

Welcome to our school

This folder contains information about our school.

Please take it away with you and read it carefully. If there is anything that you do not understand please feel free to contact the school for clarification.

Tirimoana School is committed to up hold the Code of Practice for the Pastoral Care of International Students. We ask that you take the time to fill in all the paperwork as accurately and completely as possible.

We look forward to a happy and successful relationship with you and your child.

Peter Kaiser
Principal

Mission Statement

In our school we aim to provide for the physical, social, emotional and academic needs of children, so that each child may fully develop his or her potential to become a well balanced individual able to participate in and contribute to our democratic and multi cultural society.

Community Values

<u>Key Values:</u>	Effort	and	Achievement
	Tolerance	and	Respect
	Honesty	and	Fairplay
	Creativity	and	Challenge

School Affirmation

Children's right to learn.
Teacher's right to teach.
Everyone's right to be safe
and to be respected.

School Motto

“Discover your Talents”

The school motto was developed after consultation with parents and staff in 1994. It reflects the school philosophy whereby each child is seen as unique, with his/her own potential talents. Our aim is to assist each child discover and develop his or her own talents.

KEY EXPECTATIONS

We expect our children to learn self-discipline and to use time efficiently.

We expect our children to feel pride in their own achievement and to acknowledge the achievements of others.

We expect our children to be polite and well mannered.

We expect our children to appreciate the role of authority in society, and to respect it in the home, at school and in the wider community.

We expect our children to be tolerant of others in the classroom, in the playground and on the sports field.

We expect our children to accept the differences in appearance, ideas and beliefs of others.

We expect our children to be culturally sensitive.

We expect our children to recognise that te reo Maori and nga tikanga Maori are important in our community.

We expect our children to try their best and aim to achieve to the best of their ability.

We expect our children to develop initiative and self-reliance.

We expect our children to be as healthy and active as their potential allows, and to participate in and enjoy physical activity in games and sports.

We expect our children to learn responsibility and accountability for their actions.

INTERNATIONAL TUITION CONTRACT

Tirimoana School may accept International Students (FFPS) with conditions.

1. Children from all families from overseas who do not have a New Zealand Resident Permit, Work Permit or New Zealand Citizenship are full fee paying students.
2. The school will, at the Principal's discretion accept FFPS provided that this does not compromise the needs of New Zealand students. No more than two FFPS will be enrolled in any one class.
3. Children must be living with their parents or legal guardian.
4. All Government regulations will be followed.
5. FFPS will be entitled to exactly the same facilities as local students.
6. FFPS Fees are as per the attached International Students Fees. These fees will be reviewed annually by the Board of Trustees.
7. Fees will be paid in advance for the period of tuition applied for.
8. There is no reduction in fees for more than one child in a family.
9. FFPS parents/legal guardians may request extra teacher-aide time. They will then be charged for this at current rates.
10. Fees are refunded as per the attached refund policy.
11. Stationery and charges for out of school visits etc are included in the Administration Fee.
12. Consistent misbehaviour will place a student's enrolment in jeopardy. If a child needs to be excluded from Tirimoana School the enrolment will be terminated without refund.
13. As the student's enrolment is based on the applicant holding a current New Zealand Student's Visa the school must be notified of any intention to change the student's Immigration status.
14. The Parents of the FFPS will notify the school if there is a change in the contract details of the student.
15. All disputes will be dealt with in the New Zealand Law.
16. The Parents will provide all academic, medical and other information that is relevant to the well being and course placement of the student.

Tirimoana School is responsible for providing :

1. Tuition
2. Pastoral support in accordance with the Code of Practice for the Pastoral Care of International Students.

Signature of Parent: _____ Date: _____

Full Name of Parent: _____

Signature of School Representative: _____

Date of entry to the school: _____

Date of end of Contract: _____

INTERNATIONAL STUDENT'S FEES

School Fees for International Students per **Year**

Tuition Fees	\$ 9970.00
Administration/Stationery	\$ 300.00
Ministry of Education fee	\$ 230.00

Total GST Included: \$ 10500.00

School Fees for International Students staying only on a **Term by Term** basis.

Tuition Fees	\$ 2971.50
Administration/Stationery	\$ 300.00
Ministry of Education fee	\$ 228.50

Total GST Included: \$ 3500.00

Note: Payment of the Ministry of Education fee (GST included) is payable or part there of, where applicable.

APPLICATION REQUIREMENTS AND PROCEDURES

Tirimoana School will accept the enrolment of International Students who are committed to studying at our school for one term or longer.

Passport/Visa Requirements

In accordance with New Zealand Immigration requirements prospective students must have the correct visa that will enable them to apply for a study visa once they have been accepted for enrolment at Tirimoana School. Upon a non-refundable administration fee of \$300 the school will provide the applicant with a letter of support offering enrolment at Tirimoana School. Within three weeks of being provided with this letter the applicant is required to provide the school with their passport showing the correct Student Permit issued by the New Zealand Immigration Department.

Accommodation

Children living with their natural parents or living with their legal guardian, will be eligible for enrolment at Tirimoana. All International Students will provide the school with detailed information regarding their New Zealand Home address and contact phone numbers. The school must be notified of any changes to contact details and residential address.

Contract with International Students

Acceptance of an International Students application will be reliant on their parent's agreeing to and understanding all the conditions in the contract by signing.

Code

Tirimoana 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>.

Health and Travel Insurance

International students are not entitled to publically funded health services while in New Zealand:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand;

If you do not belong to one of these special categories, you are required to have full Health and Travel insurance.

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>.

CONDITIONS OF ACCEPTANCE

Each application is considered by the Principal on its own individual merits and circumstances prevailing at the time of application. The Principal will not accept for enrolment any International Students if the appropriate class level already has two International Students in each class.

Passport/Visa Requirements

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Accommodation

Children living with their natural parents or living with their legal guardian, will be eligible for enrolment at the School. All International Students will provide the school with detailed information regarding their New Zealand home address and contact phone numbers. The school must be notified of any changes to contact details and residential address.

Contract with International Students

Acceptance of an International Student's application will be reliant on their parent's agreeing to and understanding all the conditions in the contract by signing.

International Student Fees

The International student fees will be reviewed annually by the Board of Trustees and are as per attached Fee schedule. The International student fee will be paid in full at the time of enrolment at Tirimoana School. All fees received from International Students will be specifically coded within the school accounts. Funds will not be utilized until service delivery for each term is complete.

International Student Fee Refund

If an International Student withdraws from Tirimoana School before the end of their course of study they may be eligible for a refund of tuition fees as per the International Student's Fees Refund Policy.

FEES REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

1. If you withdraw from your course of study before the course completion date you may be eligible for a refund of fees paid.
2. 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 of study and your reasons for seeking a refund.
3. If your application for a refund is made before the start of your course, your tuition fees will be refunded in full less the administration charge of \$300.
4. If the application is made after the start of your course your fees will be refunded less:
 - The administration fee of \$300.
 - Tuition fees paid for each term you have attended or have commenced but not completed.
 - 25% of the fees for the remaining period of your intended course.
 - The proportion of the Government levy the school is required to pay.
5. You may receive, in exceptional circumstances, full refund of fees paid for the period remaining, less the administration fee of \$300 and the proportion of the Government Levy the school is required to pay. An example of exceptional circumstances would be a medical problem confirmed by a doctor or where the school has breached the Consumer Guarantees Act, the Fair Trading Act or Education Act.
6. No refund will be made to a student who is expelled from the school by the Board of Trustees.
7. No refund will be made to a student enrolled at the school prior to the 1st of March who becomes a permanent resident after the 1st of March (in any year).
8. No refund will be made if a student is returning home for the reason of a holiday.

INTERNATIONAL STUDENT'S FEES REFUND POLICY

RATIONALE:

It is the requirement of the Code of Practice for the Pastoral Care of International Students that each school should formulate a Fees Refund Policy.

This policy should form part of the contract the school has with the student.

PURPOSE:

To ensure that the Board of Trustees meets all its legal requirements when considering a refund for an International Student as per the contract that the school has with the Parents of the International Student.

GUIDELINES:

1. If an application for refund of fees is made before the course completion date you may be eligible for a refund of fees paid.
2. Any application for refund of fees must be made in writing to the Board of Trustees explaining why you have withdrawn from the course of study and the reasons for seeking a refund.
3. If an application for refund of fees is made before the start of your course, your tuition fees will be refunded less the administration charge of \$300.
4. If an application is made after the start of your course your fees will be refunded less the administration fee of \$300, any tuition fees paid for each term you have attended or have commenced but not completed. 25% of the fees for the remaining period of your intended course, and the proportion of the Government levy the school is required to pay.
5. Only in exceptional circumstances, full refund of fees paid for the period remaining, less the administration fee of \$300 and the proportion of the Government Levy the school is required to pay.
An example of exceptional circumstances would be a medical problem confirmed by a doctor or where the school has breached the Consumer Guarantees Act, the Fair Trading Act, or Education Act.
6. No refund will be made to a student who is expelled from the school by the Board of Trustees.
7. No refund will be made to a student enrolled at the school prior to 1st March who becomes a permanent resident after 1st March (in any year).
8. No refund will be made if a student is returning home for the reason of a holiday.

CONCLUSION:

This school will meet all its legal requirements in determining refund of fees for International Students in an open and fair manner.

ORIENTATION PROGRAMME

All International students will on enrolment be placed in a reception class or group, with a teacher whose role it is to conduct an orientation to the school. This includes a tour of the facilities, introduction to a Kiwi buddy, introduction to their designated regular class teacher, an introduction to key staff, explaining school rules and clarifying student support services available.

The teacher responsible for International Students/ESOL will be the key liaison person between the school and the parents/legal guardians. He/she will also conduct an assessment of the International Student's understanding of English language.

INTERNAL AND EXTERNAL GRIEVANCE PROCEDURES FOR INTERNATIONAL STUDENTS

Purpose

The purpose of this complaints procedure is to ensure that complaints/concerns are responded to in an appropriate and timely manner and enables the school to use this information to improve service delivery. It also includes procedures for the receipt and resolution of complaints and the collection of complaints data by ensuring that complaints are speedily acknowledged and relevant information stored centrally.

The guiding principles for this procedure are as follows :

Consumer satisfaction - to ensure that complaints are resolved in an appropriate and timely way by the person most able to address the concern expressed.

Consistency - to ensure that there is consistency with the way complaints are handled within Tirimoana School.

Improvement - to ensure that Tirimoana School uses the complaints from the Community to improve service delivery.

Procedure

- Problems with children's progress, classroom programmes or teachers:
First make an appointment to see your child's teacher or syndicate leader who should investigate the complaint thoroughly and inform you of actions. You can ask the teacher responsible for International Students for advice, but it will be the class teacher or the syndicate leader who will deal with the problem. If you have seen the teacher and/or the syndicate leader and you still think you have a serious problem you can put the complaint in writing to the Principal. Upon conclusion of the investigation (within 7 days of receipt of the complaint) the Principal will write a short report summarising the complaint and the investigation and either the resolution or a recommendation for formal investigation. This report will be forwarded to the Board of Trustees.

- Problems with school friends:
Make an appointment with your class teacher.

If you still feel your problems have not been solved, you may contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority
C/- Ministry of Education
P O Box 1666
Wellington
New Zealand

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

If you do have a problem please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough you can always bring a friend who has better English.

We hope your stay here will be a happy one.

ATTENDANCE PROCEDURES FOR INTERNATIONAL STUDENTS POLICY

RATIONALE:

International students who meet the application requirements for International Students are entitled to enrolment at Tirimoana School subject to the availability of places.

While it is the responsibility of parents to ensure that their child attends school, the Board of Trustees also has a responsibility to record attendance and take action where it breaks down.

PURPOSE :

To ensure that pupils' absences from school are carefully monitored, recognising that non-attendance may be an indicator that the child is at risk.

GUIDELINES :

1. Children enrolled at Tirimoana School will be expected to attend regularly and explanations of absences be given.
2. Children will be expected to be at school unless they are :
 - a) sick
 - b) exempt from school for a reason that has been approved by the Principal.
3. Teachers are to mark attendance registers in the morning and afternoons.
4. Parents of children who are away should ring the school office on the first day of absence. If the school is not contacted by 9.30am on the first day of the absence then the parents will be contacted by phone. If no phone contact is made then the parents must follow up with a written explanation of the absence when the child returns to school.
5. Teachers must inform the Principal if a satisfactory explanation of absence has not been received by them.
6. Parents of a child who is absent for more than three consecutive days with no explanation and no telephone contact will receive a home visit by the Principal or the International Students/ESOL teacher.
7. The Principal will advise the Parents of:
 - attendance requirements
 - the necessity to inform the school of absences
 - failure to do so could jeopardise the child's enrolment
8. If the reason for the absence is illness no further action will be taken.
9. If the child is well enough to attend school he/she can return to school with the Principal/International Students/ESOL teacher.

10. Upon returning to school the class teacher and the Principal can discuss with the child the reason for the absence.
11. If there are any concerns about possible abuse or neglect the appropriate agency will be informed immediately.
12. If there is a pattern of repeated absences the student will be referred to the Improving School Attendance Programme (District Truancy Service) for intervention and support.
13. Late children must report to the office when they arrive at school with or without their parents/legal guardian.
14. Consistent misbehaviour will place a student's enrolment in jeopardy. If a child needs to be excluded from Tirimoana School the enrolment will be terminated without refund.
15. At all times the International Students/ESOL teacher will have responsibility for monitoring the emotional and physical well being of International Students, and will provide pastoral care and counselling when appropriate.
16. Any false information or deliberate misinformation on the enrolment form will also result in the enrolment being terminated without refund.
17. As the student's enrolment is based on the applicant holding a current New Zealand Student's Visa the school must be notified of any intention to change the student's Immigration status.

CONCLUSION :

The school and the Board of Trustees are legally required to take all reasonable steps to ensure students enrolled at Tirimoana School attend whenever the school is open. Other agencies could be called upon to assist them in this legal requirement.