

Tahuna Normal Intermediate School



International Students' Information Book

Welcome to Tahuna Normal Intermediate School

Tahuna welcomes International students to friendly, supportive enjoyable learning along with Dunedin's greatest Year 7 & 8 students.

A warm welcome to all students and families. Tahuna has a proud record of providing quality programmes, and of students striving for outstanding achievements. It is the school for the new millennium. We look forward to the next few years of your child's schooling. At Tahuna we will build on the development begun in Primary school but also add a new range of learning opportunities to meet the broadening interests and developmental requirements of the pre-adolescent. This is an important time in their academic and social development and Tahuna is staffed and resourced for the formative years. We have a wide range of learning opportunities available in the curriculum areas, sport, and cultural activities, many taking place outside school hours.

The basics in reading, writing and mathematics continue to be emphasised, along with the skills of communicating, co-operating, and solving problems. Tahuna has a supportive, positive learning environment where every child is encouraged, with successes being acknowledged regularly.

Tahuna is closely linked to the Dunedin College of Education, a "Normal" or "training" school where the expertise of all staff is used to assist teachers in training. We have a skilled team of staff combining new initiatives with tried and true successful approaches.

Working together we can make a difference to your child's attitude, efforts and achievements. That is the challenge we accept.

Tony Hunter
Principal

Jacque Tonks
Chairperson
Board of Trustees

To find out more about Dunedin check out the official Dunedin City website
<http://cityofdunedin.com>

Dunedin's history, attractions and life in general
<http://www.cityofdunedin.com/city/?page=about>

Tahuna Normal Intermediate School
<http://www.tahuna.school.nz>

International Student Information Booklet

Tuition Costs

Tuition, resources, textbooks, technology fees for 2011 set at \$11 000. This is GST inclusive.

Costs not included are stationery, class trips, camps, and extra curricular activities, which are paid on a participation basis.

Application Requirements and Procedures

1. Obtain and complete the following forms from Tahuna Normal Intermediate

- Application for Enrolment
- Tuition Agreement & Contract

2. Return them to Mr Tony Hunter
Principal, Tahuna Normal Intermediate,
31 Auld Street,
St Kilda
Dunedin,
9012
New Zealand.
Fax: +64 3 455 6690

Include a letter and / or a report from your school principal.

3. If your application is accepted the school will send you: an 'Offer of Place' and invoice for tuition and fees

4. You send a bank cheque or bank draft for the fees to:

Tahuna Normal Intermediate School Board of Trustees
Account Number 031729 0027405 00
Westpac Trust,
216 King Edward Street
South Dunedin,
New Zealand.

5. On receipt of payment the school will send you a 'Revised Offer of Place & Fees Receipt'. This document also contains approval of your arranged accommodation which the New Zealand Immigration Service (NZIS) requires.

6. You can then apply to the NZIS for a student visa. You will need to complete the "Application for Student Visa" form. With this you will need to include a recent passport size photograph, payment of a non-refundable visa application fee, and our 'Revised Offer of Place & Fees Receipt'.

7. Arrange *travel* to New Zealand. Notify us well in advance of:

- Airline
- Flight Number Arrival Date Arrival Time

Conditions of Acceptance:

Contract of Tuition

Tahuna Normal Intermediate (Provider) and(parents)

of(address)

In consideration of (student's name)

from(country).

Tahuna Normal Intermediate agrees to provide education according to the approved international programme as submitted to the Ministry of Education for the period from to

The student will be enrolled in a Year level based on information given in the application. This level is conditional on testing to check the level of English understanding. The Year level stated on the Offer of Place is not binding on the school.

Parents who wish to withdraw their child from the contract will be entitled to unused portion of the fees less commissions or Government administration charges. If the student does not attend the course they are enrolled in, the student will be asked to leave the School. The visa will be revoked for the School and a new one will need to be issued if necessary.

Immigration will be advised of the change. If a parent wants their child to change schools this request must be in writing and the same visa process will apply. Where a student is removed by the School for behaviour that breaches the school code, the school may refund less.

The Board of Trustees for Tahuna Normal Intermediate will hold in reserve sufficient funds from International fees. This ensures that if in any event, the School was unable to continue to provide education, funds are available which would cover the unused portion of the fees. These would then be transferred to the parents.

Signed:

..... (parents)

**APPLICATION FORM FOR A PLACE AT TAHUNA NORMAL INTERMEDIATE
SCHOOL**

Student Details

Name: (Family Name)

Personal Names:

(Please fill these details according to your passport. If you have English names complete these details below)

English Names:

Home Address:

Date of Birth: Place of Birth:

Passport No

Nationality:.....Country of Issue:

Medical Insurance - YES / NO

Father's

Name:

Occupation:

Telephone number (Father'work):

Mother's Name:

Occupation:

Telephone number (Home):

Fax number:-mail address:

Religion:

Previous school:

*Include school report. Date you will start at Tahuna Normal Intermediate

School

Number of years studying English:

Is an agent assisting you? If so, state name and address:

I have read and accept the enrolment conditions of Tahuna Normal Intermediate contained in the information pack.

Signature of payer:

Thank you for completing this application. We will contact you about acceptance at the earliest convenience.

STATEMENT OF DESIGNATED CAREGIVER ARRANGEMENTS

I/We acknowledge that I/We have decided to place my/our child within the care of a caregiver vetted and monitored by myself/ourselves in order for them to attend Tahuna Normal Intermediate School as an International / Foreign Fee Paying Student. Accordingly I/We take full responsibility and accept the decisions made by my/our designated caregiver about the accommodation placement and day to day requirements of my/our child.

They will attend Tahuna Normal Intermediate School for terms, from February 2011 to December 2011.

.....
(full name as appears on passport).

I/We have placed my/our child in the care of their caregiver.

..... (full name of caregiver).

Know address and contact numbers are:

.....
.....
.....

New Zealand Immigration Status: _____ Student Visa _____

Should this arrangement change I/We undertake to inform Tahuna Normal Intermediate School immediately. Further, I/We understand that should Tahuna Normal Intermediate 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 take full responsibility for placing my/our child/ with the designated caregiver named above and I/We understand that Tahuna Normal Intermediate School is not responsible for my/our child outside of normal school hours and activities. I/We do however understand that Tahuna Normal Intermediate School will make every endeavour to provide for the care and welfare of my/our child at all times while studying in their school.

Tahuna Normal Intermediate 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>"

Signed _____ Parent

Date _____

Signed _____ Principal

Date _____

Contract of Behaviour

Tahuna Normal Intermediate applies these rules to all students so that we may live and learn together. Tahuna Normal Intermediate exists to promote excellence in a supportive, positive and caring environment. We all must try to contribute to an atmosphere of harmony, mutual respect for and understanding of individual's differences.

From time to time, some students may have difficulty living up to this code. We pride ourselves on our pastoral care, and the School will always counsel and discuss problems before considering removal.

Where students are involved with repeatedly breaking the School rules, Parents/ caregivers, will be warned of the likely consequences. If behaviour continues, a second and final warning is given. Failure to follow that warning will involve the school contacting the New Zealand Immigration Service to have the visa removed. The student is then sent home.

I agree that I will try my best to:

- Promote happy and supportive relationships between myself, other students and staff.
- Enjoy success in academic work, sport and culture both in class and out of school through hard work and concentrated effort.
- Express my opinions and concerns honestly and appropriately with an attitude of respect.
- Accept the advice and guidance of my teachers and others who have responsibility.
- I have read these guidelines and the rules of the School and understand that I must abide by them.

Signed: _____ (parents),

Refund of Fees Guidelines

- If you withdraw from your course of study before the course completion date, you may be eligible for a refund of fees.
- An application for refund of fees must be made in writing. You must write to the Board of Trustees explaining why you have withdrawn from the course and your reasons for seeking a refund.
- If your application is made before the start of the course, your fees will be refunded in full less an administration charge of 20% of annual fees to cover costs incurred by the school.
- If your application is made after the start of your course, but before the second half of your course, your fees will be refunded less"
 - An administration charge of 20%.
 - Costs to the school already incurred for tuition.
 - Components of the fee already committed for the duration of the 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.
 - Costs already incurred.
- If your application is made after the second half of the course, you will not receive a refund except in exceptional circumstances.
- No refund will be made to a students who is indefinitely suspended.

Fee Protection Policy

Tahuna Normal Intermediate School ensures that money received from International Students fees is deposited in a separate account. Funds are drawn as required, so the funds are always in credit.

English for Speakers of Others Languages (ESOL)

Each international student is supported by an ESOL programme. On arrival, an assessment of the English level of the student is made. There is no cost for extra instruction when it is arranged by the school and is taken by staff. The School accepts students with a range of abilities in English language.

There will be regular reports to parents on the progress of the students.

Facilities Equipment and Staffing

Tahuna Normal Intermediate School specializes in teaching and learning programmes for Year 7 and 8 students. It is a "Normal" school, which means it has close links with the University of Otago College of Education.

Tahuna has 18 classes where students learn English, Mathematics, Science, Social Studies, Health and Physical Education with their home room teacher. Students also enjoy the specialist teaching in Technology, Music and Art. Technology includes working with Foods, Materials, Biotechnology, and in Workshops with a range of materials.

Tahuna is well resourced for the varying curriculum needs of this age group. Staff are enthusiastic, and deliver quality programmes, enhanced by outstanding performing arts and sporting opportunities.

Courses

International Students have enrolled for a variety of reasons. Common reasons include:

- New Zealand Curriculum Framework
- To improve English - reading, writing and speaking
- To improve conversation English
- To improve understanding of the New Zealand way of life
- To prepare for Secondary School in New Zealand.

Reporting to Parents

Parents are welcome to inquire about progress at any time. Open communication between home and school is encouraged. Twice a year there will be formal school reports which detail progress in each subject.

If parents have questions about academic progress, they should contact the class teacher through the school office.

Accommodation

It is a condition of enrolment that the International Student must be living with their parents, or a designated caregiver. If they are to live with a designated caregiver, then Tahuna must receive an indemnity document signed by the students parents, the Principal must visit the home to ensure the home is suitable, and meet with the child once a term to ensure they are still happy in their accommodation.

The offer of place is therefore dependent on the Principal being satisfied that the student will be in appropriate accommodation.

Visa Conditions in New Zealand

"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>

A student cannot come to Tahuna Normal Intermediate unless the student has applied for and been granted a Student Visa.

Once the student has been issued a visa, the student will be generally able to *travel* freely in and out of New Zealand for *twelve* months without having to *have* a visa, (some conditions and exceptions apply).

The student cannot normally work in New Zealand if the student is issued with a student visa only.

The visa is issued for the school which accepts the student. If the student changes school, he/she must get a new visa. If the student breaks the school rules, the school can withdraw the student's visa and he/she will have to leave the country.

If the student's parents or family wish to visit the student at any time, they may do so by entering the country on a tourist visa which is valid for a short period of time. Customs agents will confirm the length of time the visa is available when they enter the country.

Health 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*
- *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. We strongly recommend 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.

When studying in New Zealand the student must have Medical Insurance to cover fees for hospital care. If the student is staying in New Zealand for two years, he/she will be entitled to free hospital care for emergency treatment on the same basis as the New Zealand people.

Medical insurance is necessary to cover unexpected costs or the need for non-urgent surgical work.

Uniform

Uniforms are an important part of the identity of a school in New Zealand. Students who enroll at Tahuna Normal Intermediate must wear the correct school uniform.

Attendance at School

A student must attend school every day. If they are absent there must be an explanation. If a student is sick for more than two days their absence must be covered by a medical certificate from a doctor.

If a student is continually absent without due cause they can be removed from the school by the principal as they are breaking the conditions of their visa.

Health and Safety

In some cases we are unable to guarantee the health and well-being of the student, because the student has issues relating to mental and physical health that were not disclosed prior to enrolment or have arisen since arrival. In such cases the Principal reserves the right to terminate the contract for enrolment.

Grievance Procedures

In all matters of discipline the Board of Trustees will be involved in the decision to remove a student from the school. If there is a problem, the student should approach the Teacher in charge of International Students first. If this teacher is unable to resolve the problem, the matter is referred to the Principal.

If the Principal makes a decision that parents feel is unreasonable or unfair, they approach the Board of Trustees who will form a Review Committee and report to the parents.

The Board of Trustees decisions are based on the Charter and Policies of the school. These documents form the basis of all work in the school.

If parents are unhappy with the decision of the Board of Trustees, there is a final appeal to the International Appeal Authority that is operated by the Ministry of Education. If the School is found to have acted badly, then they will be removed from the Ministry of Education Register of approved schools for International Education.

Appendix 1: 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.

When does the Code apply?

The Code commences on the 31st of March 2002. Educational providers then have six months to sign the Code. Between the 31st of March and the 30th of September 2002 you will need to check with the Ministry of Education if your provider is a signatory to the Code.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with students enrolled on international study permits. 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).

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 IEM and the Review Panel to receive and adjudicate on student complaints.

What will the IEAA do?

The purpose of the IEM is to adjudicate on complaints from international students. The IEM will investigate complaints and determine if there has been a breach of the Code. The IEM 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 IEM 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 IEM may refer the complaint to the Review Panel.

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

What is the International Education Appeal Authority (IEAA)?

The IEM 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 IEM 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,
C/- Ministry of Education
Private Bag 47-911
Ponsonby
Auckland
Email
info.ieaa@minedu.govt.nz
Fax: (09) 374 5403
Phone: (09) 374 5481