
Macleans College - POLICIES & DIRECTIVES

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International Student Administration Structure

RATIONALE:

Macleans College has a commitment to provide administrative and pastoral care facilities for International Students, which matches and preferably surpasses the requirements of the “Code of Practice”. The Board of Trustees takes the welfare and the added value of all International students very seriously.

PURPOSES:

This policy statement outlines the organisation by which this is achieved.

GUIDELINES:

Support Services for International Student Services:

Staffing:

The International Student Department has two staff members who have direct responsibility for student pastoral/welfare needs. They are:

- International Department Manager
- International Director

The International student Administrator/Marketing Manager, in addition to handling all the pre placement marketing, liaison and academic relationship management, also provides support for the pastoral care team. In addition there is support from an administration assistant and data entry/analysis person.

In School Personal Oversight of Students:

The pastoral care staff links closely with the Whanau House leadership, Faculties and Form Teachers when necessary, to ensure that a close watch is kept on the progress and welfare of each International student. The Board of Trustees is concerned to give each student as much advantage from the close oversight available from the unique Whanau House system as is possible. The Board expects that this approach will result in each International student being able to realise the best potential he or she is capable of while at Macleans College.

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In addition, there is a professionally qualified counselling service which is available to provide skilled backup to pastoral care staff when circumstances requiring this arise.

The school's *Discipline and Pastoral Care Plan* encompasses all activities of all students including International Fee Paying Students.

International Student Information:

Two major databases exist with all personal and confidential information regarding International students.

These are KAMAR, the general school student management database, and eSchool, a database formulated for the efficient administration of International students not covered in the KAMAR system.

All details on Visas, Health Insurance, communication with parents, homestay records, attendance monitoring and pastoral care can be accessed from these databases. In addition, a physical paper based file on each student is maintained.

Management and Control:

The International Department report to the Director of International Students, who is a member of the senior management team and is responsible directly to the Principal.

COMMITMENT:

The Macleans College Board of Trustees aims to direct the management of the school's International student body in a manner which meets the code of conduct requirements, provides a very high standard of welfare support of the student and aims to maximise the value added to the student both academically and in personal development, during the stay at the school.