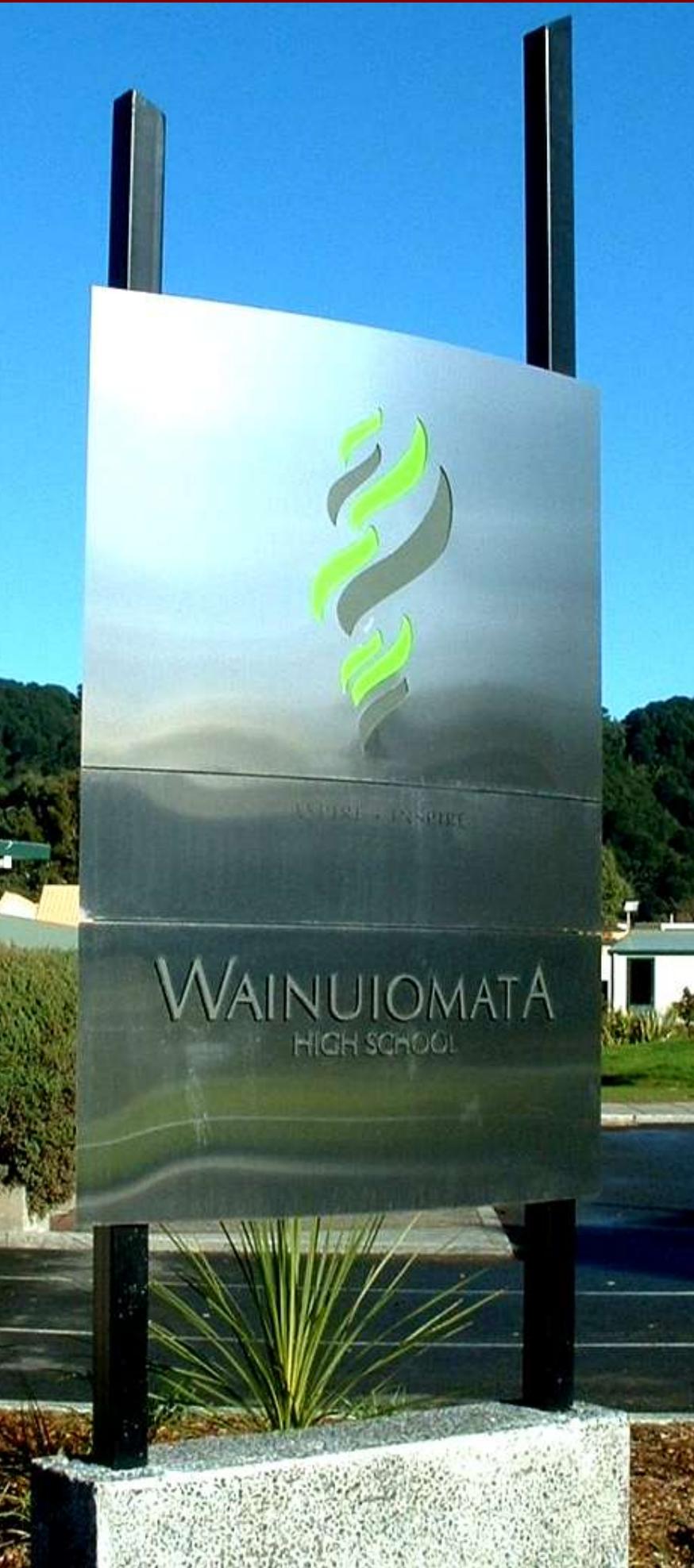


INFORMATION HANDBOOK FOR INTERNATIONAL STUDENTS





ASPIRE · INSPIRE

WAINUIOMATA

HIGH SCHOOL

VISION STATEMENT

A place where excellent teaching and a passion for learning inspires young people to develop the values, competencies and knowledge needed to become lifelong learners who positively contribute to society.



*He kura whai whakaawe mō te hunga taitamariki mā te
whakaako pakari me te ngākaunui ki to ako.
Mā kōna ka rea ōna uaratanga, ōna pukenga me to mātauranga
hei manu kai mātauranga, kia tū tanaga ai rātou i roto i tēnei ao.*



Since its establishment in 2002, Wainuiomata High School has grown in size and reputations as a school which places high expectations on students to set and achieve goals for themselves. As the school of choice for Wainuiomata residents, and a growing number of Lower Hutt students, we aim to provide a range of learning experiences to meet the needs of all students.

A school must prepare its students for the future – a future in which successful students will have well developed skills, and will use technology confidently. Through continual exposure to modern technology, students become comfortable in its use. We integrate technology into the teaching of traditional subjects as well as offering a wide variety of specific vocational courses.

Our major focus is on student achievement. Our positive and supportive environment enables each student to develop academically, physical, socially and culturally.

Members of the staff at Wainuiomata High School make an impressive team. They are highly qualified, and committed to equipping students with appropriate qualifications and skills. They are dedicated to helping every student achieve their very best.

Parents are welcome to our school. Please do not hesitate to call us on any matter that concerns you. We also appreciate offers of help of coaching and managing sports teams, cultural events and other areas of school life.

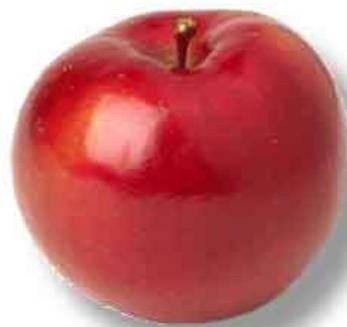
I would welcome the opportunity to meet prospective student sand their parents or caregivers to discuss with you what Wainuiomata High School can offer.

Martin Isberg

PRINCIPAL

A handwritten signature in blue ink, which appears to read 'Martin Isberg'.

SHAPING LIFELONG LEARNERS



Students who participate and contribute in communities have a sense of belonging and the confidence to participate within new contexts.

We aim to inspire young people to develop the values, competencies and knowledge needed to become lifelong learners who contribute in a positive way to society and to live full and satisfying lives.

The school promotes these values through:

Excellence

We encourage all students to aim for the highest levels of achievement they can and to persevere in the face of difficulties. The school will foster, recognise and celebrate the achievements of all students.

Innovation, inquiry and curiosity

Students are supported to think critically, creatively and reflectively. These key skills are actively taught and fostered with individual students.

Diversity

We recognise, value and celebrate the different cultures, languages and heritages of our students.

The principles of the Treaty of Waitangi are upheld and tikanga Maori is central to who we are as a school.

Equity

All students can expect to be treated justly and fairly so they experience success in their learning.

Community and participation

The school and the community are closely linked. Parents are central to this and are encouraged to be actively involved with the school in a partnership to support their son's or daughters learning. The school will continually seek ways to strengthen this partnership. Students are encouraged to serve their community now and into the future.

Integrity

All members of the school are expected to act honestly and responsibly. Our staff model this at all times.

Respect

We aim to continually foster respect, not only self respect but respect for others and their property. Violence, verbal or physical, is not accepted and students are supported to achieve this.



KNOWLEDGE SEEKERS



Students who are competent thinkers actively think, use and create knowledge.

We aim to provide a challenging and balanced curriculum which encourages students to think critically, creatively and reflectively to develop their curiosity and a spirit of enquiry.

Wainuiomata High School fosters academic success through:

A Caring Atmosphere

Purpose built Students Services area which includes career counselling, guidance, a medical centre and a strong pastoral team.

Designed to nurture the development of every student.

Maintaining a close partnership with home.

Our Dynamic Staff

Skilled, energetic and committed.

Actively participating in ongoing professional learning.

Continually seeking to enhance the learning experience of their students.

Innovation

Team Teaching Years 9 and 10.

Mentoring programmes.

Use of advanced digital technology.

The Best Learning Environment

Modern and comfortable facilities.

New Technology centre.

Modern Science laboratories.

Two full size gymnasiums.

A well equipped library.





"Excellent teachers, excellent subjects"



"The teachers are great, they explain everything to you like it's a real thing!"

Inspiring a **LOVE** of **LEARNING**



"No matter who you are, you have a place here."



"I like this school because people are open to different ideas and ideas"



"The teachers try to get to know you"



BUILDING SUSTAINABLE FUTURES



Students who are enterprising, resourceful, reliable and resilient will create futures for themselves.

We aim to encourage students to seize the opportunities offered by new knowledge and technologies so they are fully equipped to engage in a 21st century technological, knowledge-based society.

Students are encouraged to study a wide range of subjects and to keep open as many career options as possible. More detailed information is available in the Subject Choice Booklets given to students every year.

Languages and Languages

English, French, Japanese, Samoan, English for Speakers of Other Languages, Film and Television.

Mathematics

Junior Mathematics, Calculus, Modelling and Statistics, Achievement Standard Mathematics and Unit Standard Mathematics

Science

General Science, Biology, Chemistry and Physics.

Social Sciences

Social Studies, Classical Studies, Economics, Geography, History, Tourism and Accounting.

The Arts

Art, Painting, Photography, Three Dimensional Art, Drama, Dance and Music.

Technology

Computing, Computer Aid Design, Project Based Technology, Graphics and Design, Design Hard Materials, Design Soft Materials (Fabric), Home Economics/Food Technology and Hospitality Academy.

Physical Education

Health, Physical Education and Sports Academy.

Maori

Maori, Te Waharoa, Maori Performing Arts, Bilingual or Immersion classes in the Junior school.

Career Education

Preparation for Employment, Gateway Programme, Youth Apprenticeships and Employment Skills.



BE THE BEST YOU CAN BE



Students who relate well to others are open to new learning and are able to take on different roles in different situations.

We encourage young people to be the best that they can be. To develop dignity and a growing sense of self belief. To respect themselves and the rich diversity in our unique heritage.

Student Leadership

The Year 13 Prefects, Peer Mentors and Junior Prefects support and reinforce school expectations and provide a positive role model for all students.

All levels are represented on the School Council which has considerable input into school activities.

Emphasis on Literacy

The High School has gained nationwide recognition for its Literacy programme. One on one support is available for students needing extra help.

Homework Centre

Open four nights a week from 3:15pm – 5:00pm.

The Homework Centre is based in the school library.

Students have the use of resources and a teacher to assist them.

Academies

Our Hospitality, Project Based Technology and Sports Academies allow students at Year 12 and 13 to gain specialist skills and qualifications.

Aspire

All Year 9 students are involved in the Aspire Programme to assist their development of interpersonal and group skills and to support a smooth transition to secondary school. Senior Peer Mentors develop long lasting relationships with their Year 9 group.

Goal Setting

Every student writes short term and long term goals that they are aspiring to achieve in that year. These are shared, along with a portfolio of work, at annual Learning Conferences with their parents and Form Teacher.

Extra Opportunities

Students can take part in the likes of: Academic competitions, Bands, Computer Club, Choir, Barber Shop, Art workshops, Robotics, Kapahaka, Polynesian Club, Debating, Duke of Edinburgh, Individual music tuition, Mountain Biking, Mentoring Programmes and a vast range of Sports teams.



FEES AND EXPENSES FOR INTERNATIONAL STUDENTS 2013

All prices are in New Zealand dollars and are subject to change.

Registration

Non-refundable Administration Fee	\$900.00
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Tuition

1 year	e.g. 3 February – 14 December	\$11,800.00
3 terms	e.g. 3 February – 24 September	\$8,850.00
2 terms	e.g. 3 February – 2 July	\$5,900.00
1 term	e.g. 3 February – 1 April	\$2,950.00

For 1 academic year, the tuition fee covers the Government Activity Levy, Student Diary, all school fees and the student's ID Card and Printer Credits.

Homestay

\$220 per week

1 full year	e.g. 52 weeks @ \$220.00	\$11,440.00
1 school year	e.g. 46 weeks @ \$220.00	\$10,120.00
3 terms	e.g. 36 weeks @ \$220.00	\$7,920.00
2 terms	e.g. 22 weeks @ \$220.00	\$4,840.00
1 term	e.g. 11 weeks @ \$220.00	\$2,420.00

Total Costs 2013

If you study for 1 calendar year (52 weeks) at Wainuiomata High School, you will pay the following:

Tuition Fee	\$11,800.00
Non-refundable Administration Fee	\$900.00
Pastoral Care Fee	\$1,100.00
Sub Total	\$13,800.00
Homestay Fee	\$11,400.00
Total	<u>\$25,200.00</u>

In addition to this, students will also need to pay for items such as Uniform, Insurance, Weekly Transport Costs, Weekly Allowance, Stationery Items, National Qualification Entry Fee, Class Field Trips, Sports and Cultural Activity Fees. An approximate cost of each of these is below:

Uniform	\$500.00
Insurance	\$500.00
Weekly Transport Costs	\$20.00
Weekly Allowance	\$50.00
Stationery Items	\$150.00
National Qualification Entry Fee	\$383.50
School Excursions and extra curricular activities	\$200.00

* Most students are not entitled to publicly funded health services while in New Zealand unless they are a resident or citizen of Australia, a National of the United Kingdom in New Zealand, or 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 visit you will be liable for the full costs of that treatment.

INSURANCE INFORMATION

Students must insure that they have full medical and travel insurance from the time of their enrolment until their visa expiry (or departure from New Zealand). Immigration New Zealand has defined “acceptable insurance” as insurance that is compliant with the Code and acceptable to Wainuiomata High School.

It is recommended that international students should hold insurance covering all the following aspects:

Health cover while in New Zealand

- Medical expenses incurred for the treatment of illness and/or injury (in excess of ACC cover) that requires surgery and/or hospitalisation – unlimited sum insured
- Medical evacuation related to serious illness and injuries – unlimited sum insured
- Emergency dental treatment
- Costs for family members’ travel in the event that the student suffers a serious illness or injury

Repatriation, search and rescue

- Repatriation and expatriation in the event a student has to return home following an injury or illness which interrupts their study plans
- Return of mortal remains/funeral expenses – including travel costs for family members, repatriation of remains, and funeral costs
- Search and rescue operation to locate the insured

Travel into and out of New Zealand

- Missed flights or delays for travels into and out of New Zealand
- Medical expenses incurred for the treatment of an illness and injury incurred during the travel

Personal liability

- Negligence causing bodily injury (including death) of another person or loss of or damage to property
- False arrest and wrongful detention

Parent/Legal Guardian Details

Mother's Name _____
(Family Name) (First Name)

Mother's Address (if different from your home address) _____

Mother's Phone Number (if different from your home phone) _____

Father's name _____
(Family Name) (First name)

Father's Address (if different from your home address) _____

Father's Phone Number (if different from your home phone) _____

Brothers and Sisters

Name	Age	Gender (M/F)	Occupation/School

In case of an emergency, please give two contact details of someone other than your parents who we could contact in an emergency

Name _____

Address _____

Phone Numbers _____

Name _____

Address _____

Phone Numbers _____

Schooling Information

Present school and class (or the name of the last school you attended) _____

School address and phone number: _____

First language _____

Number of years studying English _____

Examination results (*attach certificates for any public English tests attempted and all public and school examinations taken in the two previous years*):

Can you provide any information about your English language ability? (The school reserves the right to place students according to their language ability and academic performance.)

Subjects being studied this year (*indicate which subjects are taught in English*):

I would like to study the following subjects at Wainuiomata High School _____

When I leave school I intend to study further for (*state the qualifications aimed at e.g. Bachelor of Arts*):

Accommodation

Please arrange a homestay placement for me Yes No

If yes, please complete the profile below.

List hobbies, interests (including sports) you participate in, in the order of importance to you:

Do you sing or play a musical instrument? If so state which:

What are your household responsibilities?

Indicate any part-time jobs or work experience you may have had:

Briefly explain why you want to come and study in New Zealand

Medical/Special Needs

Are there any health conditions (physical and mental) we have to take into consideration, eg asthma, diabetes, hepatitis, etc? If yes please explain.

If you will be required to take any prescription medications during your stay please specify which medications and for what condition. (you will also need to provide a medical certificate from your family doctor)

Do you have any special dietary requirements eg vegetarian?

I wish to stay with a family member / family friend (please fill in the Designated Caregiver's Form)

The Homestays being used for Wainuiomata High Schools International Fee Paying Students are compliant with the Code of Practice for the Pastoral Care of International Students.

Student Health Information (Parents to fill in)

It is a condition of enrolment that the Student has adequate travel/medical insurance.

Have you already arranged insurance? Yes No

(If Yes, please provide a confirmation letter from your insurance company)

Testimonial: I attach a letter from the Principal of my present school (to include comments on general ability, behaviour, attendance, competence in English and ability to adjust to a new environment).

Administration Fee: I have paid the \$900 non-refundable administration fee.

DECLARATION

Before your application can be considered, please sign the following acknowledgements (to be signed by a parent/guardian if student is under the age of 20).

1. I give permission for the school to seek any relevant information from any source in order to make a decision whether to accept my application. The school reserves the right to reverse its decision if any information provided proves to be false.
2. I agree that the school will place me in a level appropriate to my abilities.
3. I agree to abide by the rules and policies of the school at all times.
4. I accept the right of the school to effect and change a course if this is considered to be in my best interests.
5. I/we will fill in the homestay student profile and return it to the school.
6. I/we will complete the tuition agreement form and return it to the school.
7. I agree to inform Wainuiomata High School of any changes in my contact details.
8. I agree to inform Wainuiomata High School of any change in my accommodation arrangements (homestay).
9. I agree to inform Wainuiomata High School of any changes in my residential address.
10. I agree to inform Wainuiomata High School of any changes in my immigration status.
11. We/I understand that unacceptable behaviour, on the part of the student in the homestay, may lead to the termination of the student's enrolment at Wainuiomata High School
12. I/we hereby agree that in an emergency, the Principal, a duly assigned staff member or a host family member may act without personal liability as a responsible guardian and authorise appropriate medical/surgical treatment.

Applicant's signature _____

Parent/Guardian signature *(if student under 20 yrs of age)* _____

Date _____

With this application please enclose:

1. A certified copy, in English, of your most recent school report.
2. Results of any public examinations you have entered.
3. Letter from the Principal.
4. Details of proposed insurance.

5. Completed Designated Caregiver Form if applicable
6. Student Homestay Contract
7. The signed Tuition Agreement (a parent or guardian must sign the agreement if the student is under the age of 20).
8. Signed Contract with Wainuiomata High School.
9. As Parents of _____ we agree to him/her previous or subsequent school being contacted by Wainuiomata High School.

For any 24hour emergencies, contact details are as follows:

Virginia Wilson
Dean of International Students
virginiaw@wainuiomatahigh.school.nz

Natasha Baker
Homestay Coordinator for International Students
natashab@wainuiomatahigh.school.nz
Phone: 0064 27 756 8130

PHOTOGRAPHS

STUDENT'S HOMESTAY CONTRACT

In return for Wainuiomata High School finding and supervising a homestay for

Name of Student

- I guarantee the good behaviour of the student in New Zealand. I understand that unacceptable behaviour on the part of the student in homestay may lead to termination of the student's enrolment at Wainuiomata High School.
- I undertake to pay NZ\$900 Administration Fee to Wainuiomata High School and NZ\$220 a week, four weekly in advance, to Wainuiomata High School to cover board payments. Wainuiomata High School will make payments to the homestay.
- I understand that the student may not make any national or international telephone calls from the homestay premises unless the charges are reversed. If any such calls are made I guarantee to reimburse the homestay for any costs including internet use.
- I understand that a student must not leave a homestay and move into a flat unless he is over 19 years old and consent is given by the school and his parents / caregivers in writing.
- I undertake that the student **will not leave** the homestay for another permanent address without the permission of the Principal.
- I undertake that the student must live at the homestay for least **one term** before leaving the homestay **and** permission to leave must be given by the school and parents.
- I understand that I must give 2 weeks notice and 1 week extra payment is usual as compensation to the host family.
- I understand that any decision made by the school regarding the movement of a student from a homestay is final.
- I understand that, in the event of the student not coming to New Zealand, Wainuiomata High School will retain the NZ\$300 Administration Fee. The advance board payments will be refunded in full, although if there is less than one week's notice given, the college may deduct a sum to compensate the homestay for inconvenience experienced or expenses incurred in anticipation of the student's arrival.
- I undertake to pay a retaining fee of NZ\$50 a week **in advance** if I wish to retain my room at my homestay while I am absent during 1 week holiday periods and if I am absent during the summer holidays I undertake to pay NZ\$50 a week in advance. I will leave my room tidy and packed up.

Student's Signature

Date

Mother's Signature

Father's Signature

Students are met at the airport upon their arrival in New Zealand and taken to their homestay family who have been approved by Police and the High School. The Homestay Coordinator (Ms Natasha Baker) will contact students frequently to discuss homestay matters. Frequent checks are made on homestays and every effort is made to ensure students are as settled and happy as possible. For their homestay payments, students will receive a fully furnished room complete with a bed, study table, lamp and heater. All meals are provided. Clothing and linen will be regularly laundered. They also have access to help at all times and their care in homestay is closely supervised. We hope students will join in the family activities of the household.

WAINUIOMATA HIGH SCHOOL

TUITION AGREEMENT

If Wainuiomata High School ("High School") accepts the student named in the application

_____ ("Student") for tuition in New Zealand, the following terms and conditions shall apply:

1. The High School shall provide tuition in accordance with the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students and the laws of New Zealand in return for an annual fee of \$NZ11,800.
2. The High School shall arrange homestay accommodation for the student. This shall not apply if the Student has made other arrangements in New Zealand for homestay in which case it is agreed the High School shall have no responsibility for the Student outside of school hours.
3. The parents or guardians of the Student who have signed the application for tuition on behalf of the Student ("Parents") irrevocably appoint and authorise the Principal of the High School (or such other person as may be appointed by the High School to carry out the Principal's duties) to:
 - 3.1 Receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical, educational or welfare information;
 - 3.2 Provide consents in respect of any activity carried out and authorised by the High School;
 - 3.3 Receive financial information relating to the Student including bank accounts, debts or income of the Student while in New Zealand.
 - 3.4 Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Parents.
4. The Parents irrevocably authorise the Principal of the High School to advise the Student's homestay hosts (whether or not arranged through the High School) of all matters and information required to be provided to parents of any student under the Education Act 1989 and agree to appoint the homestay hosts as their agents in New Zealand to receive such information in substitution for the Parents.
5. The Parents agree to provide the High School with academic, medical or other information relating to the wellbeing of the Student as may be requested from time to time by the High School.
6. The Parents agree that, should the student withdraw from the course of study at Wainuiomata High School, after arriving in New Zealand but before commencing the course, no refund will be made unless the student meets the Refunds Policy criteria.
7. The High School shall use its best endeavours to ensure the safety, health and wellbeing of the Student but shall not be liable for;
 - 7.1 Any damage or harm caused to the Student or the Student's property arising out of the Student's homestay (whether or not such homestay was arranged by or through the High School);
 - 7.2 Any damage or harm caused to the Student or the Student's property while attending the High School unless the harm was as a result of gross negligence on the part of the High School;

- 7.3 Any damage or harm caused to the Student or the Student's property outside of normal school hours and in the case of the Student's property, shall not be responsible for any damage to such property that may occur outside the High School premises.
8. Without restricting Clause 6, but subject to Clause 8, the High School's liability in relation to the supply of services to the Student is limited to the amount of fees paid by the Student for the provision of the services in respect of which liability arises.
9. Nothing in this Agreement limits any rights the Parents and/or Student may have under the Consumer Guarantees Act 1993.
10. Either party may terminate this agreement at any time upon two weeks written notice. If the agreement is terminated the refund policy for international students as outlined in Schedule 1 shall apply ("refunds policy").
11. It is acknowledged that the suspension, expulsion and exclusion of Student's provisions as set out in Part II of the Education Act 1989 shall apply to the Student in New Zealand. Any decision under these provisions to expel or suspend the Student for a specified period shall terminate this agreement and the refund policy shall apply. The Parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
12. Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other circumstances beyond its reasonable control.
13. This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law and the students and parents submit to the exclusive jurisdiction of the New Zealand courts.
14. The Parents agree that the Student will comply with school rules and policies.
15. Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.
16. This agreement shall consist of the application for tuition, application for homestay (if required) and this tuition agreement including the attached Schedule 1. This agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements. The terms of the agreement may be changed by the High School in writing to the Parents and shall continue in force while the Student is enrolled with the High School.
17. The Parents acknowledge that:
- (a) Personal information of the Parents and/or Student collected or held by the High School is provided and may be held, used and disclosed to enable the High School to process the application for tuition, provide tuition and homestay services to the Student, provide to the Student and/or Parents advice or information concerning products and services the High School believes may be of interest to the Student and/or Parents and to enable the High School to communicate with the Student and/or Parents for any purpose;
 - (b) All personal information provided to the High School is collected and will be held by the High School at Parkway, Wainuiomata, phone 939 7015 and fax 939 7016);
 - (c) If the Student/Parents fail to provide any information requested in the application for tuition, the High School may be unable to process the application;

- (d) The Student/Parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the High School concerning them.

The Student/Parents authorise the High School to obtain at any time from any person or entity any information it requires to process and/or accept the application for tuition or to perform or complete and of the other purposes under this Agreement. The Student/Parents authorise any such person to release to the High School any personal information that person holds concerning the Student/Parents.

18. Students are expected to follow the laws of New Zealand and if a student is found to be taking illegal substances, whether during school time or out of school time, the student will be sent home and the refund policy will apply.
19. Students are not permitted to drive at any time whilst studying at Wainuiomata High School.

EXECUTION

I have read and understood the terms set out in this agreement including the attached schedules and agree to them.

Signed _____ Date _____

(student (if 20 years or over) or Parent in all other cases)

Full name _____

Relation to Student _____

(where signed by person other than Student)

CONTRACT WITH WAINUIOMATA HIGH SCHOOL

1. I agree that I will behave in a manner acceptable to Wainuiomata High School.
2. I accept that Wainuiomata High School has the right to review and adjust if necessary, my course of study if this is deemed by the college to be in my best interest.
3. I have read and understand the Wainuiomata High School Refunds Policy for International Students.
4. I agree, if I am homestay, to follow all the rules of my homestay.
5. I agree to attend all classes and form time regularly and to be on time.
6. I agree to follow all school rules set out for the students at Wainuiomata High School.
7. I agree to wear the school uniform if I am under 19 years old.
8. I agree to update Wainuiomata High School of any change of address or contact details.
9. I agree that I must follow the correct procedure and get permission from parents and the school before I can go flatting or begin driving a car.

Signed: _____ Dated: _____
(Student)

WAINUIOMATA HIGH SCHOOL

Indemnity Document for Students living with a Designated Caregiver (Not Homestay Family)

I/We designated _____
(Name of Designated Caregiver)

to provide accommodation for my/our son/daughter, to attend Wainuiomata High School as an international student from _____ to _____, subject to the approval of the Education Provider prior to enrolment.

Student's name (as it appears on the passport) _____

Students preferred name _____

Print Designated Caregiver's name _____

Relationship to student _____
(Uncle, Aunt, Grandparents, close family friend)

Designated Caregivers Address _____

Phone _____ Mobile _____

Email _____

I/We understand that the education provider:

- Will visit the home of the designated caregiver prior, or as soon as practical, to enrolment to determine that the living conditions are of an acceptable standard.
- Will check the visa status of the designated caregiver to ensure the visa complies with New Zealand law.
- Will assess whether the designated caregiver will provide a safe physical and emotional environment for the student.
- Will determine that the accommodation is not a boarding establishment (i.e. does not have 5 or more international students staying in the home).
- Will meet with the designated caregiver/s and establish communication with the caregiver.
- Will meet the student at least quarterly to ensure the accommodation is suitable.
- Will require a Police Vet to be undertaken.

Should this arrangement change, I/We undertake to inform Wainuiomata High School immediately.

If you have a family member or family friend that you wish to stay with, you will need to fill in this form.

HOST FAMILY'S HOMESTAY CONTRACT

CONDITIONS AND REQUIREMENTS

As a Homestay Parent I agree to:

- Care for the student as I would my own child
- Provide 3 meals a day
- Phone the school if the student is sick and provide a note for the form teacher
- Attend parent evenings and International Student functions
- Provide a warm, comfortable, single room with study facilities
- Encourage the student to participate in family activities (e.g.: chores, sports and outings)
- Set reasonable rules (e.g.: curfew, time to be home from school, internet use etc)
- Allow discussion of their rules and expectations – don't assume anything!
- Contact the college immediately if there are any **serious** breaches of the college's rules or if I am concerned about the student's health or welfare.
- Read the relevant parts of the Code of Practice and ensure compliance with it with the assistance of the Homestay Coordinator.
- Not to leave International Fee Paying Students, in my home overnight, without adult supervision.
- Contact the school if for any reason I need to leave Wellington overnight or longer and discuss the arrangements for care of the student.
- I understand that Wainuiomata High School, at its discretion, may remove the student from my care without notice and terminate the arrangement immediately if:
 - In Wainuiomata High School's reasonable opinion, the safety or wellbeing of the student is in doubt
 - In Wainuiomata High School's reasonable opinion the homestay accommodation is affecting the student's behaviour or academic performance.
 - There is an irresolvable personality / household issue between homestay and student resulting in the situation being untenable for the student.

The Student Will:

- Be financially independent
- Respect the rules set by the Homestay Family
- Smoke outside only
- Never participate in the use of any illegal drugs
- Not own or drive a car unless he has a licence and permission to drive (more information in the Orientation Booklet)

Student's Signature

Date

Homestay Parent's Signature

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

Head of Learning Support: Mrs Lynley Reynolds

Teacher of ESOL: Ms Lixin Wan

ESOL PROGRAMME

When students for whom English is a second language first arrive at Wainuiomata High School, they are referred to the Dean of International Students and the assessment tasks are administered and consulted before an individual study programme is prepared for them. The Dean consults with all subject heads regarding placement on the timetable. Some students have very limited English and may spend most of their school hours for the first few weeks studying only English. When their level of understanding is adequate, they will gradually be placed in regular classes. Teaching staff will continue to give them class support. Even after students are judged competent to follow a full regular school programme, they will continue to have contact with the ESOL Department. ESOL staff remain available to give support for the duration of the student's stay at Wainuiomata High School.

ESOL staff also provide support for regular classroom teachers by training them in techniques for helping ESOL students in their classrooms.

At junior levels, there is additional English provided and at Years 12 and 13 there are special programmes in English available to ESOL students.

ESOL staff are all well qualified and experienced, and the department has excellent resources and equipment. Our High School is proud of the work we have achieved in this area.

The ESOL Department also offers special assistance to help students gain the qualifications needed for entry to University. A programme of Academic English, Literacy English Level 2 NCEA requirements for entry to Tertiary study is available in Years 12 and 13. This is taught by experienced ESOL teachers and required focussed study for hard working students.

WHAT YEAR LEVEL WILL I BE IN?

Your year level will depend on a number of things. These include your English proficiency, your age, how well you have done at your studies in your own country and the subjects you wish to take.

Whatever level you are in, you will probably be with New Zealand students who are younger than you are. In New Zealand, children start their formal schooling at five years old. In western countries, age is calculated from the date of birth. The New Zealand school year starts at the end of January and finishes in December. All this makes it difficult for us to judge exactly which year level you should be in until you have been here for a few weeks and we (and you) can see how you actually perform.

The year level we put on your "Offer of a Place" is a **PROVISIONAL** one. If we find the work is too hard for you, or too easy, we will change your year level.

The subjects you should take really depend on what course you wish to study at a University or Polytechnic. You will need Mathematics for many courses and many others require Sciences.

If you are entering the school at Year 12 or Year 13, you will find that there are many subjects that you cannot take unless you have studied them previously. These include Languages, Physics and Chemistry. There are other subjects, which you may take for the first time but you may find these very difficult.

Please make sure to let us know for which degree course you wish to study, so that we can give you the best possible advice on what subjects you should take. Information about the New Zealand education system can be obtained from the New Zealand Education Centre (NZEC) or the New Zealand Embassy in Bangkok, Beijing, Tokyo, Jakarta, Seoul; High Commission in Kuala Lumpur, Singapore; NZ Consulate-General in Hong Kong, and NZ Commerce and Industry Office in Taipei.

COURSE SELECTION

Accounting	English	Mathematics
Art	ESOL	Mathematics
Art History	French	with Calculus
Biology	Future Problem	Mathematics
Business Studies	Solving	with Statistics
Chemistry	Geography	Media Studies
Classical Studies	Graphics	Painting
Computer Aided	History	Photography
Design	Home Economics	Physical Education
Computing	Horticulture	Physics
Design Technology	Hospitality	Sculpture
Drama	Japanese	Science
Economic Studies	Maori	Textiles

N.B. For Years 11, 12 and 13, the Internationally recognised National Certificate of Education Achievement (NCEA) is offered at Levels 1, 2 and 3 respectively.

A copy of our Senior Course Handbook can be downloaded from our website
www.wainuiomatahigh.school.nz

EXTRA CURRICULAR ACTIVITIES

Bands – Jazz Group

Barber Shop Singing

Chess Club

Choir

Debating

Kapa Haka

Polynesian Club

Rock Quest

School Production

Speech Competitions

Stage Challenge

Strong links to:

Local Sports Clubs

Sports

Athletics

Badminton

Basketball

Cricket

Cross-Country Running

Dragon Boating

Football

Golf

Hockey

Lawn Bowls

Rugby

Rugby League

Swimming

Table Tennis

Tennis

Underwater Hockey

Volleyball

Water Polo



INTERNATIONAL ADVISORY PERSONEL

Parents who have concerns about their son/daughter's academic progress and / or welfare can contact the following:

Mr Martin Isberg	Principal	martini@wainuiomatahigh.school.nz
Mrs Virginia Wilson	Dean of International Students	virginiaw@wainuiomatahigh.school.nz
Ms Natasha Baker	Homestay Co-ordinator	natashab@wainuiomatahigh.school.nz
Ms Suzanne Fifield	International Administrator	suzannefifield@wainuiomatahigh.school.nz
Ms Sue Mortimer	Guidance Counsellor	suem@wainuiomatahigh.school.nz
Mrs Lynley Reynolds	Head of Learning Support (ESOL)	lynleyr@wainuiomatahigh.school.nz
Ms Lixin Wan	Teacher of ESOL	lixinw@wainuiomatahigh.school.nz

INTERNATIONAL STUDENTS CONTACT DETAILS

It is essential that students and host parents keep the school informed of any changes in contact details. These include:

Change of address or phone number of student

Change of address, fax or telephone numbers or email address of parents, caregivers or agents

Change of the type of accommodation from, for example, homestay to flat

STUDENT NON-ATTENDANCE PROCEDURES

Monitoring International Student Attendance (Section 16)

Wainuiomata High School will comply with the Education Act 1989 which requires that International Students have the same rights and needs for tuition as domestic students. In accordance with this International Students must attend Wainuiomata High School on a regular basis and complete all course requirements.

Handling Absences

- The Dean of International Students will monitor attendance at School.
- Parents/legal guardians and homestay parents have an obligation to ring the school daily if a student is to be absent.
- If a student is absent for more than three days a doctor's certificate must be produced.

Investigation of Absences

- The Dean of International Students will investigate any unexplained daily absences or subject absences and the parents/legal guardians and homestays will be informed.
- If these absences, of more than three days, continue for more than six weeks, without valid and consistent reason the student will face disciplinary hearings according to the attendance policy of Wainuiomata High School including the procedures outlined in the Truancy Handbook which will be followed when students are identified as truant.

STUDENT WITHDRAWAL PROCEDURES

Withdrawal of International Students

Parents who wish to withdraw International students from Wainuiomata High School must:

- Provide written approval, reason for withdrawing and evidence if fee refund is being sought
- Provide written approval, reason for withdrawing and evidence if fee refund is being sought from their agent in lieu of parents

REFUNDS POLICY FOR FOREIGN STUDENTS

EDUCATION AMENDMENT ACT

GUIDELINES:

1. In order to be eligible for any refund the parent or legal guardian must apply in writing to the Board setting out the special circumstances of the claim.
2. If the withdrawal is prior to the Student coming to New Zealand the fees paid will be refunded in full minus a \$300.00 administration fee. If a student is not granted a visa the tuition costs will be refunded. If the Student wishes to withdraw after arriving in New Zealand with the purpose of starting the course (or having commenced the course), no refund will be made except where the student returns home due to serious illness of the student or because of a death or serious illness of a close family member. In that event the refund will be calculated in accordance with paragraph 3.
3. Where the Student withdraws from a subject, course or programme at the High School and is eligible to receive a refund, the Board may refund the person who paid the fees in respect of the subject, course or programme any amount of the fees it thinks appropriate but any such amount will not exceed the sum of the following amounts:
 - a. The Board's best estimate of the cost to the High School of providing tuition in the subject, course or programme for one student up to that time;
 - b. An amount that in the Board's opinion reflects the use made by one student in the subject, course or programme of the High School's capital facilities;
 - c. The appropriate proportion of the amounts paid by the Board in respect of foreign students; and
 - d. All other fees prescribed by the Board.
 - e. Payments made to the New Zealand Government.

NB. No refunds will be made if the student:

- Has passed the halfway point of study.
- Is asked to leave by the School Board of Trustees because of misbehaviour, poor attendance or violation of the contract with the school.
- Wishes to transfer to another school.
- Returns home for any reason than exceptional circumstances.
- Acquires permanent residence after having enrolled in the school.
- Has financial difficulties.

Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the course. In the case of a full year student, the second half of the course commences on the first school day in July after term holidays.

Please note: The High School has responsibility for paying the homestay hosts. Students must forward the placement fee and at least four weeks' board before arrival in New Zealand. If a student does not come to New Zealand, board money will be refunded if adequate notice (at least one week prior to expected arrival) is given. Late cancellations will mean some deductions may be made to recompense homestay hosts for inconvenience and expenses incurred.

REFUNDS POLICY EXPLANATION

- If you change your mind before coming to New Zealand, your full fees are refunded, minus a \$300 administration fee.
- If you wish to withdraw after arriving in New Zealand, no refund will be made except in the case of:-
 - (a) return home because of the student's serious illness;
 - (b) return home because of death or serious illness of a close member of the student's family.
- In these cases, under New Zealand law, the High School must retain amounts to cover costs already incurred. The balance will be returned. Medical evidence must be provided.
- Students who are insured may have the balance of their fees reimbursed by the insurance company.
- **NO** refunds will be made to students who are asked to leave the college because of misbehaviour, poor attendance or violation of the rules regarding motor vehicles, drugs or alcohol.
- **NO** refunds will be made to students who wish to transfer to another school for whatever reason.
- **NO** refunds will be made to students who return home for any reason other than the student's serious illness, or serious illness or death of a close member of the family.
- **NO** refunds will be made to students who acquire Permanent Residence during the year after having enrolled at the college.

INTERNATIONAL STUDENT'S DISCIPLINE POLICY

GENERAL

As students of Wainuiomata High School, International Students are expected to comply with all of the high school's rules, regulations and required standards of behaviour as they apply to domestic students. Breach of these will result in disciplinary measures, also as they apply to domestic students. All students will sign a Contract with Wainuiomata High School to this effect. All students will receive a Parent / Student Handbook upon their arrival at Wainuiomata High School. School rules are detailed in there. Included in this Handbook are the following **expectations** of all students (including foreign students).

- a. To be a learner and to take an **active** part in one's education and personal development.
- b. To respect the rights and dignity of others and act accordingly.
- c. To **know, understand and abide by** the Student Attendance, Lateness and Discipline policies.
- d. To have **regular and punctual attendance**. In the event of an absence, to bring a note upon return and arrange for make up work immediately.
- e. To **arrive in class on time**, prepared for work, with the necessary materials, books, etc.
- f. To refrain from expressing personal prejudices against any individual or group.
- g. To accept the consequences for infringing school rules.
- h. To **respect the property** of other students, staff and self.

Some Specific School Rules are:

All students are expected to uphold the honour and good reputation of the school. Sensible and considerate behaviour is expected at all times. Students are under school discipline from the time they leave home on any school occasion until the time they return home.

Correct and complete school uniform **must be worn** on all school occasions.

In the case of absence for medical reasons, a dated note in your student diary from a guardian / caregiver must be presented to the student's Form Teacher immediately upon return to school. Other absences require the approval of the Principal.

Chewing gum, fireworks, matches, cigarettes, alcohol and illegal drugs are all strictly prohibited.

Exclusion from School

International Students have the same rights as domestic students and cannot be stood down from school other than in accordance with the stand down and suspension procedures of the Education Act.

The decision to suspend a student will be made by the Principal on the grounds of gross misconduct or continual disobedience.

Should a discipline decision require that the student return home, Wainuiomata High School will follow the following procedures:

1. The agent and the parents will be notified of the matters causing concern
2. A decision will be made as to whether the student should be given permission to enroll in an alternative education provider in New Zealand
3. The Principal's decision can be referred to the Board of Trustees where the student has been suspended or removed from their homestay
4. The International Student has the right to attend the hearing and be represented as provided for in the 1989 Education Act

NEW ZEALAND LAW

➤ **NEW ZEALAND LAW SPECIAL LEGAL REQUIREMENTS AS A CONSEQUENCE OF AGE**

- No person under the age of 18 years is permitted to buy cigarettes.
- No person under the age of 18 years is permitted to purchase alcohol or to enter an establishment where alcohol is sold or drunk, or drink alcohol in a public place.
- No person under the age of 16 years is permitted to drive a motor vehicle, and having attained the age of 16 years, a licence must be procured.
- It is not lawful to have sexual relations with a person under the age of 16 years.

➤ **IMMIGRATION LAW**

- In most cases, International Students on student visas are not permitted supplementary employment.
- Dependants of students enrolled at a New Zealand Secondary School must make separate application(s) for an entry visa. If such dependants are of school age, they would also be required to be fee paying students.
- Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service and can be viewed on their website at www.immigration.govt.nz

GRIEVANCE PROCEDURES FOR INTERNATIONAL STUDENTS

If you think it would be easier for you to express yourself with a translator, let us know and we will find one for you.

If you have a problem with subjects or teachers:

Make an appointment to see your form level dean, or you can get advice from **Ms Wilson**.

If you feel this is still a problem and is unresolved you may make an appointment to see the Principal.

If you have a problem with your school friends:

You are free to talk to the person you feel most comfortable with (**Form Teacher, Dean or Principal**) and they may refer you to someone else for guidance. If you wish to go straight to the Guidance Counsellor you will need to make an appointment with her.

If you have problems with your homestay:

See Ms Wilson and she will discuss it with Ms Baker. Together we will work to resolve the problem.

If you feel your problem has not been resolved you are always free to see the Principal or your parents can write to the Principal.

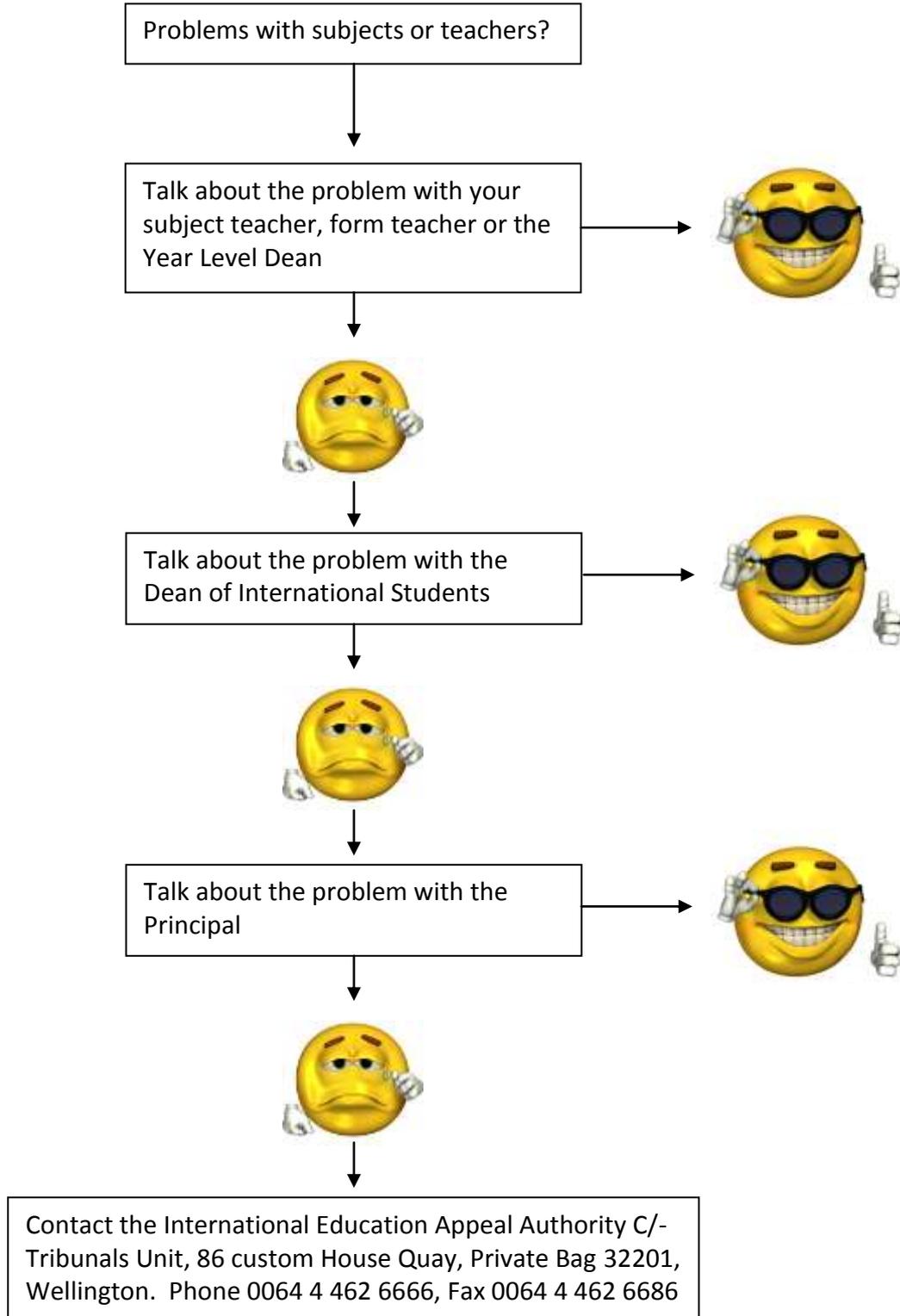
If you still feel your problem is unresolved, you can contact the International Education Appeal Authority. They will want proof that your school tried to help you or that you asked your school for help before you contacted them. Their address is:

International Education Appeal Authority
C/- Ministry of Education
PO Box 12083
Wellington
New Zealand

Always remember problems are best dealt with before they escalate, we are always here to listen and help you. Feel free to bring a friend with you for support or to help you explain your problem.

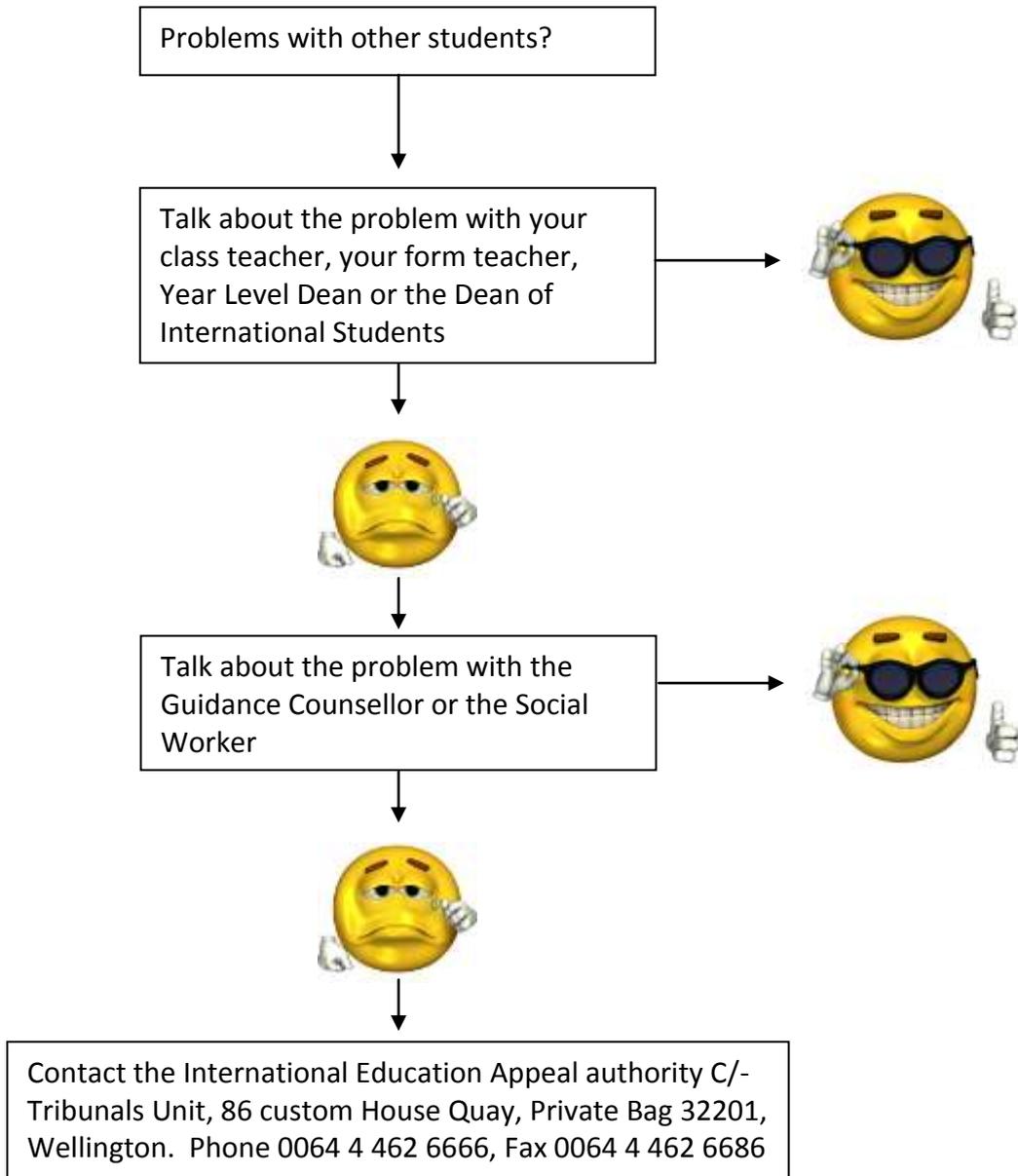
SUGGESTED COMPLAINTS PROCEDURE

At all times, we encourage you to have a support person with you such as a friend, family member or a homestay parent. Wainuiomata High School will endeavour to resolve your problem at the earliest opportunity.



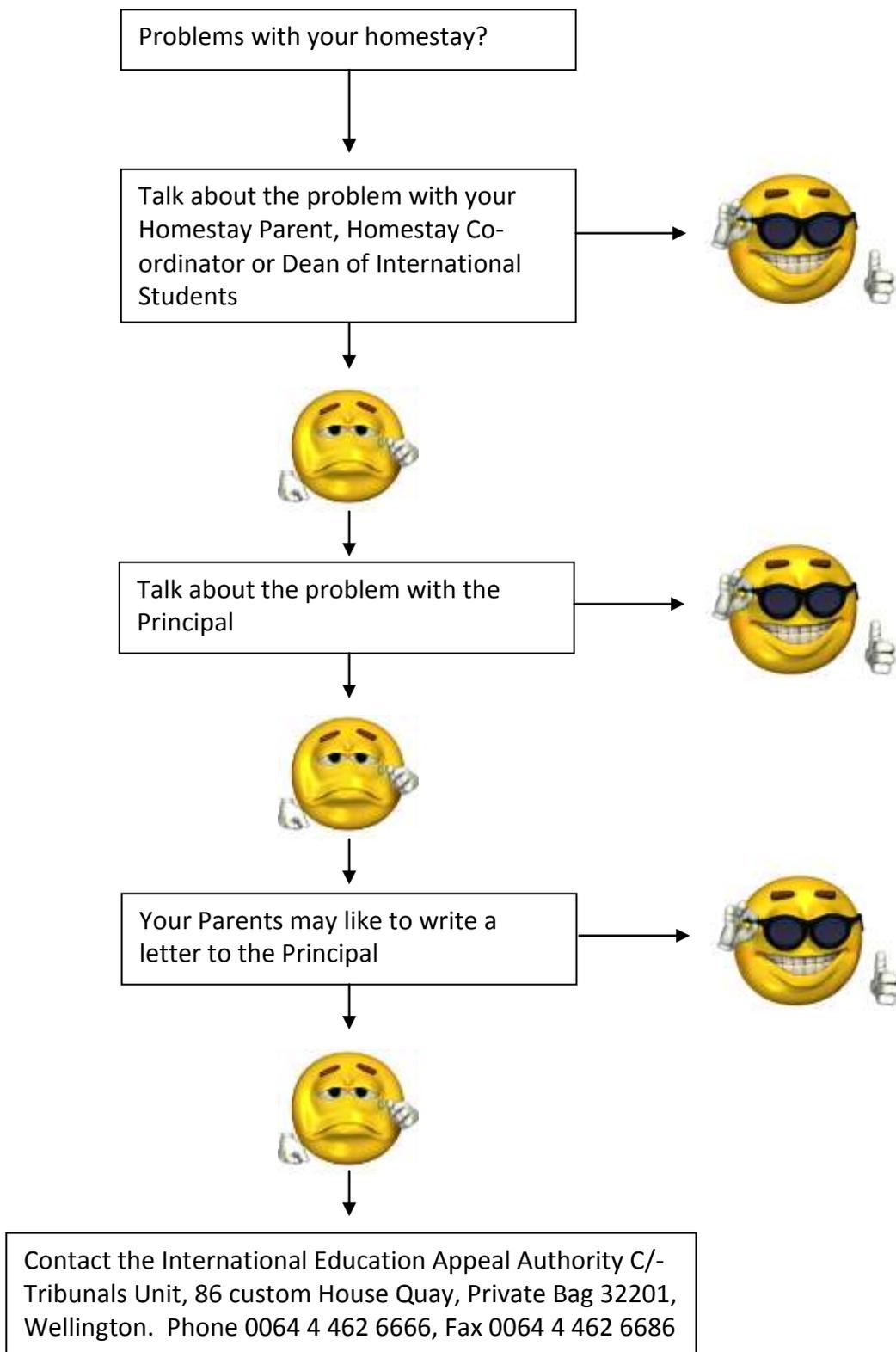
You must be able to show the IEAA that you have tried to get Wainuiomata High School to sort your problem out before you contact them. If the school is in breach of the Code, IEAA will contact Wainuiomata High School about your complaint.

At all times, we encourage you to have a support person with you such as a friend, family member or a homestay parent. Wainuiomata High School will endeavour to resolve your problem at the earliest opportunity.



You must be able to show the IEAA that you have tried to get Wainuiomata High School to sort your problem out before you contact them. If the school is in breach of the Code, IEAA will contact Wainuiomata High School about your complaint.

At all times, we encourage you to have a support person with you such as a friend, family member or a homestay parent. Wainuiomata High School will endeavour to resolve your problem at the earliest opportunity.



You must be able to show the IEAA that you have tried to get Wainuiomata High School to sort your problem out before you contact them. If the school is in breach of the Code, IEAA will contact Wainuiomata High School about your complaint.

CODE OF PRACTICE FOR INTERNATIONAL STUDENTS

What is the Code of Practice?

In New Zealand, the Code of Practice says that Overseas Students must be looked after by their school. If you have any problems, the Code of Practice says you are able to do something about it.

What to do if you need something:

You can tell Ms Wilson if you have a problem with your homestay, money, visa, your school subjects or classes.

What to do if you think Wainuiomata High School has not followed the Code of Practice:

First: tell **Ms Wilson** or your Form teacher.

Second: if you don't think the problem has been solved, you can go to the **Principal**.

Third: if you still don't think the problem has been solved, you can ask the **Board of Trustees** to consider your problem. You can do this by leaving a message for the Board of Trustees Student Representative at the School Office.

Wainuiomata High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education.

The Code of Practice is available from Ms Wilson. At any time you can refer to Section 5.3 Code of Practice Page 17 for advice.

The following websites provide further help and information:

www.minedu.govt.nz/goto/international

www.immigration.govt.nz for full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service.

www.moh.govt.nz for eligibility for health services. Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health.

www.acc.co.nz The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs.

Medical and Travel Insurance – International students must have appropriate and current medical and travel insurance while studying in New Zealand.

Support Services Available

- Wainuiomata High School has assessed the suitability of the home-stay accommodation and the home-stay family. This assessment involved a home visit, Police vetting check, referee reports were provided for the home-stay family and a checklist was completed of requirements. The outcome of this assessment is available to the student and his family at any time on request.
- The Dean of International Students has information and advice on driving laws, driver licensing requirements and road traffic safety, including pedestrian and cycling safety in New Zealand is available in the New Zealand Road Code.
- Advice on courses available at Wainuiomata High School is available through the Dean of International Students and the Head of Learning Support.
- Advice/contact details on welfare facilities including personal health services, mental health services, drug education and counselling, problem gambling, sexuality education and health promotion is available from the Guidance Counsellor.
- Information and advice on relevant New Zealand laws, including laws on the sale of alcohol and tobacco products is available in the Orientation Booklet.
- Information and advice on addressing harassment and discrimination is available from the Orientation Booklet and Dean of International Students.

VERIFICATION AND COURSE PLACEMENT

Verification

All students intending to attend Wainuiomata High School must provide verification of results/records before entering into a commitment of study at Wainuiomata High School.

Course placement

Student placement, or course placement, at a particular level is conditional on a given level of English language proficiency or prior learning being achieved through testing in New Zealand.

When students for whom English is a second language first arrive at Wainuiomata High School, they are referred to the Dean of International Students and assessment tests are administered and students consulted before an individual study programme is prepared for them.

Wainuiomata High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>