



# Orientation Policy and Procedure

## (Outcome 17)

### Purpose

Otamatea Christian School as a signatory to the Code 2016 must ensure that international students have the opportunity to participate in a well-designed and age-appropriate programme that provides the information and advice necessary for a student at the outset of their educational instruction.

### 20. Procedure

- (1) Otamatea Christian school will ensure that its orientation programme –
  - (a) Provides each international student with full information and advice on all relevant institutional policies. [www.otamateachristianschool.com](http://www.otamateachristianschool.com)
  - (b) Provides each international student with full information and advice on the services, support, and facilities that Otamatea Christian school offers.
  - (c) Provides the names and contact details of designated staff members responsible for international student support
  - (d) Provides appropriate information relating to health and safety of international students
  - (e) Provides information about grievance procedures for international students, both internal and external
  - (f) Provides information about the termination of enrolment
  - (g) provides information about the student's rights and entitlements, including any entitlement to a fee refund, if the student voluntarily withdraws from the educational instruction.
  
- (2) Otamatea Christian School will ensure that if an international student is under 18 the parent/guardian will have full access to the orientation information and program provided by the school for each student.



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**This policy and its procedures will be reviewed by December each year.**

**Next Reviewed** 15th October, 2022