



Hamilton

Seventh-day Adventist[®] School

Educating for Eternity

**International Student
Handbook & Application
Pack 2019/20**

Table of Contents

Introduction	Page 3
General Information	Page 4-5
Mission Statement	Page 6
General Objectives	Page 6
Board of Trustees	Page 6
Staff Information	Page 7
Contact Information	Page 7-8
School Uniform	Page 8
Admission	Page 9
Medical & Travel Insurance	Page 9-10
Communication with Parents	Page 11
Finance	Page 12
Fee Protection	Page 12
Refund Conditions	Page 13
Curriculum Delivery	Page 14
Pastoral Care – Code Compliance	Page 15-20
Appendices	Page 21-33

INTRODUCTION

From The Principal

Dear Parents

Thank you for your interest in our school. I hope the information contained in this handbook will answer any questions you may have.

We have an increasing number of international students interested in our school. Being a small school however means that we have only a limited number of places available each year. For those international students we are able to accept, we aim to provide high quality education. We enjoy having students from overseas – as it assists in giving our local students increased exposure to other places, cultures and ways of looking at the world.

As a church owned and run school, we emphasise the teachings of the Bible, and encourage the children to form a personal relationship with Christ. We believe that effective education maintains a balance between the social, physical, spiritual and academic endeavours of a student's life.

We aim to ensure students feel fully at home within our school. Due to its size it doesn't take long for new students to get to know everyone. We are pleased how quickly our international students become an important part of our school life.

After reading through this handbook, please do not hesitate to call if there are aspects of the school you wish to discuss further.

God's blessings on you and your family.

Yours sincerely

Shaun Hurlow
Principal | Hamilton Seventh-day Adventist School

GENERAL INFORMATION

Schooling in New Zealand

Learning in the Classroom

At primary level, years 1 – 8, children work in a variety of learning situations. They are usually based in one classroom with one teacher. The classroom may be an open plan space providing for two or more teachers. They may join with other classes for some activities.

In the classroom, group activities help children learn to share and work co-operatively. At other times they will work alone or on projects.

Class sizes vary but are generally smaller in the junior level. The school determines class size, but they have to be within the Ministry of Education guidelines.

The school day usually begins about 9.00am and finishes about 3.00pm with breaks at mid-morning, lunchtime and mid-afternoon.

The New Zealand Curriculum

All schools in New Zealand are expected to focus on the achievement and success of all children. Today's highly technological age means it is important for schools to prepare students to cope with a variety of complex information and to be flexible enough to adapt to ongoing change. Students also need to be willing to continue learning throughout their lifetimes.

The New Zealand Curriculum is a statement of student learning policy for schools, setting out the expectations for what all children should learn. The Curriculum is supported by guidelines covering teaching, learning, assessment and good practice for all students in all New Zealand schools. Recognising that education must be relevant and responsive to all needs and abilities; the Curriculum requires teachers and schools to meet each student's specific learning needs. The aim is to equip all students to play a full part in their community and the wider world. To achieve that, the Curriculum has to:

- reflect the multi-cultural nature of New Zealand society and, in particular, the significance of the Treaty of Waitangi, which establishes the relationship between Maori and the Crown
- be consistent and linked across all levels of schooling
- provide a clear understanding of how measuring a student's progress can help teaching and learning to be more effective

The Essential Learning Areas

The New Zealand Curriculum includes seven essential learning areas. These form a broad and balanced range of learning through which students can develop their knowledge and skills. All students study in all seven areas to the end of Year 10. The seven essential learning areas are Mathematics, English, Technology, Science, Social Studies, Health and Physical Development, Arts.

The Curriculum is also intended to reinforce commonly held attitudes, values and beliefs.

For each essential learning area, a National Curriculum Statement sets out the achievement objectives that all students should achieve as they progress. Teachers are able to assess how well students are doing against these objectives. Each school uses the national Curriculum Statements to develop its own school curriculum and plan its classroom programmes, also taking into account the goals and objectives of its local community.

Schools are expected to focus on ensuring that students achieve in literacy and numeracy, as these are the vital building blocks for all learning.

Effective teaching has a major impact on students' achievement, and providing teachers with opportunities to ensure their skills and knowledge are current is important.

Checking Progress

Students' progress and achievement are assessed to improve teaching and learning. Assessment helps identify a student's strengths and any areas needing development. This information lets the student and their parents know how well they are doing and enables teachers to make improvements to their teaching programmes.

Schools are expected to report to parents on the progress of their children. They usually do this using written reports. Parents can also meet teachers to talk about their children and may ask for a meeting with their child's teacher at any time.

Assessment information is also used to measure the success of each school's programme and to provide information for schools' planning and development. The Ministry of Education monitors trends in national education standards and achievement every four years by assessing around three percent of eight and twelve year olds.

Hamilton Seventh-day Adventist School

The Hamilton Seventh-day Adventist School is an integrated co-educational day school with a comprehensive programme both primary and intermediate education, from Year 0 (new entrants) to Year 8. The school is owned and operated by the Seventh-day Adventist Church. It provides education in harmony with the beliefs, values, life-style and commitment of the church. Emphasis is placed on the development of a Christian character and a life of service in the community. A Board of Trustees consisting of representative members of the school community runs the school.

The school was established on its present site in 1971. It is situated on 2.5 hectares of ground providing adequate space for the classrooms and recreational facilities. The school building has recently been upgraded with the addition of a spacious new library, staff room and administration area. Included in the school buildings are three classrooms, resource rooms, library, tuck shop, staff room, copy room, Principals office, special needs/withdrawal room and reception area with secretary's office.

The grounds provide a playing field for recreational activities such as soccer, hockey, touch rugby, cricket and softball. A multipurpose court caters for tennis, pater tennis, netball and basketball. An adventure playground provides climbing equipment, slides, swings etc. There is also a large sand play area. both these play areas are sun-shaded. The school has many large trees, which provide shade and shelter.

The school is in a beautiful country setting, on Annebrook Road, just out of Hamilton City Boundary.



Mission Statement

Quality education with a strong emphasis on a personal, saving relationship with Jesus Christ, in a caring Christian environment.

General Objectives

The school aims to:

1. Provide a Spiritual environment that actively challenges children to develop a personal relationship with Christ.
2. Develop strong moral characters.
3. Provide opportunities for all children to be involved in community service, so as to fulfill God's purpose for us - in being His hands here on earth.
4. Provide learning experiences that give opportunities for children to be the best they can be in each area of the school curriculum.
5. Assist children to recognise their strengths and gifts, and give opportunities for these to be used.
6. Encourage children to become decision makers and problem-solvers; having the ability to resolve issues for themselves.
7. Develop technological skills that will enable the children to adapt to meet the ever-changing demands of a technological world.
8. Develop positive interpersonal relationship skills. This will include developing good sportsmanship and habits of fair play.
9. Develop self-discipline skills.
10. Foster intellectual curiosity that will motivate children to want to explore and learn.
11. Develop skills in learning how to learn; facilitating life-long learners.
12. Foster the development of physical health, ensuring an all-round balanced development.
13. Have an orderly, planned school environment.
14. Foster an interpersonal school environment where children can be themselves without fear of ridicule or discrimination.
15. Encourage children to be participants in life, rather than mere on-lookers.
16. Encourage responsibility and respect for the world community, and in caring for their environment.

Board of Trustees

This is the governing body of the school. It is comprised of; elected parent representatives, proprietor's representatives (from the Seventh-day Adventist Church), a staff representative and the school principal.

The functions of the Board are to foster the Seventh-day Adventist philosophy of education in the school, ensure a high standard of curriculum development and delivery, as well as care for the physical plant, financial operations of the school, personnel management and the enrolment of students.

Staff Information

Teaching Staff

Principal	Shaun Hurlow
Deputy Principal (Yr 1-2)	Sarita Butler
Yr 5-8	James Roche
Y3-4	Belinda Ninah
Yr 1-2	Catherine Flynn

Support Staff

Secretary	Robyn Head
Learning Support Tutor	Guirly Babao
ESOL/Learning Support	Jane Johns

Contact Information

Seventh-day Adventist School

42 Annebrook Road

R.D. 3

Hamilton

New Zealand

Phone 07 856 4417

E-mail principal@hamsda.school.nz www.hamsda.school

Principal

Mr Shaun Hurlow

Phone 07 823 1211

Mobile 021 237 6816

E-mail principal@hamsda.school.nz

Board Chairperson

Mr Stephen Petrie

Mobile 021 880 640

E-mail stephen.petrie@icloud.com

Designated Person for Pastoral Care of International Students

Mrs Jane Johns

Mobile 021 155 0569

E-mail jane@johns.kiwi.nz

School Uniform

As the wearing of a school uniform is a pledge of loyalty to the school and an important contribution to the school tone, the wearing of the regulation uniform is compulsory for all students.

Uniform is ordered through the school office. The Designated Support Person for International Students is able to assist with the ordering of school uniform.

A complete set including summer uniform, winter uniform and sports uniform will cost NZ\$200 – 250.



ADMISSION

Admission Procedures

1. Complete an application for Enrolment form and submit with documentation as detailed in the enrolment pack (see page 26 for the list of items needed).
2. The principal will then submit the application and supporting documentation to the Board of Trustees for approval.
3. Parents will be notified in writing of the Boards decision.
4. Following the approval of the enrolment, the parent must complete the documentation as detailed on page 27.

An Application for Enrolment form may be copied or printed from the Appendices Section

Conditions of Acceptance

The Board of Trustees must give approval. If the student/parent fails to provide any information requested as outlined in the Admission Procedures, the school may be unable to process the application.

Medical and Travel Insurance

Medical and travel insurance is compulsory for international students studying in New Zealand. All students must have appropriate and current medical and travel insurance for the duration of their planned stay.

Health services

Most international students are not entitled to publicly funded health services while in New Zealand unless they 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.

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. The school requires all students to have insurance that will cover the cost of medical treatment in New Zealand for the duration of their stay.

Travel

The school also requires all students to have travel insurance. Parents must provide documentation of health and travel insurance arrangements to the school for approval as part of the application process.

Accident

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 www.acc.co.nz

The school is required to approve the students insurance. It is our preference that students obtain an insurance policy for medical and travel from a New Zealand company. However, a policy taken out

overseas will be acceptable if it is translated into English, forwarded to the school for approval, and covers all the requirements.

Approved Insurance arrangements shall be a condition of acceptance. See Appendices section for a list of requirements for insurance cover

Immigration

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 (NZIS), and can be viewed on their website at <http://www.immigration.govt.nz>.

Accommodation

Policy

The Hamilton Seventh-day Adventist Primary School undertakes to comply with the accommodation provisions set out in Part 6 of the Ministry of Education Code of Practice for the Pastoral Care of International Students.

The Categories of accommodation accepted by the school are:

- Living with parents
- Homestays
- Designated caregivers

This policy and procedures will reviewed according to the self-review cycle as outlined in the school's Management Manual.

Procedures

- a) The school's designated person for pastoral care will be responsible for implementing these procedures. They will report any serious concerns to the school principal.
- b) The school will ensure that students are living in one of the following forms of accommodation;
 - With Parents
 - Homestay
 - Designated Caregiver
- c) The school will determine that the homestay and/or designated caregiver accommodation is not a boarding establishment.
- d) An assessment will be made as to;
 - the suitability of the caregiver
 - the suitability of the residential facilities (on-site)
 - the ability of the carer to provide a safe physical and emotional environment

- e) The school will ensure police vetting is carried out on all adults ages 18 years and over living at the homestay accommodation or designated caregiver.
- f) A support structure for Carers will be established which will include;
 - any necessary information on the student
 - advice and information on best practice
 - advice and assistance with cultural issues
- g) The support structure for students will include;
 - Visits made each term to monitor the homestay accommodation. This will include the completion of the “Homestay Accommodation Survey”.
 - An interview with the students at least once each term.
- h) For designated caregivers the following will also apply;
 - A designated caregiver indemnity document will be signed by parents
 - The support person will meet with and establish communication with the caregiver.
 - The school will ensure that the designated caregiver is a bona fide relative or friend of the parent.

Communication with Parents

- a) Initial communication with parents will be made via email.
- b) The school will keep emergency contact phone numbers readily available, for use in an emergency. These numbers will include both work and home contact details so that parents can be contacted 24 hours a day.
- c) In the event of an emergency the principal will contact the parents.
If needed the following organization will be utilized to assist the communication;

TeliS (National Telephone Interpreting Service)
04 384 2849

Parents will be informed of these procedures during the initial email contact.
- d) If the emergency involves the death of a student, the police will organize contact with parents.
- e) The pastoral care coordinator will keep in regular contact with students to ensure there are regular telephone calls home, and that there is ready access to a phone. (This information will be recorded with the “Student Accommodation Survey.”)
- f) Regular email contact between student and parents will be encouraged by the school - with the school’s computer network available for this purpose.
- g) The pastoral care coordinator will be responsible for ensuring students are familiar with the procedures for accessing their parents.

FINANCE

Fee Schedule

Attendance Dues Fee	1180.00
Special Character Fee	200.00
Activity Fee	60.00
Stationary	40.00
Camp Fee	200.00
Tuition Fee	8500.00
International Student Levy	480.00
Administration Levy	200.00
Total	10,860
GST	1,692
Total Incl GST	12,552

Please note the following points about the fee structure;

1. The attendance due & special character fees are charged the school by the proprietor (school owner), for every child who attends the school.
2. The activity fee covers local excursions.
3. All figures include GST (goods & services tax).
4. In addition to the above prices, all students will need to purchase a school uniform, which will vary in price according to the child (about \$200-\$250).
5. All prices are quoted in New Zealand Dollars.
6. Fees for students attending the school for less than a year are calculated at \$290 per week.

Fee Protection Policy

Purpose

To show in the Board's financial policy, a statement outlining how the board will deal with the income from International student fees so that there are good fiscal control mechanisms in place.

Implementation

- These fees are separately coded and audited
- These fees are not spent in advance on the premise that future students will attend the school
- That the Board will always have sufficient reserves to be able to return to students their fees in the event of a student refund being required or because the school is unable to provide or continue a course or programme.

Conclusion

The Board of Trustees fee protection guarantee will ensure that there are sound fiscal control mechanisms in place to protect student's investment.

Refund Conditions for International Students

If the student has enrolled but not yet started the course

- The student fees may be refunded less a \$250 administration fee

If the student has started the course and is still in the first half of the course

- The tuition fees may be refunded less the follow up charges:
 - An administration fee of \$500
 - The cost of the course up to the time of withdrawal
 - The Government charges that apply
 - Any commission that has been paid
 - Any money that is owed by the student to the school
 - Uniform and stationery/textbook costs

If the student has started the course and is in the second half of that course

- The tuition fees may only be refunded if there are special reasons for the student leaving such as becoming seriously ill or serious illness in the student's family or some other special reason.
- If a refund is to be claimed the student and /or parent must:
 - Write a letter to the Board of Trustees explaining the special reasons
 - The Board of Trustees will make a decision about giving a refund in these circumstances

There are **NO** refunds if the student has been asked to leave the school because of bad behaviour requiring disciplinary action or poor attendance.

If an International student gains permanent residency the same refund procedures will apply. The student will be treated as a New Zealand student for subsequent terms.

The school has a Fee Protection Policy that allows for sufficient reserves to be available for the refund of fees in the event of a student withdrawing from the school or the school being no longer able to provide the course or programme being attended by the student.

Parents are required to sign a copy of the Refund Conditions Agreement, found in the Appendices section of the Handbook.

CURRICULUM DELIVERY

Classroom Organisation

Class sizes are kept small, with a maximum of 25 students usually applying to the students in Yr 4-8. There are usually 2-3 grade levels in each room, with students being ability grouped to maximize effective instruction time.

Individual Programmes

Individual programmes are set up for children requiring them. Most international students have a programme set-up and/or adjusted – particularly for the needs of that child. These individual programmes are monitored throughout the year – with flexibility for changes as and when required.

Learning Support

General learning difficulties are catered firstly by adjusting the classroom programme for that child. Secondly, if need be, a teacher aide is assigned to work one-to-one with that child for 25-30 minutes a day, four days per week. This programme is set-up and monitored by the schools Special Need's Co-ordinator, and runs separately from the ESOL provision.

ESOL

Up to four hours per week ESOL support is provided for those who need it. Allocations are based on the results of the entry tests performed when an international student begins school.

Reporting

A written summary is kept of the beginning assessment for each child. At intervals during the year, further tests record progress and achievement of the students in relation to their “starting level”. Mid-year and end-year report summaries are written and available.

PASTORAL CARE - CODE COMPLIANCE

Code of Practice for the Pastoral Care of International Students

Hamilton Seventh-day Adventist Primary 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 the College or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>.

Summary Code of Practice for the Pastoral Care of International Students

Introduction

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, which 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 on a student permit from the New Zealand Immigration Service.

How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from www.minedu.govt.nz/goto/international

How do I know if an educational provider has signed the Code?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from www.minedu.govt.nz/goto/international If the educational 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 educational 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.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can write to the IEAA at:

The International Education Appeal Authority,
PO Box 12083,
Wellington,
New Zealand.

Email: info.ieaa@minedu.govt.nz

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate. The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an educational 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 educational 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 under the age of 18 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.

Designated Unit for Pastoral care

The Board of Trustees has appointed a Designated Unit for the Pastoral Care of International Students and for enquiries relating to the Code of Practice for the Pastoral Care of International Students. The unit will be responsible for all issues of code compliance including support services for students.

Shaun Hurlow (B.Ed, PdhPE)

Principal
Enrolment
Curriculum Delivery and Reporting

Jane Johns

ESOL
Accommodation
Orientation and Student Support

Sarita Butler (Dip Ed)

Teacher (Part-time)
Enquiries relating to Code Compliance

Orientation

When International students first arrive at school they will be

- Given a buddy their own age
- Introduced to their teacher, the school principal and other school staff
- Shown around the school including the office, tuck-shop, toilets, drinking facilities, lockers/bag storage, first aid location, sports equipment shed, library, school boundaries and restricted areas
- Given information by the schools Designated Support Person regarding school rules and guidelines. They will ensure that the student understands 'What to do if...?' as outlined below.

What do I do if?

Fill in the table below with help from your class teacher. If you know what to do in these situations you will find your life at school will run smoothly.

What do you do if?

Write your answers here or tell your teacher

You are away sick?

You are late for school?

Your uniform is in the wash or you lose some of it?

You need more stationery?

You need to pay some money for a trip or activity?

You feel sick during the day?

You get lost or don't know where you should be?

You are being bullied?

You have lost something?

You have to leave school early for an appointment?

Something belonging to you is missing?

Something awful has happened at home?

You have an accident at school?

You want to play a particular sport at school?

You need to contact a parent during the day?

You don't understand something in class?

Support Services Programme

All international students will be provided with the following support services

- Daily support from class teacher
- Buddy of students own age
- Other students of the same nationality
- Pastoral care provided by the schools Designated Support Person
- Access to First Language support and counseling

NZ Police/Abulance/Fire

111

Ministry for Vulnerable Children

0800 486 923

Help Line

0508 828 865 (0508 TAUTOKO)

Procedure for Truancy or Non-Attendance

Purpose

- To fulfil legislation and compliance requirements
- To comply with the Code of Practice for the Pastoral Care of International Students
- To ensure all children enrolled at the school attend regularly
- To uphold the safety and welfare of all students enrolled at the school

Implementation

Truancy and Non-Attendance

- The school will keep a daily register of attendance for all students
- Where a student is absent without notification the school will attempt to contact the parents/caregivers in a timely manner to get the absence clarified.
- The District Truancy Service will be contacted immediately it is apparent a student is truant.
- If a student has left the school, and reasonable inquiries by the principal fails to determine what school the student has gone to, the principal will inform the Ministry of Education using the form NETS-1.
- If a student ceases to attend for 20 days or more without notification, their name will be removed from the roll and the school will notify the New Zealand Immigration Service (NZIS)

Welfare and Safety

- If there are concerns for a student's welfare or safety, the Designated Person/pastor and/or the principal will be involved
- Parents will be contacted if the school has concerns
- If applicable the school will contact outside agencies, e.g. Child, Youth and Family (CYF)
- If the student ceases attendance the school will contact New Zealand Immigration Service.

Termination of Tuition

The school reserves the right to terminate tuition in certain circumstances, which include

- Failure to comply with school rules
- Unexplained absences
- Stand-down, suspension, exclusion or expulsion in accordance with the Education Rules, 1999
- The imparting of false or misleading information on enrolment

If parents choose to withdraw their child from the school they must notify the school in writing. Withdrawal procedures will be followed and Refund Conditions applied, See Appendix ?.

Should tuition cease, the school will notify NZIS.

Withdrawal Procedures

All applications for withdrawal must be made in writing. A withdrawal form, available from the office, must be completed and signed.

Should a student withdraw, the school will notify NZIS.

Grievance Procedures

From time to time there may arise grievance issues. The student may deal with these directly or request support from the schools Designated Support Person.

- **Issues with subjects or teachers**
Either discuss with the teacher concerned or speak directly with the Principal.
- **Issues with fellow students**
Discuss with class teacher or teacher on duty

If the issue has not been resolved to the student's satisfaction, see the Principal to discuss the options available.

If the student is still not satisfied, they or their parents can write to the Principal.

If you believe that you have not been dealt with fairly by the school, you may contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority
C/o Ministry of Education
PO Box 47-911
Auckland

NEW ZEALAND

Or e-mail: info.ieaa@minedu.govt.nz

You must be able to show the International Education Appeal Authority that you have told the school about the problem before you contact them.

If you do have a problem please ask for help while it is still a little problem. Do not wait for it to become a big problem. ***If you are not confident that your English is good enough you can always ask the Schools Designated Person for first language support.***

APPENDICES

Appendix A	Enrolment Application Form	Page 22-23
Appendix B	Medical/Health Information	Page 24-25
Appendix C	Student Tuition Agreement	Page 26-27
Appendix D	Refund Conditions	Page 28
Appendix E	Homestay Accommodation Student Excursion Form	Page 29
Appendix F	Indemnity Document for Designated Caregiver	Page 30-31
Appendix G	Enrolment Checklist	Page 32
Appendix H	Final Checklist	Page 33

Appendix A Enrolment Form

Section One: Personal Details

Family Name: _____

First Name: _____

Name to be known by: _____

Date of Birth: _____

Gender: (circle) Male Female

Nationality: _____ Passport Number: _____

(Please send a photocopy of your passport photo page with this application)

Religion: _____ Baptised/christened or confirmed?

Where is church membership held? _____

This application is for the year 20_____

Homestay Carer's Name :(if known) _____

Homestay Address: _____

Intended length of stay at Hamilton SDA School? _____

Name of Mother: _____ Name of Father: _____

Address of Parents: _____ (Street)

_____ (Town/Suburb)

_____ Country

How would the parents prefer to be contacted? (Please circle)

letter fax email phone

Email Address: _____

Phone: _____ Fax : _____

Emergency Phone Contact: (other than parents) _____

Section Two: Academic Details

1. What languages does the child speak?

2. Has the child had any English language training? Yes No

If yes: please state level attained

3. Please explain why you would like your child to attend Hamilton SDA Primary School

Section Three: Personal Declaration

Please read the following statements and tick each box to show you have read, understand the following.

1. I understand the contents of the International Student's Handbook.
2. I understand my rights according to the "Code of Practice" (as referred to in the International Student's Handbook).

By presenting this signed application for admission to the Hamilton SDA Primary School, I recognise my responsibility to abide by the philosophy and rules of the school and to co-operate in all aspects of the school programme.

Student Signature: _____ Date: _____

Parent/Caregiver: _____ Date: _____

Appendix B

Medical/Health Information

Please ensure a separate form is filled out for each child in your family that attends this school. Please remember to sign the "consent" at the bottom of the 2nd page.

Full Name of Child _____ **Date** _____

Please circle *yes* or *no* - to indicate your response to each question. If you answer yes for any question; please supply any instructions that the school needs to know - on the line underneath the question.

- | | | | |
|-------|---|-----|----|
| 1. | Does your child suffer from epilepsy? | Yes | No |
| <hr/> | | | |
| 2. | Does your child ever suffer from loss of consciousness? | Yes | No |
| <hr/> | | | |
| 3. | Does your child have a heart condition? | Yes | No |
| <hr/> | | | |
| 4. | Does your child have food allergies that you're aware of? | Yes | No |
| <hr/> | | | |
| 5. | Is your child allergic to any type of insect stings or bites? | Yes | No |
| <hr/> | | | |
| 6. | Is your child allergic to any medication that you're aware of? | Yes | No |
| <hr/> | | | |
| 7. | Does your child have a "medical need" to eat between meals? | Yes | No |
| <hr/> | | | |
| 8. | Is your child on any type of "ongoing medication"? (e.g. Ritalin) | Yes | No |
| <hr/> | | | |
| 9. | Does your child suffer from diabetes? | Yes | No |
| <hr/> | | | |
| 10. | Does your child suffer from migraines? | Yes | No |
| <hr/> | | | |

- | | | | |
|-------|--|-----|----|
| 11. | Does your child suffer from hearing loss? | Yes | No |
| <hr/> | | | |
| 12. | Does your child suffer respiratory conditions? | Yes | No |
| <hr/> | | | |
| 13. | Does your child suffer from sight impairments? | Yes | No |
| <hr/> | | | |
| 14. | Are there any other medical/health conditions that your child has (except for asthma - see next section), that you believe the school needs to know about? | Yes | No |
| <hr/> | | | |
| 15. | Does your child suffer from asthma? | Yes | No |

If you answered yes - please complete the following questions;

- a) What do you know of that triggers the asthma in your child?

- b) How frequent are the asthma attacks?

- c) What treatment does your child require in the event of an attack at school?

- d) What limitations on physical activity should we be aware of?

I authorise the school staff to obtain medical assistance, which they deem necessary, should an incident occur, and agree to pay any medical expenses incurred on behalf of my child.

Parent Signature _____

Appendix C

International Student Tuition Agreement

This Agreement shall be signed on the behalf of the Student by the parents of the Student, as the Student is under 18 years of age.

School: **Hamilton Seventh-day Adventist Primary School** ('The School')

Student: ('The Student')

1. The School shall provide tuition to the Student in accordance with the Ministry of Education Code of Practice and the laws of New Zealand in return for an annual fee of \$NZ12,972 or if less than 1 year, at \$325 per week.
2. The Student shall comply with the rules and policies of the School and with the reasonable instructions of the teachers of the School
3. The parents of the Student ('The Parents') authorize the school to:
 - Receive information from any person, authority or corporate body concerning the Student including, but not limited to medical, educational and welfare information;
 - Receive financial information relating to the Student including bank account details, debt and/or income details of the Student;
 - Provide consents in respect of any activity carried out and authorized by the School;
 - Provide necessary consents 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 agree to provide the School with academic, medical or other information relating to the well being of the Student as may be requested from time to time by the School.
5. The School does not provide or arrange home stay accommodation. All students are required to reside with their parents or in accommodation arranged by parents and approved by the school. If accommodation circumstances or arrangements change the School is to be informed of these changes immediately.
6. The School shall use its best endeavours to ensure the safety, health and well being of the Student but shall not be liable for any damage or harm caused to the Student or the Student's property. In addition, for students living with their parents, the School shall have no responsibility for the Student outside school hours.
7. In any event, the School's liability in relation to the supply of tuition 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.
8. Nothing in this agreement limits any rights the Parents and/or the Student may have under the Consumers Guarantees Act 1993.
9. Either party may terminate this agreement at any time upon one months written notice being given to the other party. If the agreement is terminated the refunds policy for international students as outlined in Schedule One shall apply ('refunds policy')
10. It is acknowledged that all relevant provisions of the Education Act 1989 shall apply to the Student for a specified period shall terminate this agreement and the refunds policy shall apply.

The Parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.

11. 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.
12. 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 Student and Parents submit to the exclusive jurisdiction of the New Zealand courts.
13. 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 5 working days after posting.
14. This agreement contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
15. The Parents and Student acknowledge that:
 - (a) Personal information of the Parents and/or Student collected or held by the School is provided and may be held, used and disclosed to enable the School to process the application for tuition and provide tuition services to the Student, provide to the Student and/or Parents advice or information concerning products and services the School believes may be of interest to the Student and/or Parents and to enable the School to communicate with the Student and/or Parents for any purpose;
 - (b) All personal information provided to the School is collected and will be held by the School at Annebrook Road, Hamilton, Phone 0064 7 856 4417, Fax 0064 7 856 0007;
 - (c) If the Student/Parents fail to provide any information requested in the application for tuition, the School may be unable to process the application;
 - (d) The Students/Parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.

Execution

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

Signed:..... **Date:**

Full Name:

Relation to Student:.....

Appendix D

Refund Conditions for International Students

If the student has enrolled but not yet started the course

- The student fees may be refunded less a \$250 administration fee

If the student has started the course and is still in the first half of the course

- The tuition fees may be refunded less the follow up charges:
 - An administration fee of \$500
 - The cost of the course up to the time of withdrawal
 - The Government charges that apply
 - Any commission that has been paid
 - Any money that is owed by the student to the school
 - Uniform and stationery/textbook costs

If the student has started the course and is in the second half of that course

- The tuition fees may only be refunded if there are special reasons for the student leaving such as becoming seriously ill or serious illness in the student's family or some other special reason.
- If a refund is to be claimed the student and /or parent must:
 - Write a letter to the Board of Trustees explaining the special reasons
 - The Board of Trustees will make a decision about giving a refund in these circumstances

There are **NO** refunds if the student has been asked to leave the school because of bad behaviour requiring disciplinary action or poor attendance.

If an International student gains permanent residency the same refund procedures will apply. The student will be treated as a New Zealand student for subsequent terms.

The school has a Fee Protection Policy that allows for sufficient reserves to be available for the refund of fees in the event of a student withdrawing from the school or the school being no longer able to provide the course or programme being attended by the student.

Parents: Please sign this agreement

Name of Student:

I agree to these refund conditions as outlined above

Name of Parent:

Signature of Parent: Date:

Appendix E Homestay Accommodation

I am selecting homestay accommodation for my child, _____ (name), and understand that any home stay agreement must first be approved and subsequently monitored by the school.

Name of Parent:

Signature of Parent: **Date:**

Signature of Principal: **Date:**

Student Excursion Permission Form

The school children go on regular excursions. The school takes great care to ensure the safety of the children during these occasions. Each child who attends the school needs their parents/caregivers to sign a consent form – to allow them to attend these trips and excursions. Please sign the form below to allow your child to do the same.

I give permission for my child to attend school trips.

_____ (signed, parent/caregiver)

Appendix F

Indemnity Document for Designated Caregiver

INDEMNITY DOCUMENT FOR STUDENTS LIVING WITH A DESIGNATED CAREGIVER

I/we designate to provide accommodation for my/our son/daughter, to attend the Hamilton SDA Primary 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): _____

Student's preferred name: _____

Print designated caregiver's name: _____

Relationship to student: _____
(For example: Uncle / Aunt / Grandparents / close family friend)

Address: _____

Phone: _____ Mobile: _____

I/we understand that the education provider will:

- Visit the home of the designated caregiver **prior to enrolment** to determine that the living conditions meet the New Zealand Code of Practice
- Assess whether the designated caregiver will provide a safe physical and emotional environment for the student
- Determine that the accommodation is not a boarding establishment (i.e. does not have 5 or more international students staying in the home)
- If the accommodation designated by the parents is a boarding establishment, the school will follow the provisions relating to boarding establishments as set out in the Code of Practice
- Meet with the designated caregiver/s and establish communication with the caregiver
- Meet the student at least quarterly to ensure the accommodation is suitable
- May require a Police vet to be undertaken, if the education provider considers it appropriate

Should this arrangement change I/we undertake to inform the Hamilton SDA Primary School immediately. Further, I/we understand that should the Hamilton SDA Primary School have any concerns regarding the welfare of my/our child, they may refer that him/her to the relevant welfare authorities, or any other appropriate agency in New Zealand.

I/we understand that the Hamilton SDA Primary School will make every endeavour to ensure the safety and welfare of my/our child while studying in their school.

Declaration

I/we confirm that the person/s nominated as the designated caregiver/s is/are a 'bona fide' relative or close family friend. *(Proof of this relationship may be required)*

Signed: _____ Date: _____
(Must be signed by student's father, mother or legal guardian only)

Print name: Mr / Mrs _____

Contact telephone number in home country: _____

Contact address in home country: _____

Email address: _____

The Hamilton SDA Primary 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 website at <http://www.minedu.govt.nz/goto/international>

Appendix G

Enrolment Checklist

Items Required as part of Enrolment Procedures

Please check that the following have been completed and included as part of your enrolment application;

- G All parts of the enrolment form and have been filled and signed (Appendix A)
- G A copy of my highest result in English is enclosed (if child has been studying English)
- G I have completed and enclosed the Medical/Health Information Appendix B
- G Enclosed is a copy of the photo page of the passport

Please send your completed application to;

The Admission Committee
Hamilton SDA Primary School
42 Annebrook Rd, RD 3
Hamilton
New Zealand

Phone: (07) 856 4417
Fax: (07) 856 0007
Email: principal@hamiltonsda.school.nz

We look forward to receiving your application

Appendix H

Final Checklist

Items Required after Application has been Approved

Please check that the following have been completed before the child commences school;

- G Evidence of travel & medical insurance given to school
- G "International Student Tuition Agreement" form signed and returned
(Appendix C)
- G "Refund Conditions for International Students" form signed and returned
(Appendix D)
- G "Excursion Consent" form signed and returned
(Appendix E)
- G Application made to NZIS for the appropriate visa/permit. (A copy of the student visa must be given to the school to be kept on file.)
- G Accommodation form signed & returned
(Appendix E)
- G Indemnity Document for Designated Caregiver (only for students who will be living with a designated caregiver)
(Appendix F)

