

NZLC GROUP STUDY TOURS

GROUP LEADER GUIDELINES

Group leaders and teachers accompany study tour groups to New Zealand. Together with NZLC staff, they are responsible for the well-being of the group students and are the main caregiver for them. Group Leaders and teachers support NZLC staff in ensuring a smooth operation of the tour programme.

Group Leader Responsibilities while in New Zealand

- Translate important information into students' native language (for example, during orientation or safety rules at activities).
- Help students understand the purpose of their tour (learning English & New Zealand culture) and encourage them to keep an open mind.
- Talk to students regularly to ensure they are well and do not have any problems in class or homestay.
- Report any issues or student concerns as soon as possible to the relevant NZLC staff member (see Communication with NZLC below)
- Make sure students know departure times & meeting points for transfers & activities. Tell them what clothes are suitable for the next day's activity.
- Be at school each day by 8.30am to check that all students arrive on time and to locate missing students
- Accompany and supervise students on every activity.
- Handle after hours problems/emergencies in consultation with NZLC staff.
- Have contact details for all students' parents/legal guardians in case of an emergency.

Communication with NZLC

Group students should discuss any issues with their group leader/teacher who can then talk to NZLC. Any matters regarding accommodation (homestay or city accommodation) should be discussed with the accommodation department; anything else can be discussed with the Group Study Tours department in the first instance. If you are unsatisfied with the outcome, please speak to NZLC Management.



Observing classes

If group leaders or teachers of the group would like to observe their students' class, please give the Group Study Tours Department at least 2 days' notice and they will arrange a 30-minute class observation with the Academic Department.