

HELENSVILLE PRIMARY SCHOOL  
RATA STREET, HELENSVILLE  
PRINCIPAL Mrs Deborah Heasman  
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# International Students

## Studying at Helensville Primary School

Thank you for your enquiry regarding a possible placement to study at Helensville Primary School for an International Student. We are able to accept enrolments for International Students from Years 1 – 6 (living with parents) and Year 7 -8 (living with parents, a designated caregiver or school arranged homestay placement). The number of places for International Students will be decided upon by the Helensville School Board of Trustees in consideration of our school's enrolment zone.

To process your enrolment please read the attached documents.

Please contact us during school hours Monday – Friday 8.15am - 3.30pm. Where possible an appointment time will be confirmed when the student, and their parents/guardian to come to the school with their passport. A meeting with the school principal will then take place. The interview will consist of:

- Tour of school
- Information about the school curriculum, classrooms and daily programmes
- Discussion around the student: their levels of English, strengths, interests
- Parental understanding of the Code
- Any questions the family may have

A form filling process will take place and the Code of Practice for Pastoral Care of International Students and its requirements, and Helensville Primary School Policies and Procedures will be explained to you. For off-shore applications please email our Teacher in Charge of International Students, [internationalstudents@helensville.school.nz](mailto:internationalstudents@helensville.school.nz) and this process can be completed via e-mail.

If the student is successful upon application to attend Helensville Primary School, they will be notified by letter and offered a place to study at school. An offer of place invoice will be issued and once school fees and homestay fees (where applicable) have been made you will be provided with a "Letter of Placement" confirming acceptance to Helensville Primary School for immigration purposes. Parents have fourteen days, or less if they desire, to accept the placement, by paying the fees. Once the fees have been received and receipted by the school, and immigration details have been verified, your child may attend school.

We look forward to welcoming you and your child as an international family to our school.

