



**Tirimoana School**  
Discover your talents



## ***Nau Mai Haere Mai and Welcome to our School***

This folder contains information about our school.

Please read it carefully.

If there is anything that you do not understand please feel free to contact the school for clarification.

Tirimoana School is a signatory to and is committed to uphold The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code)

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  
Tumuaki/Principal





**Our School welcomes International Learners as part of our School community**

***Hello Everyone- Haere mai - Welcome to Tirimoana School***

*Kia ora tatou  
Shalom  
Namaste  
Salaam  
Goeden dag/welkom*

*Talofa lava  
Ne hao ma  
Fakalofa lahi atu  
Bonjour/Bienvenue  
Guten tag/Wilkommen*

*Kia orana  
Malo e lelei  
Zdravo  
An yong haseyo  
Buon giorno*

欢迎 Huānyíng



We are a leading West Auckland New Zealand primary school and we encourage our International Learners to take advantage of the wide range of programmes and activities Tirimoana Primary School has to offer. We are proud to provide a safe, friendly and fun environment, where learners and teachers are focused on learning.



Tirimoana Primary was opened in 1969 and offers education in a caring environment for children from five years of age up to Year 6 level.

Our teachers are committed to a child centred learning approach providing a balanced programme for children's social, academic, sporting and cultural needs.

In our school we regard everyone as an individual where each child is unique. We aim to retain this sense of being unique by helping each child to develop strengths and talents, and to maintain a positive sense of self-worth. We want every child to believe in their own abilities and sense of self.

We also place emphasis on high expectations for positive behaviour. This means we expect our children to be polite and well mannered, be respectful of adults, friendly to each other and accepting of differences.

Our school PB4L CARE Values are *Compassion, Acting Responsibly, Respect and Effort*.

Our school learners come from many different ethnic and cultural backgrounds. We aim for every student to learn about and value other cultures.

We trust your family will have confidence in our teachers, and that your children will benefit from our care and professional knowledge.



## APPLICATION REQUIREMENTS, PROCEDURES AND CONDITIONS OF ACCEPTANCE

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

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 Learners if the appropriate year level already has two International Learners in each class.

### Code of Practice

Tirimoana School has agreed to observe and be bound by the The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code)

The Code can be downloaded. [The Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#)

### 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 [Immigration New Zealand](#).

### Passport/Visa Requirements

In accordance with New Zealand Immigration requirements prospective learners 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 visa issued by the New Zealand Immigration Department.

### Contract of Enrolment and Tuition agreement with International learners

Acceptance of an International Learners 'Contract of Enrolment and Tuition Agreement' and 'Conditions of Acceptance' will be reliant on their parent's agreeing to and understanding all the conditions in the contract by signing.

### Accommodation

Children living with their natural parents or living with their legal guardian, will be eligible for enrolment at Tirimoana. All International Learners 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. The school will visit the home (annually) where the student is residing to ensure the accommodation is safe, in acceptable condition and meets all regulatory and legislative requirements.

### Medical and Travel Insurance

It is a requirement from the New Zealand government that all international learners studying in New Zealand must have appropriate and current medical and health insurance for the duration of their stay as outlined in the Code of Practice.

Full details on entitlements to publicly funded health services are available through the Ministry of Health and can be viewed on their website at [Ministry of Health](#)

## Accident Insurance

New Zealand's Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but if you have an accident you may still be liable for other medical and related costs.

Learn more on the ACC website: [ACC](#)

## Orientation Programme

All International learners will, on enrolment, be placed 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 Learners will be the key liaison person between the school and the parents/legal guardians. They may also conduct an assessment of the International Learner's understanding of the English language.

## Attendance at School- *refer to Attendance policy*

International Learners enrolled at Tirimoana School will be expected to attend regularly and explanations of absences be given.

learners 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.

**If the learner is not going to be at school parents should either:**

- Ring or email the school office on the first day of absence.
- Contact school via the School App
- Complete absence form via school website

If the school is not contacted by 9.30am on the first day of the absence, then the parents or the legal guardian will be contacted via normal school procedures.

**If the learner is late getting to school** they must report to the office when they arrive at school to sign in and then they will be issued with a late pass.

## Disciplinary Actions and procedures

Any disciplinary actions will be in accordance with the principles of natural justice. International Learners will be provided with fair and comprehensive protections which are closely aligned to those offered to domestic learners as is practicable and appropriate.

## International Learner Fees

The International Learner fees will be reviewed annually by the Board and are as per the Fee schedule.

The International Learners fee will be paid in full at the time of enrolment at Tirimoana School. All fees received from International Learners will be specifically coded within the school accounts. Funds will not be utilized until service delivery for each term is complete.

## International Learner Fee Refund

If an International Learner 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 Learner's Fees Refund Policy.

## INTERNATIONAL LEARNER FEES

### School Fees for International Learners per **Year**

Tuition Fees	\$11,200.00
Administration/Stationery	\$ 300.00
Ministry of Education fee	\$ 500.00

**Total GST Included: \$ 12,000.00**



### School Fees for International Learners studying on a **Term by Term** basis.

Tuition Fees	\$ 3,575.00
Administration/Stationery	\$ 300.00
Ministry of Education fee	\$ 125.00

**Total GST Included: \$ 4,000.00**

**Short Term Stay:** Minimum 4 weeks **\$500** per week

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

## What to do if you have a problem

### INTERNAL AND EXTERNAL GRIEVANCE PROCEDURES FOR INTERNATIONAL LEARNERS

The school is here 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 or we can find someone to help you.

#### Problems with school friends:

- Make an appointment with the class teacher.

#### Problems with school

- Talk to the classroom teacher
- Talk to the teacher in charge of International learners
- Talk to the Team Leader
- Talk to the Principal

If the problem cannot be resolved 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.

#### If you still feel your problem has not been solved.

You may contact either of the following:

New Zealand Qualifications Authority (NZQA) for help – 0800 697 296 or email [gadrisk@nzqa.govt.nz](mailto:gadrisk@nzqa.govt.nz)

#### If it is a financial dispute:

Please contact i-student complaints on 0800 006 675. There is no cost for this service

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.



# Tirimoana School Policies

## ATTENDANCE PROCEDURES FOR INTERNATIONAL LEARNERS POLICY

### **RATIONALE:**

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

While it is the responsibility of parents or the legal guardian to ensure that their child attends school, the Board 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 or the legal guardians 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 or the legal guardian will be contacted by phone. If no phone contact is made then the parents or the legal guardian must follow up with a written explanation of the absence when the child returns to school.
5. Teachers must inform the Principal or a member of the Senior Leadership Team if a satisfactory explanation of absence has not been received by them.
6. Parents or the legal guardian 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 Learners Liaison Teacher
7. The Principal will advise the Parents or the legal guardian 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 Learners Liaison Teacher
10. Upon returning to school (if required) 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 Managed Moves Attendance West for intervention and support.



13. Late children must report to the office to sign in with or without their parents or the 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. Any disciplinary action that may be required to be taken by the school will be in accordance with the principles of natural justice. International learners will be provided with fair and comprehensive protections which are closely aligned to those offered to domestic learners as is practicable and appropriate.
15. At all times the International Learners Liaison Teacher, along with delegated SLT members, will have the responsibility for monitoring the emotional and physical wellbeing of International Learners, 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 Board are legally required to take all reasonable steps to ensure learners enrolled at Tirimoana School attend whenever the school is open. Other agencies could be called upon to assist them in this legal requirement.

## **INTERNATIONAL LEARNER'S FEES REFUND POLICY**

### **RATIONALE:**

It is the requirement of the NZQA: Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 that each school should formulate a Fee Refund Policy.

### **PURPOSE:**

To ensure that the Board meets all legal requirements when considering a refund for an International Learner as per the contract that the school has with the parents.

### **GUIDELINES:**

Tuition fees may only be refunded if there are special reasons for the student leaving such as becoming seriously ill or serious illness in the student's family, or for some other special reason.

All applications for a refund must be made in writing to the Principal.

#### **1. If the Learner has enrolled but has not yet started the course:**

- The Tuition Fees may be refunded in full less a \$300.00 administration charge.
- Withdrawing or transferring to another school, without notification, may incur an additional penalty.

#### **2. If the Learner has started the course and is still in the first half of the course:**

The Tuition Fee may be refunded less the following charges:

- An Administration fee of \$300.
- The cost of the course up to the time of withdrawal.

#### **3. If the Learner has started the course and is in the second half of that course:**

- The Tuition Fees may only be refunded if there are special reasons for the student leaving such as becoming seriously ill or serious illness in the student's family or some other special reason.

#### **4. If a refund is to be claimed the student must:**

- Have a letter from the learner's family or agent explaining the reasons, or supply a medical certificate.

**5. The Principal will make the decision about giving a refund in these circumstances.**

There are **NO** refunds if a learner has been asked to leave the school because of bad behaviour, poor attendance or because the learner has broken the school's rules.

**CONCLUSION:**

Tirimoana School will meet all its legal responsibilities in determining refund of fees for International Learner's in an open and fair manner.

## TIRIMOANA SCHOOL INTERNATIONAL LEARNER TUITION CONTRACT

Tirimoana School may accept International Learners with conditions.

1. Students from overseas who do not have a New Zealand Resident Permit, Work Permit or New Zealand Citizenship are full fee-paying learners.
2. The school will, at the Principal's discretion, accept International Learners provided that this does not compromise the needs of New Zealand learners.
  - No more than two International Learners will be enrolled in any one class.
3. Children must be living with their parents or legal guardians.
4. All Government regulations will be followed.
  - All disputes will be dealt with in New Zealand Law.
  - International learners will be entitled to exactly the same facilities as local learners.
  - Any disciplinary action processes that may be required to be taken by the school will be in accordance with the principles of natural justice.
  - International Learners will be provided with fair and comprehensive protections which are closely aligned to those offered to domestic learners as is practicable and appropriate.
5. International Learner Fees are as per the attached International Learners Fees Schedule.
  - These fees will be reviewed annually by the School Board
  - Fees will be paid in advance for the period of tuition applied for.
  - There is no reduction in fees for more than one child in a family.
  - Fees are refunded as per the International Learner Refund policy
6. Parents/Legal guardians of International learners may request extra teacher-aide time.
  - They will then be charged for this at current rates.
7. Stationery and charges for out of school day visits etc are included in the Administration Fee.
8. International Learner Fees **do not** cover the costs of:

Airfares	Accommodation	Medical and Travel Insurance	Student Visa or Immigration requirements
Transport to and from school	Food during school hours	Tirimoana School Uniform	Tirimoana School Senior Camp ( overnight)

9. 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.
10. 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.
11. The Parents/Legal Guardians of the International Student will notify the school if there is a change in the contract details of the student.
12. The Parents/Legal Guardians 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. Safety and Wellbeing in accordance with the Education (Pastoral Care of International Learner) Code of Practice 2021.

Signature of Parent: \_\_\_\_\_ Full Name of Parent: \_\_\_\_\_

Signature of School Representative: \_\_\_\_\_

Date of entry to the School: \_\_\_\_\_ Date of end of contract \_\_\_\_\_

Date Signed: \_\_\_\_\_