

## 2021 TERM DATES

Term 1 -	Tuesday 2 February	to	Friday 169 April
Term 2 -	Monday 3 May	to	Friday 9 July
Term 3 -	Monday 26 July	to	Friday 1 October
Term 4 -	Monday 18 October	to	Tuesday 14 December at 1 pm

### Public Holidays School Closed:

<i>Waitangi Day</i>	<i>Monday 8 February</i>
<i>Good Friday</i>	<i>Friday 2 April</i>
<i>Easter Monday</i>	<i>Monday 5 April</i>
<i>Easter Tuesday</i>	<i>Tuesday 6 April</i>
<i>Queen's Birthday</i>	<i>Monday 7 June</i>
<i>Labour Day</i>	<i>Monday 25 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 <b>per term</b> (excluding EOTC camp):	\$25.00
Activity Fees <b>per year</b> (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 2021

### 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)  
(excluding EOTC Year 6 Camp)

\$25 per term

#### **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 [www.legislation.govt.nz](http://www.legislation.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: [Info.ieaa@minedu.govt.nz](mailto: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.



# DISCIPLINARY PROCEDURES

## **School may take appropriate disciplinary action**

1. The principal may take appropriate disciplinary action in response to the conduct or behaviour of the student.
2. Appropriate disciplinary action includes standing down, suspending or excluding the student and terminating the contract of enrolment.
3. The principal of the school may take appropriate disciplinary action, whether or not the conduct or behaviour occurred while the student was under the supervision or control of the school, if satisfied on reasonable grounds that:
  - (a) the student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at the school;
  - (b) because of the student's conduct or behaviour, it is likely that the student, or other students at the school, will be seriously harmed if the student is not stood-down or suspended or excluded as the case may require;
  - (c) the student's conduct or behaviour is in breach of the school rules (including the school's code of student conduct), the accommodation agreement or designated caregiver agreement, or this contract of enrolment, and one or more of the following applies:
    - (i) the breach or breaches would constitute an ongoing risk to the student's education, health, safety, well-being or personal welfare for which the school is responsible under the Education (Pastoral Care of International Students) Code of Practice 2016;
    - (ii) the breach or breaches would constitute an ongoing risk to another person's education, health, safety, well-being or personal welfare.
4. The provisions in Schedule 1 (relating to stand-down), or Schedule 2 (relating to suspension) will apply if the student has been stood down or suspended, as the case may be.

## **School's obligations when taking disciplinary action**

5. A principal who wants a student to absent himself or herself from school for disciplinary reasons, or who wants a parent to remove a student from school for disciplinary reasons, may bring about the absence or the removal only by standing-down or suspending the student under this contract.
6. In making decisions on appropriate disciplinary action the principal and the board will as far as practicable ensure that any such disciplinary action:-
  - (a) is proportionate to the seriousness of the behaviour of the student; and
  - (b) minimises the disruption to a student's attendance at school and facilitates the return of the student to school when that is appropriate; and
  - (c) is dealt with in accordance with the principles of natural justice.
7. If the student is stood-down or suspended, the principal will take all reasonable steps to ensure that the student has the guidance and counselling that are reasonable and practicable in all the circumstances of the stand-down or suspension.
8. If a student's suspension is subject to conditions, the principal will take all reasonable steps to ensure that an appropriate educational programme is provided to the student.
9. The programme referred to in clause 6 will as far as practicable be designed to facilitate the student's return to school and to minimise the educational disadvantages that occur from absence from school.

# 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.legislation.govt.nz](http://www.legislation.govt.nz).

## **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](http://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](mailto: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](http://www.minedu.govt.nz)

I have read and understood all the preceding information including the following:

- 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

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

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

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

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

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

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

<b>Admission Date</b>	<b>Admission Number</b>	<b>Year</b>	<b>Room</b>	
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