



**Tirimoana School**  
Discover your talents



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

This pack 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 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 read the information and 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





## Tirimoana 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 primary school and we encourage our International Learners to take advantage of the wide range of programmes and activities Tirimoana School has to offer.

We are proud to provide a safe, friendly and fun environment, where our learners and teachers are focused on learning.



Tirimoana School was opened in 1969 and offers education in a caring environment for children from Year 0/1 (five years of age), up to Year 6 level (10-11 years old).

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 students 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 warmly welcomes International Learners for enrolments of one term or longer, or as arranged with the Principal.

To ensure a positive learning environment, each application is carefully considered based on its merits and the current situation, with a limit of 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

To meet New Zealand Immigration requirements, prospective learners must hold the appropriate visa to apply for a Student Visa after being accepted for enrolment at Tirimoana School. The school will issue a letter of support confirming the offer of enrolment.

After receiving this letter, applicants must provide the school with a copy of their passport showing the approved Student Visa from New Zealand Immigration to continue with the application process.

### Accommodation

Children must be living with their parents/ legal guardian, to 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 meets The Code.

### 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 2021.

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

If you're injured while visiting New Zealand, ACC (New Zealand's Accident Compensation Corporation) provides accident insurance for all New Zealand citizens, residents and temporary visitors.

You will still need travel insurance for what ACC does not cover.

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

## 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.

## 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. An interpreter can be available if required..

### Problems with school friends:

- Talk 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.

## 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 must be paid in full after the enrolment has been accepted and before tuition starts.

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 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.

### 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. (See appendix)

# Starting at Tirimoana School

## 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 Learners understanding of the English language.

## Attendance at School- refer to Attendance policy (appendix)

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.

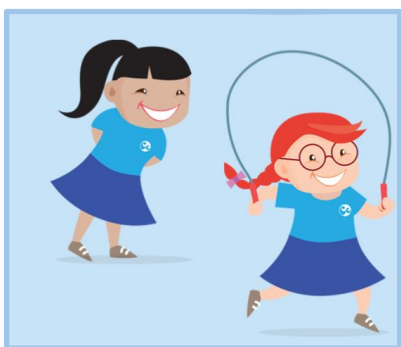
**If the learner is not going to be at school, parents/legal guardians should either:**

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

**Please inform the school why your child is away and for how long.**

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

**If the learner is late getting to school** they must report to the office to sign in. They will be issued with a late pass to give to the classroom teacher.



## (APPENDIX) Tirimoana School Policies

- International Fee-Paying Learners policy
- International Learner's Fees Refund Policy
- Monitoring Learners Attendance and Absences policy

School policies are available to view on our school website: [Tirimoana School Policies](#)