

I/We give permission for my/our son/daughter to be allowed to travel throughout New Zealand with their nominated host family. This can only occur when all sufficient information is provided to the school and they are satisfied that the information is complete and accurate.

PRIVACY ACT 1993

I/We hereby acknowledge and authorise Collingwood Area School to collect, store, use and disclose the information provided on this form (which is correct and accurate) for the purpose of enrolment, general administration of the school and the general care and welfare of my/our child/children during the term of enrolment with the school and I/we agree to update this information as necessary

- For the purposes of the Privacy Act 1993, I/we hereby acknowledge and understand that:
 - This information has been provided voluntarily and I/we had a choice as to whether to complete all parts of the form or not.
 - The Board of Trustees of Collingwood Area School is collecting this information for the purposes of providing a database for the future education, guidance and reporting of the student's progress and pastoral care.
 - The information collected may be aggregated for a variety of statistical and research purposes, ensuing at all times that no individuals can be identified.
 - The student's work and/or photograph may appear in school publications and unless otherwise advised, it is understood that the school has consent to the publication of work and/or photographs that may appear in such school publications including newsletters, prospectus, magazine and advertising material.
- Contact details on this form may be forwarded to the Ministry of Social Development. This is required by law so at risk young people can be identified and offered support by organisations contracted to help re-engage young people in education or training when they leave school. The information will not be used for any other purpose.

- NR\ LM-NT A8R- - M-NT Fee

Payer/Parent

1. I/We guarantee the good behaviour of this student while attending Collingwood Area School and understand that unsatisfactory behaviour and attendance will result in exclusion and suspension procedures being followed which could result in the cancellation of the student's right to study at Collingwood Area School and their removal from Homestay accommodation.
2. I/We guarantee full and accurate medical information for this student has been disclosed. I/We understand failure to include past and present conditions may result in the termination of the enrolment and affect Insurance purchased through Collingwood Area School.
3. I/We accept the right of Collingwood Area School to change the course of study if this is in the best interests of the student.
4. I/We give permission for my/our son/daughter to attend any camps/outdoor activities organised by the school and I/we agree to pay any additional costs incurred.
5. I/We accept the right of Collingwood Area School to decline this student enrolment, without explanation, at the discretion of the Principal.
6. While all care is taken, Collingwood Area School does not accept any liability for any loss, damage or accidents that may occur. This is why all students are required by law to have Travel and Medical Insurance to cover them for any accident or damage.
7. I/We agree to pay the fees required and the conditions of the Refund Policy.
8. I/We have read and understood the rules and regulation in the Information Pack.
9. I/We understand that any disputes in relation to this agreement will be settled only in accordance with New Zealand Laws and under the jurisdiction of the New Zealand Courts.

Declaration: the information given on this form is true, complete and correct. I/We have read, understood and agree to all the Conditions of Enrolment in the application package.

Father's Name		Signature		Date	
Mother's Name		Signature		Date	
Student's Name		Signature		Date	

OTHER PERSONAL INFORMATION Your

Personality

Put ticks in all the boxes which best describe you:

- | | | | | | |
|---------------------------------------|--|------------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> Curious | <input type="checkbox"/> Neat/tidy | <input type="checkbox"/> Artistic | <input type="checkbox"/> Outgoing | <input type="checkbox"/> Straightforward | <input type="checkbox"/> Nature-lover |
| <input type="checkbox"/> Sociable | <input type="checkbox"/> Open-minded | <input type="checkbox"/> Messy | <input type="checkbox"/> Sporty | <input type="checkbox"/> Quiet | <input type="checkbox"/> Sophisticated |
| <input type="checkbox"/> Outdoor type | <input type="checkbox"/> Independent | <input type="checkbox"/> Ambitious | <input type="checkbox"/> Organised | <input type="checkbox"/> Competitive | <input type="checkbox"/> Thoughtful |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Stay at home | <input type="checkbox"/> Talkative | <input type="checkbox"/> Humorous | <input type="checkbox"/> Forgetful | <input type="checkbox"/> Busy |
| <input type="checkbox"/> Friendly | <input type="checkbox"/> Family-oriented | <input type="checkbox"/> Studious | <input type="checkbox"/> Fun | <input type="checkbox"/> Affectionate | |
| <input type="checkbox"/> Other: | | | <input type="checkbox"/> Other: | | |

Put ticks in each of the boxes that best describe your family:

- | | | | | | |
|--------------------------------------|--|--|--|----------------------------------|--|
| <input type="checkbox"/> Strict | <input type="checkbox"/> Casual | <input type="checkbox"/> Sociable | <input type="checkbox"/> International | <input type="checkbox"/> Active | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Academic | <input type="checkbox"/> Affectionate | <input type="checkbox"/> Home-oriented | <input type="checkbox"/> Busy | <input type="checkbox"/> Modern | <input type="checkbox"/> Old-fashioned |
| <input type="checkbox"/> Musical | <input type="checkbox"/> Fun | <input type="checkbox"/> Artistic | <input type="checkbox"/> Sporty | <input type="checkbox"/> Relaxed | <input type="checkbox"/> Sophisticated |
| <input type="checkbox"/> Traditional | <input type="checkbox"/> Outdoors-type | <input type="checkbox"/> Talkative | <input type="checkbox"/> Humorous | <input type="checkbox"/> Quiet | <input type="checkbox"/> Friendly |
| <input type="checkbox"/> Other: | | | <input type="checkbox"/> Other: | | |

Do you have any brothers or sisters? Yes / No (please circle)

If Yes please list their names and ages and indicate whether they live at home:

Name	Age	Male/Female	Living at Home (Y/N)

Who else lives in your home? (Mother, Father, Uncles, Aunts, Grandparents, etc)

Name	Relationship to You

What household tasks do you undertake regularly?

Have you travelled to other countries before? **Yes / No**

(If Yes, please state which ones)

Have you lived away from your family before? **Yes / No**

Is there a particular part of your culture that is very important to you that we should know about?

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Homestay Accommodation

Most New Zealand families have pet cats or dogs that live in their homes. Are you allergic to any pet animals? *(If yes please state which):*

Do you have a fear or phobia of any pet animals?

Do you have a religious affiliation? **Yes / No**

If yes, please state whether you attend religious services regularly:

Would you be comfortable living with a host family with a different religion? **Yes / No**

Do any of your household members smoke? **Yes / No**

If no, would you mind being placed in a homestay where a host family member smokes? **Yes / No**

Do you mind sharing a room: **Yes / No**

What are you most looking forward to about your homestay family? (eg family with similar age of our child, family friends, Other):

.....

Is there any special request you would like to make of your homestay? *(Please state)*

.....

Interests and Hobbies

Please tell us about the activities and interests you **most** enjoy (tick as many as you like).

Sports Activities	I would like to learn this	I would like to continue this	I compete in this activity	Musical Activities	I would like to learn this	I would like to continue this	I am an accomplished musician & like to perform	Indoor Activities	I would like to try this	This is my hobby	I do this sometimes
Aerobics/Dance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Band	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Athletics/Track & field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Orchestra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cooking Drama/Theatre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Badminton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choir/Singing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drawing/Painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baseball/Softball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guitar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Listening to Music	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basketball/Netball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Movies/Films	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biking/Cycling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gymnastics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Saxophone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Watching TV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hockey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trumpet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horse Riding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Playing Games	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Martial Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Socialising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rugby Snowboarding/Skiing Soccer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor Activities				Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swimming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Camping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Tennis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fishing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Volleyball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hiking/Tramping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Wrestling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sailing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Describe one of your personal achievements (something you have done you are proud of) or something special about you:

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COLLINGWOOD AREA SCHOOL

Information for Overseas Students

Welcome to Collingwood Area School. We hope that you enjoy your time with us. We will work hard to make sure that your time here is valuable as well as enjoyable.

There are many things you will need to learn about our school and community. This is a guide.

Your main way of learning will be to talk to other students and follow what they do.

You will also have a Dean who will be introduced to you as part of your orientation.

You are also very welcome to come and see the Deputy Principal or me if there are matters that you want to talk about. The best people to go to for information are the Executive Officer Irene or School Secretary Monika.

We will organise your programme as soon as possible by talking to you about your learning needs and what you want to achieve while you are here. As a small school we can be very flexible with our programme. We can also adapt a programme so that you may have the opportunities to make the most of what is available in our locality, for example, by going on trips such as the Heaphy Track with other year groups.

Orientation Programme

When you first come to the school you will meet the key people who will help you during your stay with us including your Dean, the Secretary, the Executive Officer, the Deputy Principal and me.

We will show you around and show you the main places of interest for a student such as the library, classrooms and gymnasium. There is no cafeteria or tuckshop so you will need to make sure you have brought food with you each day.

Your Dean will explain the main rules about attendance, how the timetables work and the rights and responsibilities of students in the school.

Much of the rest of what you need to know will come from your Homestay family who are active members of the community.

A lot of the information you will need about the school is included in the Prospectus with course information being contained in the Student Handbook. Both these documents are included with this information sheet.

The School Day

The school day comprises of six periods of 50 minutes each. You will be given a timetable to show you which class you have in each of these periods.

School starts at 8.45 am each day and finishes at 3.00 pm.

Morning tea is between 10.30 and 10.50 am, and lunch is between 12.30 and 1.20 pm.

Special Support

While we do everything we can to make sure your stay is worthwhile, we are also aware that there may be issues to face.

It is important to talk to people if you have any problems with school, your living conditions or just about learning the culture of New Zealand.

The school does have a complaints procedure and a copy is contained in this Information Pack.

There is also a leaflet included for you information: *Summary of the Code of Practice for the Pastoral Care of International Students* (this can also be found on the NZQA website: www.nzqa.govt.nz).

Please do not hesitate to speak to me about any concerns. There are several fluent speakers of other languages who live within the Golden Bay community if you need the assistance of an interpreter. I am sure you will get to meet these people during your stay with us.

Remember that the main reason for your visit is to gain an understanding of another culture. This is also important for us here too – we want to learn about you and your home. We will do all that we can to make this happen and to make sure that your stay in Collingwood is well worthwhile.

Caroline Gray
Principal

Procedure for students making complaints

Most complaints are dealt with verbally, informally and quickly, and often without being too conscious that it was a complaint.

Before making a complaint consider the following:

- *What is my complaint about?*
 - A person (another student or a teacher)?
 - A classroom matter (course of work, marking)?
 - A school procedure?
- *Have I organised all of the relevant facts and information to make my complaint as meaningful as possible?*
- *How serious is my complaint?*
 - Very serious and should be presented in writing?
 - Informal and can be presented, at least initially, verbally and at an appropriate time?
- *Who do I go to?*
 - Consider who the most relevant person is but also someone that you feel comfortable going to.
 - Also consider if you want somebody else to be with you if you want to make a complaint. If you do this it could be another or other students, a parent or another person set up as an advocate.
 - People you could approach:
 - Students – an individual who you consider is causing the issue; student contacts, student council, student rep on BOT
 - Staff – Classroom teacher, Dean, Whanau teacher
- *What can I do if I am not satisfied with the consequences of my making a complaint?*
 - Accept that this is what happens sometimes OR
 - Take your complaint to a higher level e.g. if it is with a teacher then approach the deputy principal or principal.
- *Notes:*
 - Try and take your complaint to the closest point to the problem e.g. a classroom teacher for a classroom situation or a fellow student who may be causing problems with you
 - All complaints will be treated seriously so ensure that you are serious about your complaint
 - Do realise that making a complaint doesn't necessarily mean that the consequences will be the ones that you want.