



International Student Guide 2022 Information and Guidelines for Parents and Students

Before you complete any application and enrolment forms, please read the following information carefully. You will need to sign the application forms to confirm you have done so and have understood and accepted the provisions set out below.

1. **Selection:** The Principal will accept the student's enrolment form if there is space available and all requirements are met.
2. **Placement:** When the school makes an offer of a place to a student the school has the right to place the student at the appropriate year level. International Students will be placed in a mainstream class for most of the day and will have up to 3 ESOL classes a week (for long term students).

3. **Placement guideline:** A student is placed in the appropriate year level based on the date of their birth.

April 2012 – March 2013: Year 6
April 2014 – March 2015: Year 4
April 2016 – March 2017: Year 2

April 2013 – March 2014: Year 5
April 2015 – March 2016: Year 3
April 2017 – March 2018: Year 1

4. **Assessment:** The school will assess the English ability of International Students to determine their needs for ESOL lessons.
5. **Extra Curricula Activities:** International students will have the same access to extra-curricular programs as domestic students, which include the following: choir, Kapa Haka, inter-school sports.
6. **Support Services:** Staff provide support and help for international students. The classroom teacher is the first person to contact with any concerns and if further support is required contact the Deputy Principal.
7. **School Timetable:** The school timetable is as follows:

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| 8.30am | First Bell: Children may go inside class to hang their bag and play outside until the second bell is rung at 8.55am |
| 8.55am – 10:40am | Learning Block 1 |
| 10:40am – 11am | Morning tea eating/playing– supervised Playtime – teacher on duty |
| 11am – 12:30pm | Learning Block 2 |
| 12:30pm – 12:40pm | Lunch eating – supervised |
| 12.40 – 1.15pm | Lunch play outside Teacher on duty. |
| 1.15 – 2:45pm | Learning Block 3 |

8. **Lunches:** Please bring enough healthy food for morning tea and lunch and a water bottle. We encourage healthy food like sandwiches and some fruit. There is an online ordering system for lunch only, information is available at the office.
9. **Uniform:** Uniform is **optional**. Your child can wear their own clothing. If you would like to purchase a uniform, please ask at the school office.

Approximate cost of the optional school uniform is as follows:

Unisex
1x t-shirt \$20.00
1x bucket hat \$12.00

10. **Assemblies:** Assemblies are held on a Friday at different times depending on what class your child is in. Please check with the class teacher if there will be an assembly that parents are able to attend.

11. The school takes seriously its duty of care for International Students. We provide support, responsible staff; appropriate teaching programs and excellent facilities. Our first responsibility is to keep young people safe. The school retains the right to involve appropriate outside agencies to ensure the personal, emotional and physical safety of the students.
12. **Accommodation:** The school will only accept International Students who are living with at least one of their parents in New Zealand. We do not arrange homestay placements.
13. **Complaints and Concerns:** Students and parents may experience problems and difficulties in adjusting to life in New Zealand. The Teacher and, then the Deputy Principal of International Students, if needed will first address any problems. The school's Complaints Policy is applicable to International Students and their parents. The school adheres to the "Code of Practice for the Pastoral Care of International Students". An appeal authority operates through the New Zealand Qualification Authority. The Domestic Resolution Scheme commenced on 1 July 2016. If you have a complaint about Orewa North Primary School, you can contact the New Zealand Qualifications Authority(NZQA) by phone on 0800 697 296 or email gadrisk@nzqa.govt.nz Or, if it is a financial or contractual dispute, you can contact Fair Way Resolution by phone on 0800774422. More information is available on the Fair Way Resolution website: <http://www.fairwayresolution.com/istudent-complaints> NZQA has produced a brochure for international students about the complaints process <https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/int-students-make-a-complaint-> . [https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/int-students-make-a-complaint-NZQA int-students-make-a-complaint-updated.pdf](https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/int-students-make-a-complaint-NZQA-int-students-make-a-complaint-updated.pdf)
14. **24/7 Contact:** Patrick Ryoo, our Pastoral Care for International students is our 24 hour, 7 days a week contact. He speaks 4 languages: English, Korean, Japanese and Mandarin.
His contact details are: Email: Patrick.ryoo@pinehurst.school.nz and mobile: 027 675 8202
15. **Academic Reporting:** The school reports fully on academic progress twice a year with a written report. The school expects all students to make reasonable academic progress.
16. **Visa Status:** If a student who holds a Student Permit to study in the school, acquires Permanent Residency, or a change of status through parental Work Permit or Business Visa, that student may not be eligible to remain enrolled at the school. All students whose visa status changes must contact the Principal's PA / International Liaison person, Mrs Jackie Drury to continue attendance at the school.
17. **Health Insurance:** Most students are not entitled to publicly funded health services while they are in New Zealand unless they are:
- A resident or citizen of Australia
 - A national of the United Kingdom in New Zealand
 - The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your stay in New Zealand, you will be liable for the full cost of that treatment.

As part of the requirements of being an international student in New Zealand, you need to have insurance that will cover the cost of medical treatment for the duration of your stay in New Zealand.

A company for health insurance is: Orbit Protect: www.orbitprotect.co.nz

18. **Code of Practice: Orewa North** Primary School has agreed to observe and be bound by the "Code of Practice for Pastoral Care of International Students". Copies of the code are available from the school or from New Zealand Qualifications Authority at: <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/school-guidelines-code-of-practice.pdf>
19. **Immigration:** Full details of visa and permit requirements and reporting requirements are available through the New Zealand Immigration Service and can be viewed on their website at <http://www.immigration.govt.nz>

Contact details: Jackie Drury – International Student Coordinator / Principal's PA

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| Postal & Physical Address: Orewa Beach School 280 Centreway Road Orewa Auckland 0931 New Zealand | Email: office@orewabeach.school.nz Website: www.orewabeach.school.nz |
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Orewa Beach School

International Student Fees 2019

| School | Tuition Fee | Admin Fee | Total without GST | Total with GST |
|---|-------------|------------|-------------------|----------------|
| 1 Year (4 Terms) | \$11,000.00 | \$1,500.00 | \$12,500.00 | \$14,375.00 |
| 3 Terms | \$8,250.00 | \$1,000.00 | \$9,250.00 | \$10,637.50 |
| 2 Terms | \$5,500.00 | \$500.00 | 6,000.00 | \$6,900.00 |
| 1 Term | \$2,500.00 | \$250.00 | \$2,750.00 | \$3,162.50 |
| Short term Weekly Fee (for stays of at least three weeks). | \$400.00 | \$50.00 | \$450.00 | \$517.50 |

No sibling discounts.

All students enrolled long term (1 term or more) get free stationery.

Code of Practice for International Students

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for. New Zealand educational providers have an important responsibility for international students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code? The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

Who does the Code apply to? The Code applies to all education providers in New Zealand with international students enrolled. The Code is mandatory to these providers and must be signed by them.

What is an "international student"? An "international student" is a foreign student studying in New Zealand.

How can I get a copy of the Code? You can request a copy of the Code from your New Zealand education provider. The Code is also available online from <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/school-guidelines-code-of-practice.pdf>

How do I know if an education provider has signed the Code? The New Zealand Qualification Authority maintains a register of all signatories to the Code. If the education provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong? If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

What if my issue is still not resolved? The Domestic Resolution Scheme commenced on 1 July 2016. If you have a complaint about Orewa North Primary School, you can contact the New Zealand Qualifications Authority (NZQA) by phone on 0800 697 296 or email qadrisk@nzqa.govt.nz Or, if it is a financial or contractual dispute, you can contact Fair Way Resolution by phone on 0800774422. More information is available on the Fair Way Resolution website: <http://www.fairwayresolution.com/istudent-complaints> NZQA has produced a brochure for international students about the complaints process (PDF, 148KB).

What can the Review Panel do?

The Review Panel can remove or suspend an education provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for education providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- Information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself. The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

Important Information

School Hours

Students are expected to be at school at 8.30am. At this time students will have access to their classrooms and should use this time to settle into the day. Children are not permitted to be at school before 8:30am. Lessons start at 8.55am.

The school day ends at 2:45pm and all students are expected to be collected at this time.

Lateness

Students who arrive to school after 8.55am must report to the office to sign in and get a "Late Pass" before they go to their classrooms.

Students who are not collected by 3pm will be taken to the "After School Care" (in the school hall) with the cost for this being charged to the families.

Absences

If a student is unable to attend school the office must be notified. You are able to notify the school using one of the methods below:

- Notification via the school App <https://orewanorth.apps.school.nz>
- Absence Line Message: 09 426 4849 extension 1 - please leave a message with students full name and classroom stating the reason for the absence. **Before and After School Care** If you require your child to be taken care of before and/or after school, we suggest that you enrol them into before/after school care. Their contact details are below.
- Kelly Club at Orewa North Primary School <https://www.kellyclub.co.nz/locations>

Morning Tea / Lunch Time

Students are supervised while eating. At 10:40am children have a 20-minute morning tea break. Please pack a small snack for them, fruit and/or crackers would be suitable after eating they have playtime. Students are supervised on the playground until they return to their classrooms at 11am. At 12:30pm students are supervised for lunch eating. Please ensure you pack them a suitable lunch. At 12:40pm children are supervised for play time until 1.15pm. Students should all bring a water bottle to school every day. If you wish to order lunch for them there is an online lunch order system for EZlunch or HUG Foods. You are able to link to the online order system via the school website: <https://www.orewanorth.school.nz/>

Communication

Orewa North School App - information is posted on our school app and website. Please ensure that you have downloaded the school app to your phone available on iTunes and Google Play stores for free. Newsletters and other communication are sent to the app and you are also able to communicate absences when needed. A weekly newsletter is emailed to parents.

Contact Details

It is vital that the school has the correct contact details for the parent that is staying with the students while in New Zealand. Please ensure that this information is kept up to date. We must be able to contact you in case of an emergency.

If this information changes during your time here please email the office : admin@orewanorth.school.nz with the updated information.

If you do not speak English well, please make sure you give us a number of a friend, relative or agent who is happy to be a point of contact for us.

Access to School during School Hours

Whenever you visit the school during the school day it is important that you sign in and out via the office.

Photography

Taking photos in the school is prohibited during the school day unless approved by school management.

Parking

Please park on the road at the front of the school or on the surrounding streets. There is no parking in school car parks. This area is reserved for staff and those needing disability support.

Our Vision...

At Orewa North Primary School we will strive to develop ...

- **Confident** students: who will be active participants, self-motivated, resourceful and adaptable, with a positive attitude;
- **Connected** students: who use communication tools to interact effectively, as informed citizens with others in the wider community;
- **Actively Involved** students; who will be motivated and enthusiastic contributors who participate in a range of school and extra-curricular activities;
- **Life Long Learners** who will be literate, numerate, think critically and creatively, seeking new knowledge to enable them to be informed decision makers.

Our Mission....

‘Learning; the link to the future.’

Our Values...

Excellence
Innovation, inquiry and curiosity
Diversity
Community and participation
Ecological Sustainability
Integrity



Kereru Team



Piwakawaka Team



Tui Team



Weka Team

CODE OF CONDUCT

As members of this school we spend a great deal of time together. For the school to be a pleasant and secure place in which to learn and work, certain types of conduct are necessary.

Respect for:

Yourself

You should take pride in your work and in your appearance. Make good use of your time and try to make a positive contribution to the school. If you do you will find your time here more rewarding.

Others

Life is better for everyone if we all consider the needs and feelings of other people. This includes being tolerant of people who are different from yourself. Punctuality, honesty, reliability and helpfulness are all traits we value most highly.

Property

We must all take care of our own property and not take needless risks, for example by bringing valuable items to school unnecessarily, or leaving things around. We must take care of the possessions of others, for example by not interfering with things that don't belong to us, and handing in lost property. Equally we must take care of school property, books and equipment, school buildings and furniture. Any damage found should be reported immediately.

Responsibility

We must all be responsible for our words and actions and think ahead of their consequences. We must be careful of the safety rules in the playground and classrooms and also the way in which we conduct ourselves around the rest of the school. We must be properly prepared and equipped for learning.

Discipline

We promote assertive discipline and positive reinforcement. We would greatly value a complementary discipline being exercised by parents / guardians in the home, which will give your child a firm, secure base and enhance their development.