Rolleston College undertakes to comply with the accommodation provisions set out in Outcome 6 of the Ministry of Education Code of Practice for the Pastoral Care of International Students. In that we are committed to

1. providing a suitable living environment conducive to study and a safe and supportive home life.
2. involving our residential carers in the welfare of a student away from the student's family and home country.
3. assisting our international students to successfully integrate into the New Zealand lifestyle.
4. ensuring our overseas parents' have peace of mind knowing that the student is well cared for and happy in New Zealand.

**Process: international students under 18 years:** In relation to an international student under 18 years who is in the care of a residential caregiver, Rolleston College will ensure

5. Students under 18 years will not be permitted to rent a flat/room/house/apartment or live on their own.
6. that the student's accommodation is safe, is in acceptable condition, and meets all regulatory and legislative requirements; and
7. that an appropriate safety check has been completed for a residential caregiver; and
8. it maintains effective communication with the student and his or her parent or legal guardian when accommodation issues arise, and must take responsibility for addressing those issues, including reporting them to relevant authorities and moving students to appropriate accommodation; and
9. it conducts sufficient student interviews and home visits to monitor and review the quality of residential care, taking into consideration the age of the student, the length of the stay, and other relevant factors; and
10. that the parent or legal guardian of the student has provided written agreement that the designated caregiver will be subject to the schools approval and that the school is not responsible for the student's care when the student is in the custody of the designated caregiver; and
11. that there is appropriate separation of international students from students of different ages in the accommodation; and
12. ensure that the student is appropriately supervised in the accommodation.

**Process: international students over 18 years:** In relation to an international student 18 years or over who lives in accommodation provided or arranged by a school, the college will ensure

13. that the student's accommodation is safe, is in acceptable condition, and meets all regulatory and legislative requirements; and
14. maintain effective communication with the student when accommodation issues arise, and must take responsibility for addressing those issues, including reporting them to relevant authorities.
15. In relation to an international student 18 years or over who arranges accommodation for himself or herself, the school must ensure that the student is directed to relevant advice and information that will enable the student to understand his or her rights and obligations as a tenant in New Zealand.
16. Accommodation issues includes issues of health and well-being arising from a student's accommodation or connected with it.

### ***Accommodation Agents and Caregivers***

Rolleston has an obligation to manage and monitor our accommodation agents to ensure our learners are safe and well cared for. As such Rolleston College is committed to select only reputable accommodation agents / providers, who act honestly and with integrity. As such Rolleston College will

17. Rolleston College will arrange accommodation for international fee paying students.
18. The categories of accommodation that will be accepted by the Rolleston College are:
  - i. Living with a parent
  - ii. Living with a designated caregiver
  - iii. Living in a homestay caregiver
  - iv. or temporary accommodation for group students and short courses only.
19. Use of Accommodation Agents specifically homestay or accommodation agents.
  - a. Rolleston College will advertise and or select Homestay Caregivers in compliance with "the Code".
  - b. Rolleston College will under special circumstances approve the use of Accommodation Agents to organise homestay accommodation in compliance with "the Code".
  - c. All agents will be monitored for quality by the Rolleston College
20. Accommodation Concerns
  - d. All accommodation queries and issues will be dealt with by Rolleston College.
  - e. Pastoral care issues or concerns arising from accommodation arrangements will be referred to the International Director, Hauora Leader and Student Support Services Team.
  - f. For each student, the full name, current address, contact phone number, occupation and relationship to student of the Homestay Carer will be held.
  - g. Any serious concerns relating to accommodation will be relayed promptly to the International Coordinator.
21. Rolleston College will conduct regular follow up visits and additional visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.
22. Monitoring of accommodation for students not living with a parent.

- h. Any accommodation to be used by international students not living with a parent will have:
  - An on-site assessment to determine that living conditions are of an acceptable standard according to the Code of Practice.
  - An assessment to determine that the accommodation type is not a boarding establishment or that the student is not living in an external dwelling.
  - An assessment of the Homestay Carers suitability and whether they will provide a safe physical and emotional living environment.
- i. Each student will be consulted at least termly to ensure that their accommodation is suitable.
- j. All accommodation residences will be visited at least twice yearly to ensure that they remain suitable.
- k. Police vetting will be carried out on all adults aged 18 years and over living in a homestay, or designated caregiver accommodation used by a student. Police vetting will be renewed every three years.
- l. Rolleston College will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable and find alternative accommodation where applicable.
- m. Students in homestay accommodation must make homestay payments in advance of the accommodation period at the beginning of each term.
- n. Students must not make their own private homestay arrangements without the approval of the International Student Director and Principal.
- o. Students staying in a homestay are required to exhibit appropriate behavior.
- p. Where the homestay student wishes to withdraw from a homestay, at least two weeks' notice must be given in writing to the Administrator and Homestay Carer.
- q. Where a student's behavior or demands are such that a Homestay Carer cannot reasonably be expected to have the student continue in their care, the homestay service may be discontinued. A two-week notice period is still required to the Administrator.
- r. Advice and a support infrastructure for homestay carers will be provided by the homestay coordinator.
- s. If a student is at risk because of a previously undisclosed or unknown health issue, a failed police vet or for any new issue that puts the student at risk, then the school reserves the right to remove the student without the two-week notice period.
- t. If a student has approved leave from the homestay during the school year, there will be no reduction in homestay fees paid. During the summer holiday break, where a student leaves the homestay and will return to the same homestay for the following year, a reduced weekly fee can be negotiated with the Homestay Carer.

## **Outcome 7: Student Support Advice and Services**

Rolleston College is committed to ensuring that international students are fully informed about relevant advice and services to support their educational outcomes. As such Rolleston College will ensure

1. that information and advice provided by the school to international students is accurate, age-appropriate, and up to date; and

2. it provides its international students with information about their legal rights and obligations and, where possible, the possible risks when students receive or accept advice or services; and
3. provide its international students with information and advice on
  - a. how to effectively interact with people from different cultural backgrounds; and
  - b. the cultural and community support available to them; and
4. ensure that its international students are provided with information and advice on pathways for further study or career development, where appropriate; and
5. ensure that, where applicable, its international students have access to information and advice on—
  - i. minimum wages and labour conditions in New Zealand; and
  - ii. maximum hours of work permitted under visa conditions.

Furthermore, Rolleston College will ensure

8. International fee-paying students receive an education consistent with that provided to our domestic students and in line with the school's [Curriculum Policy](#).
9. The School will provide programmes and pastoral guidance and support to meet the individual learning and social needs of the international fee-paying students. This supports and complements the school's existing [Health and Safety](#) and [Child Protection Policy](#) which focuses on the safety and well-being of the schools learners

## Outcome 8: Managing Withdrawal

[NZQA Code of Practice](#) Rolleston College must ensure that the fees paid by international students for educational instruction in New Zealand are secure and protected in the event of student withdrawal or the ending of educational instruction or the closure of a school. For the purposes of this section..

- Student Fees means any and all funds of the following kinds that are paid by or on behalf of a Student in respect of a Course: Including
  - a. Tuition Fees:
  - b. accommodation expenses, travel and health insurance, and living expenses:
  - c. any other financial commitments associated with the Course:
- Tuition Fees means the gross payment relating to all costs of a Course (for the avoidance of doubt, including commissions, Course expenses, and other financial payments related to the Course) paid by or on behalf of a Student.
- Rolleston College reserves the right to change or amend, at any time, any of the course details including content, dates, times, venues, fees payable, remissions available and terms or conditions.
- Please note the College also reserves the right to close or not to commence with any previously published course at short notice.
- This supports and complements the school's existing [Finance Policy](#)

In line with the code and supporting principles Rolleston College will ensure that

1. the refund procedures are reasonable and in accordance with legal requirements; and
2. it provides its international students (or the parents or legal guardians of international students under

18 years) with sufficient information to understand their rights and obligations under those refund policies.

3. the refund policy must include refund conditions for the following situations:
  - a. failure by a student to obtain a study visa;
  - b. voluntary withdrawal by a student;
  - c. the school ceasing to provide a course of educational instruction as contracted with a student, whether it stops of its own accord or as required by an education quality assurance agency;
  - d. the school ceasing to be a signatory;
  - e. the school ceasing to be a provider.
4. In the situation in subclause (3)(c) or (d), the school must deal with fees paid for services not delivered or the unused portion of fees paid as follows:
  - a. refund the amount in question to the student (or the student's parent or legal guardian); or
  - b. if directed by the student or the code administrator or the agency responsible for fee protection mechanisms, transfer the amount to another signatory as agreed with the student
  - c. When considering this policy

## Fee and Refund Policy

### Payment of Fees and Impact to Enrolment

1. International Students who are enrolled for a full year must pay the full year tuition fee in one instalment prior to commencement of study.
2. Where a Student has not confirmed Enrolment by payment of fees by the due date for payment, the Principal may, at his/her discretion, cancel the Student's Enrolment to make places available to other Students waiting to take up places at Rolleston College.
3. Students who enrol for more than one semester and do not pay for the first of those semesters may have their Enrolment cancelled from subsequent semesters.

### Refund Policy

1. If an international student fails to obtain an appropriate **study visa**, a refund of international student tuition fees will be provided less an administration fee and withdrawal fee listed above.
2. If an international student **voluntarily withdraw before the start date** of their enrolment, a refund will be provided less an administration fee
3. There will be in principle, no refunds for a **voluntarily withdraw after** the first two weeks a student is at the College, except under exceptional circumstances and at the discretion of the Principal.
4. If a student **voluntarily withdraws** from the College **before the completion** of the year for which he/she has been enrolled, the student may apply to the Principal in writing clearly stating the circumstances of their withdrawal and requesting consideration of a refund.
5. In arriving at the decision of the amount to be refunded to the student, the Principal will take into account:
  - a. the costs already incurred by the College (including the Government levy and any agent's

fees)

- b. the salaries of staff already committed for the duration of the course
  - c. the amount covering the use of facilities and resources to the date of withdrawal.
  - d. the non-refundable Administration Fee (NZ\$300) will not be refunded under any circumstances
  - e. an early withdrawal fee (NZ\$500) will be deducted from any refund.
6. No refund of international student tuition fees will be made where:
- a. a **student is excluded** from the school by the Board of Trustees by the parents or Board of Trustees for breach of contract.
  - b. a student voluntarily requests to transfer to another signatory
  - c. a student changes to domestic student status during the period of enrolment

### **Homestay**

7. Students in homestay accommodation must make homestay payments in advance of the accommodation period at the beginning of each term.
8. If the College fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the College will negotiate with the student or their family to either:
- (a) Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
  - (b) Transfer the amount of any eligible refunds to another provider
9. If the student moves out of her homestay before the end of the time that has been contracted for, the amount of the prepaid homestay fees not used will be refunded less any debts owing to the homestay family.

In arriving at the decision of the amount to be refunded to the student, the Principal will take into account that the

- a. If a student **does not take up her homestay** for any reason there will be a full refund less a Placement Fee portion of the Homestay Support fee ie NZ\$300.
- b. If it is **voluntary withdrawal after the homestay placement has started** the fee portion of the Homestay Support Fee of NZ\$330 will not be returned.
- c. Where the homestay student wishes to withdraw from a homestay, at least two weeks' notice must be given in writing to the Administrator and Homestay Carer and or paying two weeks accommodation fees in lieu of notice.
- d. If a student has approved leave from the homestay during the school year, there will be no reduction in homestay fees paid.

## **Outcome 9: Dealing with Grievances**

[NZQA Code of Practice](#) Rolleston College must ensure that all international students have access to proper and fair procedures for dealing with grievances. As such Rolleston College is committed to ensure that

1. it has an effective internal process for addressing grievances by its international students; and
2. its international students are informed about that process.
3. Rolleston College (as the signatory) must advise its international students
  - a. of the availability of recourse to the code administrator or Dispute Resolution Scheme or any other relevant authority if a student cannot access the internal grievance process or is dissatisfied with the outcome or experience of using that process; and
  - b. how to make a complaint to the code administrator or to seek resolution of a financial dispute under the Dispute Resolution Scheme.
4. Rolleston College (as the signatory) must ensure that it is familiar with the DRS rules and ensure compliance with those rules in a dispute to which it is a party.
5. Failure to comply with the DRS rules is a breach of this code and may trigger sanctions by the code administrator.

## **Board Approval**

1. When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.
2. As part of its approval the Board requires the Principal to circulate this policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff.
3. The School policy manual shall also be made available to learners and parents at their request.
4. The Board requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Approved on behalf of, and with the  
authority of Rolleston College Board of  
Trustees

[Lynley Shaw](#)

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(Board Chair / Trustee)

Date Signed

[August 2019](#)

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(Day / Month / Year)

Reviewed Triennially  
Next Review Date set at

[September 2022](#)

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(Day / Month / Year)