

FAIRHALL School Enrolment Information

International Students

Welcome to Fairhall School.

We trust you find the information contained in our enrolment package helpful.

Should you have any questions, please do not hesitate to ask. No question is ever too small.

We welcome visitors to our school.

When children are enrolled all family members are offered a guided tour of the school by the Principal to see the facilities offered and to ask any

questions. Children will also be introduced to their Classroom Teacher and Support Staff they will be working with.

For the first week new children are also 'buddied' up with a classmate to help and support with orientation.

Enrolling as an International Student

All New Zealand children enrolled at a State School are entitled to a free education.

State schools are funded by the Government and teachers are paid by a Central Government pay service.

International students do not qualify for free education and are required to pay a fee.

- q The fee set by the Fairhall Board of Trustees includes:
- q The cost of employing extra staff
- q ESOL (English lessons for children who have English as their Second or Other Language)
- q A portion of the school's operational cost
- q Administration
- q A Crown fee (A charge imposed by the Government for the use of a state owned facility)
- q Additional charges which include the annual cost to the school for being a Signatory to the Code of Practice for the Pastoral Care of International Students) and GST (Goods and Service Tax, a Government tax amounting to 15% of the total fee)

FAIRHALL SCHOOL

Calculations for Fee Paying Students

Our Tuition fee is \$12,000NZ

All tuition fees payable by Overseas Students are inclusive of New Zealand Goods and Services Tax.

1 .1 The tuition fee must be paid in full before the student begins at Fairhall School.

Evidence of the payment of tuition fees is required as part of the New Zealand Immigration Department s visa requirements.

1 .2 The tuition fee includes all tuition costs, but does not include:

- q Entry fees for national examinations or qualifications, (e.g. Australian Competitions, Otago Problem Solving, Science Badges).
- q Uniforms, stationery, writing materials and calculators
- q Textbooks other than those provided to Overseas Students on loan by the School;
- q Specialized music tuition
- q Costs associated with any extra-curricula activities;
- q Consumable materials used in subjects such as Home Economics and Workshop Technology; and
- q The costs of field trips required in some subjects or overnight camps.
- q Annual photocopying charge.

1.3 The annual tuition fee will be reviewed by the BOT each year at its November meeting when fees for the following year will be set.

Other charges you may have to meet include:

- q The cost of dental treatment
- q Specialist Support Services eg. Speech Therapy, Occupational Therapy,
- q Psychological Services or any other additional learning support.
- q Truancy Service in case of prolonged, unexplained periods of absence from school.
- q Payment for extra curricular activities such as school excursions, camps, transport for sports etc.

Refunds

All tuition fees paid by Overseas Students normally are non-refundable. However, under exceptional circumstances the BOT will exercise discretion in regard to the reason for leaving and can decide to refund a proportion of the fees paid, relative to the time spent at Fairhall. Any refund will be calculated after deducting the amount paid to the Ministry.

1.1 Parents wishing to apply for a refund must make an application in writing to the Board of Trustees of the School explaining why they are withdrawing their child and requesting a refund. The Trustees will judge each case on its merits, taking into account:

- q The cost to the school of providing tuition to the student up to the time of the
- q Student's withdrawal from the school;
- q Any refund received by the School of any fees payable by the School to the
- q New Zealand Government for the Student.
- q The amount that is in the Board of Trustees opinion an appropriate reflection
- q of the use made by the student of the School's facilities and any other
- q matters which the Board of Trustees considers relevant.
- q The BOT guarantee that sufficient funds are held in reserve accounts to
- q cover any refunds should they be requested and granted.

1.2 Students who gain Permanent Residence status after the School year has commenced will not be eligible for a refund.

Student Permit/Visa

If International Students do not have the necessary Student Visa or Permit they will be required to obtain one.

Fairhall School will supply the parent or caregiver with an Offer of Placement form.

(Note: The form indicates that payment has been made.) This form needs to be taken to Immigration when the parent/caregiver is applying for a Student Permit. Before enrolling the child the school must sight the student Permit. It is an offence to be enrolled in a New Zealand school without such documents.

The details completed in the Offer of a Place form are required by New Zealand Immigration for the issuing of a Student Visa or Permit. You may like to visit the New Zealand Immigration website for more information about the Student Visa or Permit at www.immigration.govt.nz

New Zealand Immigration Service will be informed when:

- q Students complete the course for which they have enrolled and return to their home country.
- q Students choose to leave Fairhall School to continue their study at another school in New Zealand.
- q Students fail to attend school on a regular basis (act truant).

Upon Completing a Course of Study at Fairhall School:

- q Students returning to their home country will receive a letter from the school to explain the study course, or Year of Schooling completed, plus a copy of their Progress and Achievement School Record Card.
- q Students who leave Fairhall School to attend another school in New Zealand will be provided with a Transfer Notice with all school records forwarded to the new school when requested.

Enrolment Procedure

Children can be enrolled at a New Zealand State Primary School from their fifth birthday.

Education becomes compulsory at age six.

Children fourteen years and over attend Secondary School. Education for New Zealand children remains compulsory until the age of sixteen. Fairhall School caters for children from Year 1 up to Year 8 (5 to 13 years old)

To enrol at Fairhall School you must approach the Principal with a request for enrolment.

Fairhall is a State Contributing School and our first priority is to cater for resident students between the ages of five and thirteen years.

A request for enrolment can be made by telephone, fax, e-mailing the Principal or by visiting the school.

Phone: 03 577 8939 Fax: 03 577 8919 e- mail: jo@fairhall.school.nz

If a place is available at your child's age and class level you may be offered a place.

For the school you will be asked to complete a Student Enrolment Form which provides information about your child and your family. You will also be asked to explain living accommodation if arrangements have been made for your child to homestay with a close relative while studying at Fairhall School.

Accommodation

To enrol at Fairhall School **International Students must live in one of the following categories of accommodation:**

- q Live with their parents
- q Live with a designated caregiver
- q Homestay/Hostel organized by our accommodation agents Marlborough Girls College.

For the purpose of enrolment at Fairhall, a designated caregiver will be a close relative such as an aunt, uncle or grandparent living in a family situation. (The school will ensure that such persons will have a full understanding of their obligations by providing them with a copy of the Code of Practice)

If you decide to have your child live with a designated caregiver you will be required to complete an indemnity document (included with the Information Package) stating that you, as parents, take full responsibility for the placement of your child.

The Principal or the school's International Student Liaison Person will visit the home to:

- q Determine that living standards are of an acceptable standard
- q Meet and establish communication with the caregiver

The Liaison Person will also meet with your child once a term to confirm that the accommodation is suitable. Fairhall School's liaison person is Principal, Steve Crockett.

Further details the school will ask for at the time of enrolment, are particulars about your child's health and information about any special needs that may have to be addressed, including background for ESOL (English as a Second or Other Language).

Also on this form, you will be asked to provide the school with information about your child's previous schooling and levels of achievement. This information will assist teachers with class placement. More comprehensive diagnostic tests are conducted once your child has settled into Fairhall School and will include an assessment of proficiency in the English language.

All the information you provide will remain confidential.

If any of the details you provide at the time of enrolment changes, it is your responsibility to notify the school of the change.

Information about the School Charter, Strategic Plan, policies, curriculum and other general information about Fairhall School is available on request.

Regulations & Rules

- 1.1 Parents enrolling an Overseas Student at the School must promise that their student will obey: the School's Rules. (The School reserves the right to vary the Rules from time to time.)
- 1.2 If a student breaks these rules, regulations and requirements, normal school disciplinary procedures will occur. In serious cases, a written warning will be given. If continued disobedience occurs, the student may be asked to leave Fairhall School.

The Fairhall School Curriculum Plan

An overview of the Fairhall School curriculum is provided in the Curriculum Plan. The Curriculum Plan is available to parents at all times.

The latest Education Review Office Report on Fairhall School is available at the school office or on: www.ero.govt.nz

The Education Review Office is an independent body contracted by the Ministry of Education to evaluate and report on the performance of all schools.

The Code

Fairhall School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. A full copy of the Code is available on the New Zealand Ministry of Education website at:

<http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/>

Health and Travel Insurance

Most International Students are not entitled to publicly funded health services while in New Zealand unless they are:

- q A resident or Citizen of Australia; or
- q A national of the United Kingdom in New Zealand; or
- q 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 require that you obtain insurance to cover your travel to and from New Zealand.

Immigration

Full details of visa and permit requirements, advice on rights to employment in NZ while studying and reporting requirements are available through the NZ Immigration Service, and can be viewed on their website at:

<http://immigration.govt.nz>

Important Information held by the School

Fairhall School will hold current information for each International Student at all times. As well as the information required on the enrolment form, copies of the passport and permits will be included.

In-School Support and Conditions for International Students

The Principal will be the first point of contact if an International Student faces difficulties adapting to his/her new cultural environment.

Grievance Procedures

If an Overseas Student or parent of an Overseas Student wishes to make a complaint related to their welfare or support they have received from the School, he or she should first contact the Principal. If the problem cannot be resolved, the parent or student may write to the Board of Trustees, explaining fully their complaint. If the dispute is not resolved within 14 days of the Board receiving such complaint, the complainant may write to the:

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

(the IEAA) seeking their assistance in resolving the dispute.

Fairhall School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Ministry of Education website at: www.minedu.govt.nz

- q *If you, as parents or the designated caregivers for your child, have concerns about any aspect of your child's schooling, please follow the procedures outlined in the School's Complaints Policy.*
- q *If you have concerns about a breach of the Code, advocacy procedures are outlined in the Summary of the Code of Practice for the Pastoral Care of International Students*
- q As part of the enrolment procedures office staff will establish communication arrangements with you should an emergency arise.
- q If school personnel are concerned that your child has been, or is likely to be, ill treated, harmed, abused or neglected we are

obliged to notify the Children s Young Person s and Families Service (CYFS) or the New Zealand Police and follow the Breaking the Cycle , CYFS reporting protocol.

- q The Education Rules 1999 (Stand down, Suspension, Exclusion and Expulsion) apply to all students including International Students enrolled at Fairhall School and these Rules must be complied with.

Liability

The School will not be liable for any loss or damage to property or persons, however caused, except where such liability is imposed by New Zealand law. Any disputes between the parties will be conducted under the jurisdiction of New Zealand law within New Zealand.

Privacy Act

- 1.1 All information collected in the Enrolment Form is collected to maintain Fairhall School s records. This information and any other information collected about the student will be used to provide for the educational and general advancement of the student and for the purpose of carrying out the activities of the School.
- 1.2 Any information collected by the School may be provided to education authorities (under Section 7(4) of the Privacy Act 1993).
- 1.3 Overseas Students and parents may at any time view their own personal information and request correction.

English Language requirements

Intending students must be aware that all instruction is in English.

Circumstances When The School May Terminate Tuition

Serious health (emotional or physical) concerns when it is considered the student should return to the care of their parents.

Unacceptable behaviour in school.

Unacceptable school attendance.

Student Welfare

Fairhall School, as a Signatory to the Code of Practice has a number of obligations relating to the welfare of International Students.

Attendance & Behaviour

All international students must maintain satisfactory attendance and comply with

School rules on behaviour. If a student's behaviour or school attendance is unsatisfactory, the following process will be followed:

- q The student will be counselled by the Principal. Normal school procedure will be followed.
- q If the student's behaviour or attendance does not improve, the student will be put on formal attendance check / given a written warning. The student's parents and / guardian will be informed.
- q If improvement still does not occur, the School reserves the right to withdraw the student's Offer of Place. Immigration and the parents will then be informed.

Home Contact Details

It is vital that Fairhall School has the correct contact address, phone and fax details for International students at all times. If parents contact details change, the school must be notified immediately.

The New Zealand Code of Practice for the Pastoral Care of International Students

Summary of the 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.

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 to see 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 <http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/>

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: <http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/signatories-to-the-code-of-practice/>

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 liaison person or another person who has been identified to you as someone that you can approach about complaints at your school. 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:

- q high professional standards are maintained
- q the recruitment of international students is undertaken in an ethical and responsible manner
- q information supplied to international students is comprehensive, accurate and up-to-date & students are provided with information prior to entering into any commitments

- q contractual dealings with international students are conducted in an ethical and responsible manner
- q the particular needs of international students are recognised
- q international students under the age of 18 are in safe accommodation
- q 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 IEAA and the Review Panel to receive and adjudicate on student complaints.

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code.

The IEAA 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 IEAA 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 IEAA may refer the complaint to the Review Panel.

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

What is the International Education Appeal Authority (IEAA)?

The IEAA 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 IEAA 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,

PO Box 1666,
Wellington,
New Zealand.

Review of Code Compliance

To ensure that the Code of Practice is being complied with the following actions will take place as part of the school's self review process:

- q All relevant policies will be included in and reviewed as stated in the school's programme of policy review.
- q The enrolment information and fees will be reviewed each year under the direction of the Principal and the International Students School Liaison Person.

All new staff will be issued with copies of the school information pack for international students so that they are conversant with the requirements and procedures.

Steve Crockett
Principal
Fairhall School



Fairhall School – *Pathway to Excellence*

FEE PAYING STUDENTS

Indemnity Declaration

We (Full Name)

the parents of (Full name) take responsibility
for the accommodation arranged with his/her designated caregivers;

Given name

Address

Contact phone number

For contact and communication please refer to the accommodation section on
page 4 of the Information Package.

It is important that you share this information with the designated caregiver .

Signed Date/...../.....

Parents signature

Steve Crockett
Principal