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PLEASE READ ALL FORMS BEFORE SIGNING ANY APPLICATION FORMS



Middleton Grange is a signatory to the Ministry of Education's Code of Practice for the Pastoral Care of International Students ("the Code"). This makes Middleton Grange responsible for all international students enrolled in the school.

- All students, regardless of age, must have an approved Middleton Grange contracted Care Provider and Accommodation Agent (CP & AA) to look after them.
- A contracted CP and AA is a mature adult with New Zealand residency. The person has a business in providing care and has signed a contract with Middleton Grange School and with the parents for the welfare of their child.
- Middleton Grange will let students live with one or both parents. When this happens an Indemnity form must be signed. If the student moves out of the home where the parents reside, they must come under the care of one of Middleton Grange's contracted CP's and AA's. We will not approve a student living with a sibling.
- Middleton Grange may allow a student to live with a close family relation. When this happens, enrolment at Middleton is on the condition that a Designated Caregiver Contract is signed, that the home is checked and found to meet the conditions of the Code and that appropriate police vets are carried out. If the student moves out of the home with the Designated Caregiver they must come under the care of one of Middleton Grange's contracted CP's and AA's.
- Middleton Grange has a special character. It is a Christian school. As explained in our prospectus and Vision Statement, this means we expect high moral and spiritual standards from our students. All contracted CP's and AA's must support the special character of Middleton Grange and have the trust of the Director.
- As parents you will not hold the school responsible for activities that occur outside of school hours. The contracted CP's and AA's will assume that responsibility on behalf of the school and parents.
- A contracted CP and AA has an agreement with Middleton Grange to agree to take responsibility for pastoral care as set out in the Ministry of Education's Code of Practice for the Pastoral Care of International Students. (If you are not familiar with this document, please request one from Middleton or download it from www.minedu.govt.nz)
- Middleton Grange students may not live in flats.
- Middleton Grange has firm guidelines regarding change of Care Provider. If a student has Middleton Grange as a Care Provider they may change to another Middleton Grange Care Provider at the end of any year. If a student has a "Contracted Care Provider" they may not change to another "Contracted Care Provider" but must come under the Care Provision of Middleton Grange School.

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- All members of a homestay, 18 years and over, must pass a police vet prior to the student moving into the homestay.

Contracted CP's and AA's are required to:

- Know the Code and Middleton Grange Contract and have in place "best practice" to ensure requirements are met.
- Be the school contact person.
- Have a signed Indemnity Document form from parents.
- Ensure the student fulfils the obligations of a Student Study Visa.
- Ensure the student follows the Conditions of Enrolment, Tuition Agreement and Rules of International Students.
- Be in contact with students and parents frequently (at least once a week for students and once a month for parents) and to keep a running diary record of contacts.
- Meet student at the airport.
- Organize homestay conditions as set out in the Code and school contract. Organize home check, references and police vets prior to student placement. Diary contact. Be responsible for homestay payments.
- Keep detailed files on the student as set out in the Code. To make this file available to Middleton Grange staff, Ministry of Education staff and any other official checking Code compliance.
- Be responsible for the student's behaviour out of school hours. This includes rigorous supervision of car purchase and use.
- Be responsible for student's international travel, Visa requirements, medical care, financial status and general welfare.
- Attend appraisal meetings at the request of the Manager of Care Providers and Accommodation Agents.
- Attend compulsory training evenings.
- Provide the student and their parents with a copy of their Refund Policy.
- For additional information please check our Accommodation Policy on our website, www.middletoninternational.com