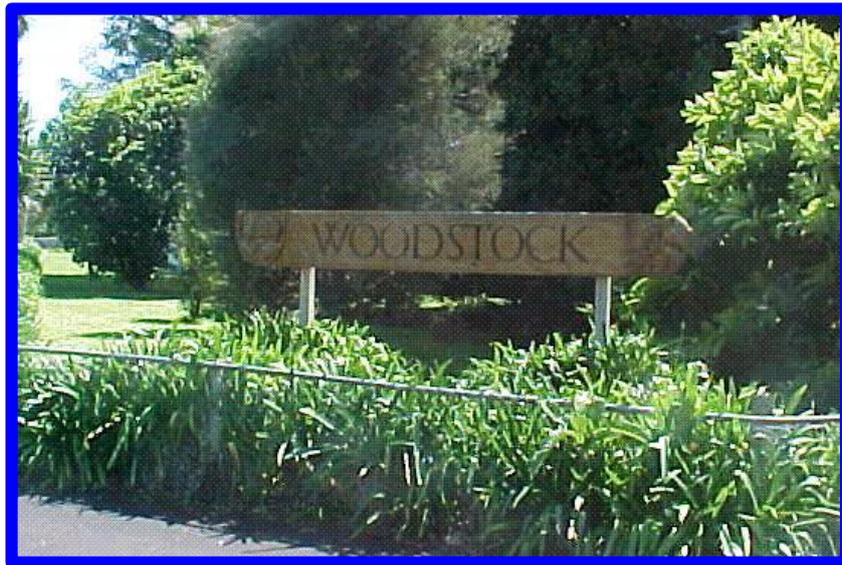


**Principal: Jenny Mills**  
**Phone: (07) 855 6686**  
**Fax: (07) 853 7056**  
**Email: [frontoffice@woodstock.school.nz](mailto:frontoffice@woodstock.school.nz)**  
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**2017**  
**PROSPECTUS**  
**for INTERNATIONAL STUDENTS**  
**An information guide**  
**for international students**  
**and their families**

**Woodstock School is a signatory to the Ministry of Education's Code of Practice for the Pastoral Care of International Students.**

**CODE**

Woodstock 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.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/school-guidelines-code-of-practice.pdf>

## PRINCIPALS WELCOME

We are very pleased to welcome you to our school and hope your association with us will be positive and enjoyable. We are very proud of our school and look forward to working both with and for you.

We are a school very much devoted to developing the abilities, talents and interests of each pupil under our care. Our staff are dedicated, hardworking and an enthusiastic group of people who greatly appreciate support and understanding of the task faced in educating children. We welcome and encourage a positive partnership between the school and home and strive to ensure that communication is effective and informative. We believe this is the 'glue' that holds us together. When parents and teachers co-operate positively, children reap the benefits. Our school will offer your child many new experiences and plenty of challenges. We hope children will participate with success and enjoyment in all we have to offer.

We hope you will involve yourself in the activities of the school and add your talents and abilities to assist us meet the needs of children and further enhance Woodstock School.



### STRATEGIES AND PROGRAMMES OFFERED AT WOODSTOCK SCHOOL

- Full Integration in Mainstream Classroom programmes
- Orientation and reception programmes
- Kiwi Buddy programme
- Special Programme that is based on communicative approach using different functions and topics (*implemented by the ELL teacher and learning assistants*)
- Certificate at the end of enrolment

### ORIENTATION AND RECEPTION PROGRAMME

Coming to new country is a major experience for most people – getting used to a new environment, new and different food, new culture, accommodation, the weather and strange accents. The aim of our school orientation programme is to introduce our international students to their new learning environment and provide them with positive experiences of the new school culture.

Some of our students will act as buddies to help ensure our international students feel welcome and supported in their new school. They will help the student to learn about school routines (bell times, assemblies, school activities, playtime and lunchtime socialization process).

Our kiwi buddies are a major resource for language learning. Communicating with one's peer is a strong motivation for using and learning English.

Useful links to help to support you with your orientation to New Zealand:

The Code: <http://www.nzqa.govt.nz/>

Study in New Zealand: <http://www.studyinnewzealand.govt.nz>

NZQA's Studying in New Zealand: <http://www.nzqa.govt.nz/studying-in-new-zealand/>

Immigration New Zealand's Studying in New Zealand: <https://www.immigration.govt.nz/new-zealand-visas/options/study>

New Zealand Now: <http://www.newzealandnow.govt.nz>

Tourism New Zealand: <http://www.tourismnewzealand.com>



### MAINSTREAMING IN CLASSROOMS

Long stay students will be assessed on their English skills through the communicative language learning programme. They will then begin their language learning at the appropriate stage for them. This stages are divided as follows:

**Stage One** focuses on 'survival' English. It sets realistic learning tasks and provides for learning every day, *real world language*. Communication during this period will be intrinsically motivating because it expresses basic communicative functions (i.e. introducing self to others).

**Stage Two** and **Stage Three** focus on themes which students can relate to their experiences, as well as learning about New Zealand and its culture.

**Stage Four** is based on themes involving the New Zealand community. The students will experience real life language situations by visiting places in our community which will make the language even more purposeful. Stages one to three are for short stay students and stage four is for long term students.

Our international students will spend most of their time in mainstream classrooms. Students will apply themselves to learning across all learning areas of the New Zealand Curriculum, using their English language in reading, writing, speaking and listening skills.

The school English Language Learners (ELL) staff will also work with the students to reinforce and extend their language learning. For students who have very limited English language (written and oral) there will be assistance in the classroom from an ELL learning assistant. The students will be withdrawn from their mainstream classrooms by the ELL staff. During withdrawal sessions students will be working in groups with the same level of proficiency in speaking English. The ELL staff will regularly monitor the student's progress. This will be shared with the mainstream classroom teacher.



### **INTERNATIONAL STUDENTS MUST:**

- be offered a place in a school before applying for a student visa/permit
- be enrolled at a school that is a signatory to the Code of Practice for the Pastoral care of International Students
- pay school fees

### **NOTE:** Students on visitor permits must

- be enrolled at a school that is a signatory to the Code of Practice for the Pastoral care of International Students
- not be enrolled for more than one single three-month period of study
- Pay school fees

### **ELIGIBILITY FOR HEALTH SERVICES:**

Most international students are not entitled to any publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>

### **ACCIDENT INSURANCE:**

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

### **MEDICAL AND TRAVEL INSURANCE**

International Students must have appropriate and current medical and travel insurance while studying in New Zealand and provide documentation of proof. Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz)

#### **Information for Parents:**

Health and disability services in New Zealand may work quite differently to other health systems in other countries where you have lived. You can look at the health system in two parts: primary and secondary health care.

Primary health care includes the family doctor, dentist, pharmacist, allied health – such as physiotherapists, podiatrists, counselling and other services.

Secondary health care is the hospital system, which can be either public or private.

A family doctor, or general practitioner (GP), is a part of the primary health sector and looks after the health of all the family. This is the most important person you should see for health concerns in New Zealand. There are a range of services a family doctor can provide: doctor and nurse consultations, illness management, prescriptions, medical certificates, minor surgery, sexual health and contraception, travel advice and immunisations, injury management – e.g. ACC injury assessments and treatment – information about services for people with disabilities, migrants and refugees and Asian communities.

Hospital emergency care is for emergencies.

#### **Where to find a GP and other medical services:**

1. Search the Health Point website to find a GP close to where they live:  
<http://www.healthpoint.co.nz/>
2. Your Local Doctor: [www.yourlocaldoctor.co.nz](http://www.yourlocaldoctor.co.nz)
3. Phone the Local Citizens Advice Bureau (CAB) near where they live, study or work.
4. Ask friends or family or ethnic association for help.
5. If a student is still unsure about their health or their family's health or where to go, they can call the Healthline number: 0800 611 116.
6. Oral health – to find a private dentist, search [www.dentalcouncil.org.nz/](http://www.dentalcouncil.org.nz/)
7. Students should know their rights. Students have the right to be treated with respect by

health and disability providers. If they have any concerns or wish to complain, they should contact the organisation that provided their care or the Health and Disability Commission: [www.hdc.org.nz/complaints](http://www.hdc.org.nz/complaints) Phone 0800 112233  
<http://www.hdc.org.nz/the-act--code/the-code-of-rights>

The quickest way to make an appointment is by phone. You can mention your language if you need language support, e.g. Korean, and a free interpreter can be arranged. You will need to pay the cost of a GP visit and other private services. Each private clinic charges differently. For international students, the cost of most services will be covered by their medical insurance. However, some services may not be covered. You will need to check with their insurer first before you use the service.

#### **ACCOMMODATION:**

Students aged nine and under, **must live with a parent** (or a legal guardian appointed by a New Zealand or foreign court or by testament).

Woodstock School **does not arrange accommodation for international students, or their parents.** Before making application for enrolment, the person enrolling an International student must have understood the New Zealand Code of Practice for the Pastoral Care of International students. Copies are available from the School.

The School International Student Prospectus will be provided to all prospective applicants.

#### **IMMIGRATION REQUIREMENTS**

Visa or Permit: All applicants must hold a current and appropriate New Zealand Visa to study at a school in New Zealand. This can be a Student or Visitors Visa for a designated period of time. Students cannot take up an offer of placement if they do not hold a current relevant Visa.

#### **SCHOOL REQUIREMENTS & PROCEDURES**

If possible applications for enrolment must be made within a minimum of two months in advance of enrolment.

An interview must be arranged with the principal, or staff member responsible for the programme.

All relevant school documentation must be completed truthfully and accurately:

- 1 International Agents Agreement (if the enrollment is through an agent of the parents)
- 2 School International Student application form, which will include a statement of English ability of student
- 3 Proof of medical, travel and fee protection insurance where applicable
- 4 English translations of school testimonials and references may accompany an application for enrolment

Enrolment will be subject to payment of school fees and charges. A provisional offer of enrolment, with receipt of payments and all necessary information relating to the enrolment, will be issued. If documentation is not completed in a truthful and accurate manner, the enrolment may not be accepted or will be terminated.

#### **THE SCHOOL HAS PROCEDURES WHICH COVER:**

- Refunds
- Withdrawal from the school programme before completion
- Exclusion of students from the school
- International agent's agreement
- Complaints and Grievance procedures

#### **PASTORAL CARE AND WELFARE OF STUDENTS**

Parents and caregivers should note that Woodstock School undertakes its responsibilities seriously

to ensure student welfare and care is appropriate. Students are monitored daily by the classroom and the ELL staff. If a student is not doing well, then interviews will be arranged with the principal for parents and caregivers to discuss the situation.

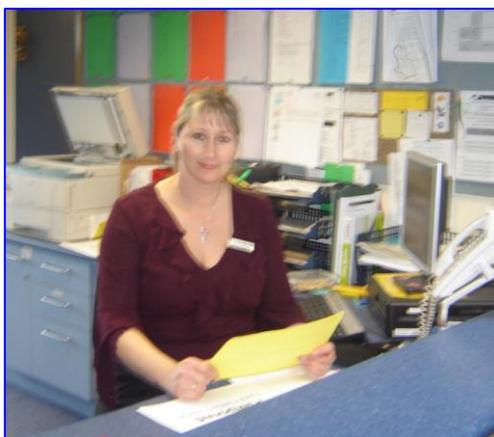
### **ATTENDANCE REQUIREMENTS**

The school treats international students as it does domestic students and the school's attendance policies apply. The school expects students attend for everyday they are enrolled. In cases of unexplained daily absence, school staff will contact the parents for an explanation. In the event of truancy or continuing truancy the student's parents / caregivers will be notified and other actions may involve:

- Visits to the home by the school's attendance officer.
- Suspension procedures where truancy is deemed to be gross misconduct which is a harmful example to other students.

Parents / caregivers of international students who fail to meet school attendance requirements will be contacted immediately. Outside agencies may be informed as necessary and appropriate.

### **THE NZ IMMIGRATION SERVICE WILL BE NOTIFIED IF A STUDENT CEASES TO ATTEND**



### **TERMINATION OF TUITION**

Students may be excluded from the school in cases of serious misconduct. The Ministry of Educations Guidelines for Stand Downs, Suspension and Exclusion from School will be followed.

### **THE NZ IMMIGRATION SERVICE WILL BE INFORMED IN CASES WHERE STUDENTS ARE EXCLUDED FROM SCHOOL.**

### **COMPLAINTS AND GRIEVANCE PROCEDURES FOR STUDENTS**

If you have a complaint, or wish to discuss a problem, please see the English Language Learners' at the school. If you are not confident with your English ability, then bring a friend that has better English with you to help.

**If the problem is with subjects, or teachers, then:**

- see the teacher, if this doesn't work, see the ELL teacher or the Principal

**If the problem is with friends or other students:**

- see the teacher, if this doesn't work, see the Principal

If you are still unhappy, write to the Principal. If the problem is still not solved, you may contact the International Education Appeal Authority at:

**International Education Appeal Authority      Ph (64 4) 462 6660**

**Tribunals Unit. Level 1.                              Fax (64 4) 462 6686**

**Private Bag 32001**

**Panama Street**

**Wellington** (You must be able to show you have tried to work through the school)

**New Zealand**

**Useful Websites:** [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz)

[www.minedu.govt.nz](http://www.minedu.govt.nz)

[www.justice.govt.nz](http://www.justice.govt.nz)

**Email:** [ieaa@justice.govt.nz](mailto:ieaa@justice.govt.nz)

### **WOODSTOCK SCHOOL INTERNATIONAL STUDENT TUITION FEES**

#### **Fees Commencing 01.01.2017**

|                   |                                 |
|-------------------|---------------------------------|
| Full year tuition | <b>\$13800.00 including GST</b> |
| Term tuition      | <b>\$3450.00 including GST</b>  |
| Weekly Tuition    | <b>\$431.25 including GST</b>   |

#### **International Student Fees cover:**

- School Administration charges
- Stationery for school programme
- School Activity charge
- School programme tuition fees
- Government International Education Levy charges
- Code of Practice management fee

#### **TERM DATES FOR THE YEAR 2017**

|              |             |   |              |
|--------------|-------------|---|--------------|
| <b>ONE</b>   | 01 February | - | 13 April     |
| <b>TWO</b>   | 1 May       | - | 07 July      |
| <b>THREE</b> | 24 July     | - | 29 September |
| <b>FOUR</b>  | 16 October  | - | 15 December  |

