

Learners at Risk and Additional Learning Needs Procedures

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To identify and support international students who may be at risk or who need extra learning, wellbeing, health, behaviour, language, or accommodation support.

1. Procedures

Ruawai College will:

1. Monitor international students' wellbeing, attendance, behaviour, accommodation, and learning progress.
2. Identify concerns through student check-ins, staff reports, attendance data, academic progress, caregiver feedback, or parent/agent communication.
3. Record concerns and notify the International Director.
4. Meet with the student to understand their needs and provide support.
5. Involve relevant staff, such as the Dean, Guidance Counsellor, Learning Support Coordinator, Homestay Coordinator, teachers, or Principal.
6. Create a support plan where needed, including actions, responsibilities, timeframes, and review dates.
7. Inform parents or legal guardians for students under 18, or next of kin for students 18 and over where appropriate.
8. Refer to external agencies where required, including health services, Police, Oranga Tamariki, NZQA, or emergency services.
9. Review support regularly and update records.

2. Supporting records

- International student file
- Monitoring notes
- Pastoral care records
- Learning support records
- Attendance records
- Communication records

RUAWAI COLLEGE
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Learning Needs Procedures
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- Support plan
- Incident or concern reports



Te Kura Tuarua o
Ruawai College
Kimihia ngā maunga teitei | Seek the highest peak