



**REMUERA  
INTERMEDIATE  
SCHOOL**  
RELIABILITY INTEGRITY SERVICE

## **INTERNATIONAL STUDENTS Guidelines for Agents**

Under the Education (Pastoral Core of International Students) Code of Practice 2016 signatories are required to effectively manage and monitor their agents to ensure those agents provide accurate information and advice, and act with integrity and professionalism towards international students.

As part of meeting these requirements, Remuera Intermediate School requires International Student Agents to:

- Have a signed School Agency Agreement, once a reference check has been carried out and all supporting documentation has been submitted by the agency. This Agency Agreement lasts for a consecutive 12 months from the date of signing by both parties. Unless otherwise mutually agreed, the Term automatically renews unless a notice of termination has been provided in writing from one party to the other
- Be familiar with the 2016 Code of Practice and ensure that all prospective families of International Students are made aware of this Code and have access to a link which shares this information
- Actively and positively market our school with clear, sufficient and accurate information
- Provide accurate, timely and high-quality information and advice, and act with integrity and professionalism towards international students
- Ensure students/parents are provided with a clear breakdown of costs associated for enrolment at Remuera Intermediate School
- Copy the Remuera Intermediate School International Student Director into any emails to prospective students/parents that include information about Remuera Intermediate School
- Have signed, written contracts with all students/parents itemising their services and fees as an agent
- Ensure itemised invoices from Remuera Intermediate School for enrolment fees are emailed to students/parents and copy the Remuera Intermediate School International Student Director into the email
- Ensure that all enrolment and homestay fees are paid in advance.
- Should a student wish to change homestay the Director of International Students must be informed at least two weeks in advance. The alternative homestay must be approved by the school prior to any move being made.

- Complete and supply the school in advance with Risk Management forms for any trip or activity that the international student will be undertaking outside of school hours where risk of serious injury or death is present. i.e. Skiing, Fishing, Hiking etc.
- Have their performance reviewed at regular intervals

Please note that Remuera Intermediate School will terminate contracts with an agent if there is evidence suggesting that the agent has been involved in any serious, deliberate, and ongoing conduct that is false, misleading, deceptive, or in breach of the law; or have jeopardised Remuera Intermediate School's compliance with the code.

In addition to the above, the following resources may provide valuable information for agents and/or prospective families applying to Remuera Intermediate.

- Living, working and studying in Auckland  
<https://www.aucklandnz.com/study-work-and-live/live/moving-here>
- New Zealand National Curriculum [www.parents.education.govt.nz/primary-school](http://www.parents.education.govt.nz/primary-school)
- Education Review Office reports [www.ero.govt.nz/review-reports](http://www.ero.govt.nz/review-reports)
- Remuera Intermediate School website [www.remint.school.nz](http://www.remint.school.nz)
- Remuera Intermediate School Annual Plan  
<http://www.remint.school.nz/sites/default/files/images/Charter%202017-min.pdf>
- Remuera Intermediate School International Students Information Page  
<http://www.remint.school.nz/international-students/welcome>

Tours of the school are available for Agents and prospective students and their parents on Friday mornings from 9:00 or by contacting the school office or Director of International Students. Phone 09 522 9890 or email [robertr@remint.school.nz](mailto:robertr@remint.school.nz)