

# International Students Prospectus 2018



## Introduction

Helensville Primary School welcomes international students. We value the contribution students from many different nations bring to our school community.

Helensville School has a Teacher in Charge of International Students whose role includes; assistance in English, support in cultural aspects and difficulties, questions that may arise while students are attending our school and the coordination and management of homestay arrangements.

## Programme

All our international students are placed in a class of their year level, and are expected to participate as fully as possible in all areas of the curriculum, with consideration given to their level of English. Where required, students are withdrawn on a regular basis during the week, for intensive small group English instruction (oral, written and reading), working alongside our specialist teacher aide with qualifications in teaching and learning of English as a second language, until they are able to work independently within the classroom. The Teacher in Charge of International Students oversees these programmes and their delivery, and liaises closely with the classroom teacher to ensure that the student is settled, progressing with English, the school's curriculum, and to give support and assistance as and when required.

## Facilities and Opportunities

International students have access to all school based facilities, resources and opportunities including information and communication technology such as computers, a well-stocked library, music and drama room, gymnasium/school hall, sports shed (access to equipment at morning tea and lunch times), craft club, choir, chess club, sports teams such as touch rugby, netball and interschool competitions across a variety of sporting codes.

## Enrolment Information and Procedures

The following information should be read carefully before any enrolment is proceeded with.

### Enrolment conditions

Helensville School has an International Student Policy and is a signatory to The Education (Pastoral Care of International Students) Code of Practice 2016 (hereinafter called the Code). All international students enrolled in Years 1 to 6 of Helensville School (10 years and under), are to be living with and continue to live with a parent during their enrolment, or in the case of a students enrolled in Year 7 - 8 (11 – 13 years) may live with a designated caregiver or in a homestay approved by the school. Students are accepted on a weekly, per term or annual basis.

Helensville 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 web site at <http://www.minedu.govt.nz/goto/international>

## Immigration

All students wishing to enrol at Helensville Primary School must meet New Zealand immigration requirements for studying in New Zealand.

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through New Zealand Immigration Service, and can be viewed on their web site at <http://www.immigration.govt.nz>

## English Proficiency

No child will be refused acceptance due to their level of English, as all levels of English proficiency are catered for within Helensville Primary School. A placement in the school will be offered when conditions of enrolment are met, a vacancy being available at the year level of the prospective student, and the administration fee having been paid.

## 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 unless you are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary permit that is valid for two years or more

Full details on entitlements to publicly funded health services are available through the Ministry of Health and can be viewed on their website at <http://www.moh.govt.nz>.

## Accident Insurance:

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. Further information can be viewed on the ACC website at <http://www.acc.co.nz>.

## Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. Documentation for insurance will be requested upon enrolment.

## Tuition Costs

**It is understood that all children will participate fully in all aspects of Helensville School life.**

### 1. Tuition Fees:

**One School Year:** (Based on a 40 week school year)    NZ \$10,000.00 (including GST)  
**3 terms only:** NZ\$7800.00 (including GST)  
**2 terms only:** NZ\$5400.00 (including GST)  
**1 term only:** NZ\$2800.00 (including GST)  
**For periods less than one term:** NZ \$300.00 per week (including GST)

**Tuition fees include:** Government Levy, English classes (where needed), sport during the school programme, entry fees to all shows by visiting performers, school art supplies, choir, ukulele, specialist Technology (Year 7/8), stationery, specialist Te Reo Maori tuition.

### 3. Administration Fee (one off fee):

NZ\$ 250 (including GST) per child (non-refundable)  
(For families enrolling more than one student at the same time, this fee will be at the school's discretion.)

#### 4. Homestay Fees (if applicable)

NZ\$ 250 (including GST) per child Administration Fee (non-refundable)

NZ\$ 350 (including GST) per child, per week

#### 5. Airport Transfer (if applicable)

NZ\$ 100 (including GST) per child, per pick-up or NZ\$ 150 (including GST) drop-off (students must travel as unaccompanied minors if travelling alone)

### Additional Costs

Camps, class trips, school photos, fundraising activities, after school sporting costs, external tests and Term 1 swimming programmes are additional costs. These will costs will be invoiced to parents.

**These compulsory costs vary according to the individual programme depending on year level and interest of the student.**

International Students **NOT** returning home during the school holidays will be required to make additional payments to cover supervision and activities. Details of holiday arrangements need to be confirmed in writing with the Teacher in Charge of International Students.

The school office can help put students in contact with local sports, arts and music providers for extra after school activities.

### Uniform

The school uniform is compulsory for all students studying at Helensville School. Prices can be obtained from the school office with items purchased from NZ Uniforms [www.nzuniforms.com](http://www.nzuniforms.com). On request for those International Students not with parents or a designated caregiver, school uniform costs can be invoiced to parents.



### Refund Policy

Helensville School has a **Refund Policy**. If a student withdraws from school:

- The parents must apply in writing, to the Board of Trustees, within one month of the last day of attendance, explaining why the student has withdrawn from school and the reasons for seeking a refund.
- If the student does not attend for more than twenty-one consecutive school days then the school will notify, in writing, to the parents/guardians that the enrolment has been terminated. However, if the parents have previously informed the school that the child will be absent for a period of time, with the reason for the absence, the place will be held, providing all fees have been paid in full, as required.
- If the school terminates the enrolment, the school will notify Immigration as required.
- If the child's behaviour is of an unacceptable level, then an interview with the child, parents/caregiver and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents. If there is no further improvement, the child be asked, in writing, to leave at the end of term, or sooner if the school decides, and will not be eligible to return the following term. There will be no refunds on fees paid if this occurs. "An acceptable level of behaviour" would be seen as obeying the school rules and displaying the school values.
- In all cases of absences, the parents must notify the school by 9am on the morning of the first day of absence, and continue to notify the school daily until the child's return to school.

If the enrolment application is found to be inaccurate in any way the contract may be terminated.

## Automatic Acceptance

It is to be understood that the acceptance of one student within the family does not automatically mean the acceptance of other members within the immediate or extended family. However, Helensville Primary School will endeavour to accept all members of the same immediate family.

## Unaccompanied Students

Helensville Primary School will not accept any student who is not living with parents or legal guardian if they are 10 years and under.

Helensville Primary School will accept a student living with a designated caregiver or a student to be placed in a homestay organised by the school if 11 – 13 years old (Year 7/8).

Students travelling by airline unaccompanied must travel as an 'Unaccompanied Minor'.

If requested, Helensville Primary School will organise pick up and drop off from Auckland International Airport for International Students being placed in a school organised homestay, with charges invoiced in advance to parents.

## Accommodation

As per The Education (Pastoral Care of International Students) Code of Practice 2016 and Guidelines (2010) the Teacher in Charge of International Students upon or before enrolment will determine and verify which category of accommodation the student will live in i.e.

- Parent
- Designated Caregiver
- Homestay

Any change in accommodation type must be advised immediately to the Teacher in Charge of International Students.

## Homestay

All homestays are carefully selected and monitored to ensure that appropriate standards are maintained. Our aim is for our homestays to be a 'home away from home' where students feel welcome, safe, supported, included and valued. Police vetting will be required of all caregivers and residents of a households aged 18 years or over excluding International Students. Helensville Primary School will provide guidelines to caregivers and students, and outline the divisions of responsibilities between the school and caregivers.

Homestay payments are payable in advance to Helensville Primary School. The school will pay the homestay caregiver each fortnight, account for all money received and payments made from homestay money. The homestay fees invoiced may be an estimate cost only. A one off placement fee of \$250.00 will be charged and additional costs will be invoiced for agreed student costs not covered by the school such as transport payments to the airport, after school tuition. A weekly homestay fee of \$220 will be charged, payable in advance. Helensville Primary School can only guarantee accommodation for visa purposes for the number of week's homestay weeks have been paid for. On written request Helensville Primary school will refund any balance left over at the end of the student's placement. One week's notice must be given by either party (either homestay or student) prior to a student being placed in another homestay.

Sudden or temporary homestay changes including emergency situations will be coordinated by the Teacher in Charge of International Students.

## Designated Caregivers

Parents of the student must fill out and personally sign the Designated Caregivers section of the enrolment form when submitting the application. The school will decide if the caregiver will be verified when submitting the application and will ask for a Police Vet, and may request further supporting information and/or evidence of the relationship or close friendship.

The home of the proposed Designated Caregiver will be visited and assessed the same as for homestay caregivers. Parents take full responsibility and accept decisions made by their child's Designated Caregiver about the day to day requirements of their child. Helensville Primary School will provide care and welfare at school.

## Change of Address

Any change in contact details or residential address, must be given to the school on or before the date of change, in writing.



## Residency

If a student gains residency, they may attend without further international fees being paid. Instead, the school will advise of the current school donation and activity fees which apply to domestic students.

Changes in residency must be advised to the school in writing immediately and immigration documentation must be produced to the school to verify the change in residency status.

## PROCEDURES ONCE AN ENROLMENT HAS BEEN RECEIVED

On receipt of a completed enrolment application, the following procedure will occur:

1. Parents will be notified of an interview time. This interview will include the prospective student, parents (where possible), a translator if applicable, the Principal, or nominated deputy, and the Teacher in Charge of International Students.
2. The interview will consist of:
  - a. Tour of school
  - b. Information about the school curriculum, classrooms and daily programmes
  - c. Discussion around the student: their levels of English, strengths, interests
  - d. Parental understanding of the Code
  - e. Accommodation requirements
  - f. Any questions the family may have

On completion of the interview, the school will inform the parents by letter whether the application has been successful. The parents have fourteen days, or less if they desire, to accept the placement, by paying the fees. Once the fees have been received, acknowledged and receipted by the school, the student may attend school.

If there is no current available place, the parents will be notified, and will be given the option of being placed on a waiting list. When the place becomes available, they will be notified, and be given fourteen days to accept or decline the placement.

## Orientation Programme and Support

The Teacher in Charge of International Students is primarily responsible for the orientation of the students and their on-going welfare within the school community. This will be done in close liaison with the classroom teacher, the Principal and Deputy Principal.

The student and their family will be given the contact phone number for the Teacher in Charge of International Students so that they have 24 hour access to support and assistance if required.

## Starting School

An initial orientation will be done prior to or during the enrolment interview with the prospective student and parents.

On the student's first day, the student will be met by the Teacher in Charge of International Students and shown to the classroom. All students will be mainstreamed immediately on arrival, with small group withdrawal for further orientation, English testing and teaching, as required.

The classroom teacher will be responsible for ensuring the new student is "buddied" with two or more students whose role is to help the new student with daily routines, timetables and activities during free time such as at morning tea and lunch breaks. The Teacher in Charge of International Students will monitor this closely.

## Reporting

International Students attending Helensville Primary School will be expected to participate fully in all aspects of the school curriculum and activities. Parents of International Students will be given a mid-year and end of year report to show progress and achievement in all areas of the curriculum. Term 1 and Term 3 will also see an online learning journal of work completed and shared with parents. In Term 2 there are goal setting interviews where all students set goals around their literacy and maths learning, and a personal goal.

If parents have any concerns, they may request an interview with the classroom teacher and/or the Teacher in Charge of International Students at any time.

## On-going Support

The Teacher in Charge of International Students will continue to monitor the student during the "settling in" period and be available for support of the student, the teacher and the parents.

As the student becomes more settled and is comfortable with the daily routines, the Teacher in Charge of International Students will continue to monitor his / her progress, through informal meetings, ESL teaching times, and where necessary through formal meetings with the student, the classroom teacher and / or the parents.

Parents and students need to know that Helensville School has an "open- door" policy. At any time, they may make an appointment to see the classroom teacher or the Teacher in Charge of International Students to discuss any questions or concerns.



**'Where we know what it is to be a learner'**