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2019

## 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 student 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
- Special Programme that introduces students to New Zealand culture and introductory English. (*implemented by the ELL teacher and teacher aide*)
- 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, play time and lunchtime socialisation 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.



### MAINSTREAMING IN CLASSROOMS

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 teacher aide. 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 student's progress 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)

### ACCOMMODATION:

Students aged 10 and under, must live with a parent (or a legal guardian appointed by a New Zealand or foreign court or by testament). The only exception is if they are a group student.

Woodstock School does not arrange accommodation for international students or their parents but undertakes to ensure that the living arrangements for international students is checked and monitored regularly for suitability and welfare of the student.

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 student being enrolled is by an agent of 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 (and homestay fees if applicable).

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 agents 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, the schools attendance service will be informed and a check made of the absence from school.

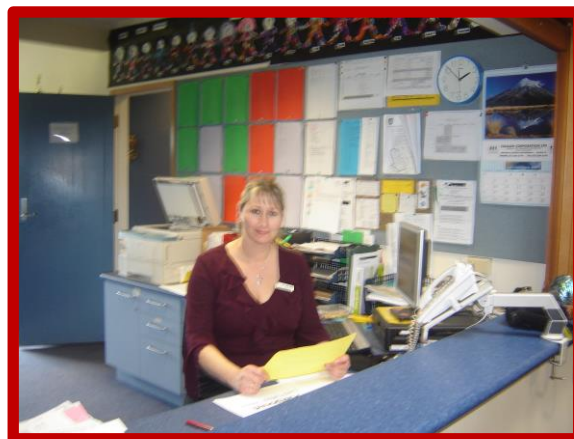
School staff will contact the home-stay parents, in the event of an unexplained absence.

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 Education's 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 as a Second Language Teacher 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 teachers, if this doesn't work, see the Principal

If you are still unhappy, ask your parents/caregivers to 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; [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 01.01.2019

Full year tuition	\$15800.00 including GST
Term tuition	\$3950.00 including GST
Weekly Tuition	\$500.00 including GST

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 2019:

ONE	30 January	-	13 April
TWO	30 April	-	06 July
THREE	23 July	-	28 September
FOUR	15 October	-	13 December

