

Term Dates 2018

Term 1	Tuesday 30 January	to	Friday 13 April
Term 2	Monday 30 April	to	Friday 6 July
Term 3	Monday 23 July	to	Friday 28 September
Term 4	Monday 15 October	to	Thursday 13 December

Public Holidays (Within School Terms):

<i>Waitangi Day</i>	<i>Tuesday 6 February</i>
<i>Good Friday</i>	<i>Friday 30 March</i>
<i>Easter Monday</i>	<i>Monday 2 April</i>
<i>Easter Tuesday</i>	<i>Tuesday 3 April</i>
<i>Queen's Birthday</i>	<i>Monday 4 June</i>
<i>Labour Day</i>	<i>Monday 22 October</i>

ELM PARK SCHOOL INTERNATIONAL TUITION FEES

One Year (Four Terms)	\$12,000.00
Three Terms	\$ 9,000.00
Two Terms	\$ 6,000.00
One Term	\$ 3,000.00
Weekly (Short Term)	\$ 300.00

ELM PARK SCHOOL STATIONERY / ACTIVITY LEVY

The stationery is issued in pre-packs, this ensures that all students are equipped with what is needed. Included in the price are photocopying / publishing costs, art and writing materials, and material costs for special programmes.

Stationery packs are priced as follows:

Year 1-6	\$65.00
Short Term Special	\$30.00
Activity Fees per term (excluding EOTC camp):	\$25.00
Activity Fees per year (excluding EOTC camp):	\$100.00

APPLICATION PROCEDURES

To apply for a place at Elm Park Primary School, the International Enrolment Form must be completed and submitted to the school office. A member of the school senior management team will then interview the student and/or caregiver/agent.

CRITERIA FOR ENROLMENT

Prospective international students seeking to enrol at Elm Park Primary School must:

1. Have an English-speaking parent, guardian, caregiver, or agent in New Zealand to act their behalf.
2. Meet the relevant NZ Immigration permit/visa requirements.
3. Agree to abide by the school Code of Conduct (School Rules).
4. Inform the school of sickness, behavioural issues, disability, or special education needs before enrolment.
5. Provide previous school reports to the school, upon request.
6. Have proof of medical insurance.
7. Comply with the school's accommodation policy.

Failure to comply and fully disclose in accordance with the above may result in termination of the student's enrolment by the school.

ACCOMMODATION POLICY

International students, under the age of 10 years, seeking to enrol at Elm Park School must be accompanied by, and continue to live with a parent or legal guardian appointed by their home country and endorsed by the NZ Department of Immigration.

International group students aged 10 years and older may stay in accommodation with approved, vetted homestay families for up to three months, in accordance with NZ Immigration and the Code of Practice.

FEE SCHEDULE INTERNATIONAL STUDENTS 2018

Option One

\$12,000.00 incl. GST for one year paid in advance.

Option Two

\$3,000.00 incl. GST per term, payable per term.

Option Three

\$300.00 per week (by special arrangement) paid in advance.

Upon payment of the above tuition fees, letters to the New Zealand Immigration Department will be issued. **International Students will only be permitted to study at Elm Park School if they are in possession of a current and valid student visa, unless enrolled as a short-term group student.**

Tuition Fees may increase from year to year. If you have paid tuition fees for the following year in advance, then the increase in fees must be paid when re-enrolling your child.

Extra costs

Uniform Available at School Uniform Shop
Regulation footwear to be provided by student

Activity Fee (4 weeks or longer) \$25 per term
(excluding EOTC Year 6 Camp)

Stationery Year 1 - 6

Up to one term	\$15
Two / three terms	\$30
Full year	\$65

Mathletics/Reading Eggs Subscription Year 1 - 6 \$20

FEE PROTECTION POLICY

The Elm Park School Board of Trustees guarantees a refund of unspent tuition fees for international students if the school becomes unable to continue to deliver their programme.

International student fees will be coded in the school accounts and measures taken to ensure that they are not utilised until they become due. Fees will not be released for use until the time period they cover has elapsed.

REFUND, WITHDRAWAL AND TERMINATION POLICIES

- **Students intending to withdraw from the school must advise the school, in writing, at least two weeks in advance.**
- The school refund policy will apply when a student withdraws.
- The New Zealand Immigration Service will be notified when a student withdraws.

REFUNDS OF SCHOOL TUITION FEES

1. An application for refund of school tuition fees must be made in writing. The parent must write to the Board of Trustees explaining:
 - Why he / she wishes to withdraw from the school and
 - The reasons for seeking a refund.
2. If the application is made before the start of the course of study, school tuition fees will be refunded in full, less an administration charge of \$600 to cover costs incurred by the school, including:
 - Costs the school already incurred for tuition.
 - Components of the fee already committed for the duration of the term/course, including appropriate proportions of salaries of teachers and support staff (if applicable).
 - Costs already incurred for the use of facilities and resources.
 - The proportion of the Government Levy the school is required to pay.
 - Any other costs already incurred.
3. If the application is made after the student is enrolled and attended the school, no refund will be given, except in exceptional circumstances.
4. No refund will be made to a student who is expelled from the school by the Board of Trustees.
5. No refund will be made to a student who has breached the terms of their contract with the school.
6. Any student who becomes a permanent resident during their study will have their tuition fees refunded from the end of the term in which they became a resident. The school activity fee for special trips or activities that fall outside the scope of standard school fees will not be refunded in this case.

ELM PARK SCHOOL

SCHOOL RULES

1. At all times behaviour should be of a high standard and bring credit to our school.
2. Be safe.
3. Be courteous.
4. Be co-operative.
5. Be responsible for yourself and property.
6. Be proud of the school and own personal presentation.
7. At times of conflict – Step back – Walk away.
8. Attend school and be on time.
9. If unable to attend, notify the school as soon as possible.
10. If absent for more than two consecutive days, provide doctor's note or letter of explanation.

ORIENTATION

Students will be given an orientation once they have commenced their studies. Orientation will include:

- An introduction to the classroom teacher, the Principal, and other relevant teaching and support staff.
- Orientation to the school including the location of the sick bay and the toilets, where to hang schoolbags, and where to eat lunch.
- Introduction to the student's New Zealand classroom buddy (friend).
- Information about school activities, via the weekly school newsletter and letters handed out by the class teacher.
- Guidelines regarding expected behaviour at school, in the school playground, as well as road safety.

COMMUNICATION WITH PARENTS/ CAREGIVERS/ AGENTS

Ongoing communication with parents and/or agents will usually take the form of a regular verbal report on the student's progress and emotional wellbeing.

The caregivers of the international student will receive the same correspondence relating to school events, Parent Teacher Interviews, etc. as parents of domestic students.

In many cases, prior to enrolment and once the student has returned to their home country, the International Student Manager will use email to confirm or follow up developments regarding the student.

At the end of the student's period of study, the student will receive:

- A written report (five weeks study or longer), including academic progress, from the class teacher
- A Leaving Certificate

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Elm Park 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 school or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>.

HEALTH AND TRAVEL INSURANCE:

Most 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

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. **It is mandatory that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand.**

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

GRIEVANCE PROCEDURES

Issues with Teachers

If there is a problem with your son/daughter's teacher, please talk to the teacher. You can make an appointment to see the teacher by calling the school office and asking to talk to the teacher.

Issues with fellow students

If there is a problem with another student, please tell your son/daughter's class teacher, or the Deputy Principal / Principal. You can make an appointment to see the teacher or the Principal by calling the school office.

If you have seen the appropriate person(s), but the issue has not been resolved to your satisfaction, please see the Principal.

If you are still not satisfied, you can write to the Principal or the school Board of Trustees.

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/- Ministry of Education

P O Box 47 – 911

Auckland

NEW ZEALAND

Or e-mail: Infor.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.

Summary Code of Practice for the Pastoral Care of International Students

(copyright New Zealand Ministry of Education)

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

Who does the Code apply to?

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

What is an "international student"?

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

How can I get a copy of the Code?

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

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

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This is available online from www.minedu.govt.nz/goto/international. If the education provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong?

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

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 education provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

Summary Code Continued

How can I contact the IEAA?

You can write to the IEAA at:

International Education Appeal Authority
C/- Ministry of Education
Private Bag 47-911
Ponsonby
Auckland
Fax: (09) 374 5403

Phone: (09) 374 5481

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

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

The Code sets standards for education providers to ensure that:

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

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

PARENT CONTRACT

I/We understand that should **Elm Park School** have any concerns regarding the **welfare** of my/our child they may refer for further action or refer the matter to the relevant child welfare authorities, or any other appropriate agency in New Zealand.

I/We understand that Elm Park School is not responsible for my/our child outside of normal school hours and activities. I/We do however understand that Elm Park School will make every endeavour to provide for the care and welfare of my/our child at all times while studying in their school.

I the undersigned, do hereby **give permission for _____ to participate in those outings or trips organised by Elm Park School**, and forming part of the school's regular programme and will not hold the school responsible for any unforeseen injuries sustained during the aforementioned outings and/or associated activities.

I also undertake to ensure that the above-named student will use any of the school's IT equipment in an appropriate and respectful manner, in accordance with Elm Park School's **cyber safety** rules and procedures.

Elm Park 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 Elm Park School or from the New Zealand Ministry of Education website at www.minedu.govt.nz

I have read and understood the following information:

- Criteria for enrolment
- Summary of The Code of Practice for the Pastoral Care of International Students
- Fee schedule
- Withdrawal, refund and termination policy
- Student behaviour requirements (school rules and homestay responsibilities).
- Grievance Procedures
- Cyber safety Agreement

I understand that I am required to inform the school of any change to my child's living arrangements as agreed upon their enrolment.

I understand that failure to comply with these requirements may result in the enrolment being terminated.

Parent/Legal Guardian/Agent (on behalf of parent):

Signature _____

Print Full Name _____ Date _____

International Student Enrolment Form

Surname	
Official First Name	
English Name	
Gender <i>male/female</i>	
Birth Date <i>dd/mm/yy</i>	
Country of Origin	
Date of Entry in NZ	

Living with in NZ		Relationship to Student	
Contact Phone Numbers <small>(NZ contact numbers)</small>			
Student NZ Address			
Emergency Contact Name		Relationship to Student	
Contact Phone Numbers <small>(include NZ contact numbers)</small>			
Agent Name and address <small>(if applicable)</small>			
Agent Contact Numbers			

Name of Mother and Father	
Address in Home Country	
Phone Numbers <small>(include country code)</small>	
Parent Email Address	

Enrolment Start Date		Enrolment End Date	
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Health and Welfare <small>Please list any health issues such as allergies, medication etc.</small>			
Behavioural Needs <small>Please list any special needs or behavioural needs</small>			
Parent Email Address			
Parent Signature			
Parent Name		Date	

School Milk Programme	<i>Permission to participate in Fonterra Milk for Schools</i>	<small>(sign)</small>
Religious Education	<i>Permission to participate for half hour on Wednesday in term 3</i>	<small>(sign)</small>

Application Checklist	✓
Passport Title Page Copy	
Visa Copy <i>Visitors Visa / Student Visa / Group Visa</i>	
Insurance Policy Copy	

Admission Date	Admission Number	Year	Room	
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