



## Kerikeri High School International Department

P O Box 92, Kerikeri 0245

New Zealand

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### **INFORMATION FOR INTERNATIONAL STUDENTS AND PARENTS**

#### **Introduction**

Kerikeri High School's philosophy is to provide a learning environment which acknowledges individual differences and needs. We aim to enable students to be responsible citizens and have the skills to take full advantage of life's opportunities.

The school was established in 1974 on 8 hectares of land. Since that time, extensive planting of trees and gardens has made the environment attractive with spacious recreational areas and sports fields. There has always been strong community involvement with the school and community use of the facilities.

The school roll is about 1500 students. About 45 of these students are international students. Kerikeri High School expects all students to

- be proud of themselves, their school, their community
- be honest with themselves and others
- be courteous
- be a worker both at school and in the community
- plan ahead by setting goals and working towards them

#### **Location**

Kerikeri is in the Bay of Islands in Northland, New Zealand. The Bay of Islands is the birthplace of the New Zealand nation. It was here in 1840 that the Maori chiefs and representatives of the British government signed the Treaty of Waitangi which created New Zealand as we know it today. The oldest wooden house and stone building in New Zealand are in Kerikeri.

However, it was not until the 1920s that modern Kerikeri began to grow. At that time the citrus orchards, which are such a feature of modern Kerikeri, were established. Today Kerikeri is a rapidly growing rural town with about 15 000 people in the Kerikeri area. The district has full medical facilities and amenities including a professional theatre and cinema complex. There are frequent concerts, recitals, drama productions, art exhibitions and many cafes and restaurants.

The Bay of Islands provides opportunities for sailing, scuba diving, fishing or just enjoying the natural beauty of the area. Other activities include hiking in large conservation reserves, playing golf, horse riding, surfing and many other sports.

There are sports complexes offering football, rugby, netball, tennis, squash, and in-line skating among others. The Bay of Islands is a tourist centre and there are many excursions and activities developed for tourists and young people. The people of Kerikeri welcome visitors and enjoy offering hospitality.

## **Course Details**

We are a state secondary school and we help international students study a full course of academic subjects including English. English language support is offered across the curriculum where necessary. There is a minimum of 4 hours of tuition in English for Speakers of Other Languages per week. ESOL is taught by ESOL trained teachers.

There is a full range of academic subjects offered including Mathematics, Sciences, Social Sciences, Art, Technology including Computer Technology and Food Technology, Music including instrumental tuition, Drama, Performing Arts, Hospitality, Tourism and Physical Education. Students may choose to enter for New Zealand qualifications (NCEA).

If an International fee-paying student is required to continue studying a particular subject which is not offered at Kerikeri High School, the International Department will endeavour to provide supervised study time in order to meet this requirement.

Features of the school are the extra programmes offered: **Sailing Academy** (every Friday) and the **Theatre Arts Academy** which is integrated into the school timetable of four periods per week. Students enrol in 4 or 5 academic subjects as well as academy practice and theory.

The **Academic Plus Programme** is available to international students who can choose from Academic Plus **Golf**, **Equestrian** or **Surfing** on a term by term basis. Please note that students can only participate in any one of these programmes at a time. Academic Plus programmes take place on Fridays for eight days per term. Professional, experienced and dedicated coaches cater to individual students' needs in small group settings. No previous experience is necessary and all equipment and transport is provided.

**Equestrian** offers a wide range of horse-riding skills, jumping, dressage, eventing and farm trekking.

**Surfing** covers basic techniques, wave reading, weather reports, water safety and surfing.

**Golf** provides fundamental golf skills, on-course expertise and etiquette, golf handicap.

## **Course Commencement**

Students may enrol at any time during the year. We prefer students to start in February at the beginning of the school year or July.

## **English Language Requirements**

Each student's level of English, prior learning and personal goals are considered when a course of study is selected. A course of study cannot be finalised until the student enters the school. Some modification of goals may be necessary. All students need basic English skills.

Students who wish to enroll in the Sailing and Theatre Arts Academy courses should be confident they can study in English.

## **Extra Curricular Activities**

There is a wide range of activities available. We have a strong tradition in sailing, debating, drama and public speaking. You need no experience to take part in these activities. The school Jazz Band has performed in The Bay of Islands, in Jazz Festivals and in Japan. The Sailing team has won national and international competitions. All major sporting codes are played. International students have participated in all these activities.

## **Facilities and Services**

Facilities include Business and Enterprise Block, Computer Suites, Computer Network including the Library and Computer Pods throughout the school, Swimming and Diving Pool, Gymnasium, Performing Arts Suite, Auditorium, a fully equipped Life Technology Suite, a new computerized Art and Technology Block, large outdoor sports and recreational fields.

There is an International Centre where international students are taught English. The Centre is also a meeting place for visiting parents and students. The Director of International Students provides personal assistance in school and accommodation situations. The Director liaises regularly with the Principal, Accommodation Manager, Deputy Principals, Deans, Guidance Staff and teachers to assist the international students adapt to the New Zealand education system and New Zealand culture. All International Students will be provided with a Kiwi Buddy and receive continuing orientation during the first few weeks. The orientation includes understanding of all documentation signed by the student and parents, emergency assistance and personal support, fitting into school, keeping safe in New Zealand, school rules and expectations, cultural differences and extra-curricular activities. All students will be helped to open a New Zealand bank account. This is a fees-free account which students require to receive payments – for example insurance and school refunds. It has a cash withdrawal card which can be used internationally.

## **Accommodation**

- International students live with New Zealand families supported by the Accommodation Manager and the Director. All homestay families are police vetted, assessed and approved by the school. Students have a single room, full board and share the life of a New Zealand family. If the student goes home or leaves the homestay for the holidays, a retaining fee of \$50 per week may be charged for each week the student is away. Either party

may terminate the homestay arrangement upon giving the other party one month's notice in writing.

- In cases where the student has requested immediate removal from their homestay or if a change of homestay is necessary because of a breach of the Code of Conduct by the student, the school will offer **emergency homestay accommodation** for up to one week at a cost of \$50 per night.
- Due to the large rural expanse of the area, there is very limited public transport with no regular bus service. Students living more than 4.8 km from the school are entitled to the free school bus service. Students may negotiate extra transport needs with homestay families, or where possible use a bicycle or walk.

## **INTERNATIONAL FEES 2012 (\$NZ)**

### **Tuition**

Tuition 1 semester (2 terms)	\$6500
Tuition 1 year (4 terms)	\$12500
Homestay per week	\$235 (includes \$25 admin fee)
Administration fee	\$1000

**Optional Programmes** (tuition fee plus supplement. Only one programme can be done at a time)

<u>Sailing Academy</u> 1 semester	\$2000
<u>Sailing Academy</u> 1 year	\$4000
<u>Theatre Arts Academy</u> 1 semester	\$1000
<u>Theatre Arts Academy</u> 1 year	\$2000
<u>Academic Plus Surfing</u> 1 term	\$1000
<u>Academic Plus Equestrian</u> 1 term	\$1000
<u>Academic Plus Golf</u> 1 term	\$1000

### **Other**

Meet and Greet at Auckland Airport (Student met at international and taken to the domestic airport to fly to Kerikeri)	\$75
Uniform and stationery (approx)	\$400
Possible subject fees	up to \$500

## **Health and Travel Insurance**

Most international students are **not** entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz)

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website [www.acc.co.nz](http://www.acc.co.nz)

### **International students must have appropriate and current medical and travel insurance while studying in New Zealand.**

We can arrange insurance for you. Insurance is with Uni-Care Travel Insurance Service which specializes in insuring international students. It is full insurance. In general, the insurance covers

- medical and accident insurance in New Zealand and while you are at home on vacation
- travel to and from New Zealand and all the time you are in New Zealand
- repatriation if required including parental travel to New Zealand and return
- protection for your personal effects
- dental care excluding maintenance
- disruption to travel

You can get full details from this school or the Uni-Care website is [www.uni-care.org](http://www.uni-care.org) .This site is in many languages.

## **Codes of Behaviour**

Kerikeri High 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 this Code are available on request from Kerikeri High School or from the New Zealand Ministry of Education website at [www.minedu.govt.nz](http://www.minedu.govt.nz) (Please refer to attached Appendix 1)

We expect each student to sign a Code of Conduct which is part of the application process. If the student breaks the Code of Conduct, disciplinary procedures will apply as they would for a New Zealand student. The use of prohibited drugs, including tobacco and alcohol, may lead to expulsion from the school and/or police action.

## **Application Process**

### **Stage One**

- Complete the enclosed application form
  - Sign the Code of Conduct
  - Sign the permission form for Education Outside the Classroom
  - Sign the Refund of Fees Policy
  - Read the Policy for the Use of Computer networks
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- Include a copy of your last two school reports and a letter of recommendation in English from your school.
  - Include own Insurance Policy translation if not using Unicare
  - Include your one page letter and photographs
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- Return the forms to Director International Students  
Kerikeri High School  
P O Box 92  
Kerikeri 0245  
NEW ZEALAND
- 
- Keep a copy of the Code of Conduct, Education Outside the Classroom, Refund of Fees Policy and the Policy for the Use of Computer Networks for your reference.

### **Stage Two**

If your application is accepted, we will send you

- a Conditional Offer of Place
- a guarantee of homestay accommodation from one week before until one week after school finishes
- a Tuition Agreement
- an account for fees including insurance if selected

### **Stage Three**

- We receive the signed Tuition Agreement
- We receive your fees payment
- We send you a receipt for fees and Confirmed Offer of Place

### **Stage Four**

You apply to New Zealand Immigration for a student visa. You will need to take -

- The Confirmed Offer of Place
- The receipt for tuition fees

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> There is also an application form that you can

download from that site. Please note that there were some changes to International students' ability to accept paid employment legislated in July 2005.

When booking International flights, ensure that you book the domestic connection to/from Bay of Islands airport Kerikeri at the same time. This will ensure that your International baggage allowance is recognised for domestic flights and avoids excess baggage fees.

Please contact me again if you have any further queries.

Thank you for your interest in our school

Yours sincerely



**A.G. Berry (Mr) B.A., Dip Tchg., Cert TESOL  
Director of International Students**

## 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 that 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.

### *Who does the Code apply to?*

The Code applies to all education providers in New Zealand with international students enrolled. 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.

### *How can I get a copy of the Code?*

You can request a copy of the Code from your New Zealand education provider. The Code is also available online from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international).

### *How do I know if an education provider has signed the Code?*

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This is available online from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international). If

the education 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 education 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).

*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 education 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:  
International Education Tribunals Unit

Level 1, 86 Custom House Quay,  
Private Bag 32001,  
Panama Street,  
Wellington

**Phone:** + 64 4 462 6660

**Fax:** + 64 4 462 6686

**Email:** [ieaa@justice.govt.nz](mailto:ieaa@justice.govt.nz)

*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 education 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 education 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 education 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.

*A summary of the Code of Practice for the Pastoral Care of International Students*

The Code sets standards for education 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 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 IEAA and the Review Panel to receive and adjudicate on student complaints.