



## Te Kura o Aorere

*Connected to others, our environment and the future*

*Te whanaungatanga ki te tangata, te taiao, te anamata hoki*

### **Welcome to Collingwood Area School!**

We hope you enjoy your time with us. We will work hard to make sure your stay is valuable, enjoyable, and an excellent opportunity to gain an understanding of New Zealand culture—just as we look forward to learning about yours.

There are many things to learn about our school and community. Your main way of learning will be to observe and talk to other students, but this guide will help you get started.

#### **Key Contacts**

The best way to get help is to ask! During your orientation, you will meet several key people who are here to support you:

- Kate Staniford (Principal) & Melissa Dixon (Deputy Principal): Always available to talk with you about any matters.
- Your Dean: Will help with your timetable, explain school rules (attendance, rights, and responsibilities), and guide you through orientation.
- Kaye Stark (Executive Officer) & Kate Ricketts (School Admin): The best people to go to for general school information.
- Your Homestay Family: Active members of the Golden Bay community who will teach

you a lot about local life.

### **Orientation & Your Learning Programme**

As a small school, we can be very flexible with your learning programme. We will organise it as soon as possible by discussing your learning needs and goals. We can even adapt your schedule so you can join trips, such as hiking the Heaphy Track with other year groups.

When you arrive, we will show you around the main places of interest, including the library, classrooms, swimming pool and gym.

*Important Note: We do not have a cafeteria or tuckshop on-site. You will need to bring your own food and snacks to school each day.*

For detailed course information, please refer to the Prospectus and Student Handbook included in your information pack.

### **The School Day**

The day consists of five 50-minute periods. You will be given a timetable showing your classes for each period.

Activity	Time
School Starts	8:40 am
Morning Tea	10:30 am – 10:50 am
Lunch	12:45 pm – 1:30 pm
School Finishes	2:45 pm

## Special Support & Wellbeing

While we do everything we can to make your stay worthwhile, we know that adjusting to a new culture can be challenging.

- Talk to us: If you have problems with school, living conditions, or understanding New Zealand culture, please speak to us. You can always come directly to the Principal with any concerns.
- Interpreters: There are several fluent speakers of other languages in the Golden Bay community. If you need an interpreter, we can arrange one for you.
- Code of Practice: A leaflet summarizing the *Code of Practice for the Pastoral Care of International Students* is included in your pack (also available at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)).

Warm regards,

Kate Staniford

Tumuaki / Principal

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## Procedure for Student Complaints

Most complaints are dealt with verbally, informally, and quickly. However, if you have an issue you need to raise, all complaints are treated seriously. Please read the following steps.

### 1. Before Making a Complaint

Take a moment to organize your thoughts and facts:

- What is it about? Is it about a person (student/teacher), a classroom matter (coursework/marking), or a school procedure?
- Do I have the facts? Gather relevant information to make your complaint as meaningful as possible.
- How serious is it? Can it be resolved informally through a quick chat, or is it serious enough to be put in writing?

### 2. Who to Approach

Try to take your complaint to the person closest to the problem first. Consider who the most relevant person is and who you feel comfortable speaking to.

- For Student Issues: The student involved, student contacts, the Student Council, or the Student Representative on the Board of Trustees (BOT).

- For Staff/Classroom Issues: Your Classroom Teacher, Dean, or Whanau Teacher.

Need Support? You do not have to do this alone. You can bring another student, a parent, or an advocate with you when making a complaint.

### 3. What if I am not satisfied with the outcome?

Making a complaint does not always mean the consequences will be exactly what you want. If you are unhappy with the result, you can:

- Accept the outcome and understand that this is sometimes how situations are resolved,  
OR
- Take your complaint to a higher level. For example, if your issue is with a teacher and isn't resolved, you can approach the Deputy Principal or Principal.

### **Enrolment Procedure:**

1. Please complete the Application for Enrolment and /or Homestay Forms and post or e-mail them to the address below.

2. Enclose:

- Two recent passport sized photographs attached to the application.
- A letter from your parent or guardian supporting your application.
- A copy of your academic record for the past year. This should be officially verified.
- Any other relevant certificates or national examination results.

3. If your application is successful you will receive a letter of acceptance, conditions of enrolment and an invoice for the tuition and accommodation fees with details of payment procedures.

4. After we have received your fees you will receive a receipt and an Offer of Place which guarantees a place at Collingwood Area School and homestay accommodation( if required). You will need these to apply for a student visa from the nearest New Zealand Embassy or High Commission. 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>

5. Homestay arrangements will be made after receipt of fees. You will be advised of details of your homestay family as soon as it is arranged by our School.

6. Let us know of your arrival dates so that we can help you settle in at our kura / school.

Also needed is a Students Health and Travel Insurance.

Email: [pip.baker@collingwood.school](mailto:pip.baker@collingwood.school)

00 64 3 524 8125 E: [admin@collingwood.school.nz](mailto:admin@collingwood.school.nz)

Collingwood Area 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 code are available on request from this school or from the New Zealand Ministry of Education Website at: [www.minedu.govt.nz](http://www.minedu.govt.nz).

## **General Information**

**Health and Travel Insurance** You will be required to complete a declaration in the Student Visa Application form stating that you:

- Agree to arrange and hold insurance which your education provider considers acceptable, from the period of your enrolment until the expiry of your student visa, unless you depart New Zealand earlier; and
- Understand that holding insurance will be a condition of your visa and that you may become liable for deportation if you do not hold insurance, from the period of your enrolment until your visa expires, unless you depart New Zealand earlier; and
- Understand that you may have to provide evidence of having held acceptable insurance with any further visa application.
- If you come to study on a visitor visa, proof of insurance is still required as per the Code of Practice for the Pastoral Care of International Students.

**\*\*Evidence of Insurance arranged privately must be included with flight details prior to arrival in New Zealand.**

**Fees Protection Policy** The school is required to ensure that all students' fees are protected in the event that the school is unable to continue to offer tuition to International students. The Collingwood Area School Board of Trustees undertakes to hold enough funds in reserve to protect fees and these will be refunded should courses be cancelled.

**Holidays** International students are expected to take their holidays during these term breaks. Extra holidays will need to be approved by the Principal.

**Failure to Meet our Standards and Expectations** When an International Student fails to meet these standards and expectations, a number of steps will be taken to help correct the problem. This will involve discussion with the student, School staff and homestay parents. Parents will be kept fully informed of any situation causing concern and should feel free to contact the School staff at any time. If a student's behaviour or attitude is still unacceptable, discipline action will be taken. This may include suspension from the School. If this action is taken, procedures as outlined in the Education Act will be followed. If a decision is made by the School to exclude a student from the schools homestay arrangements, the following procedures will apply:

1. The agent and parents of the international student will be notified
2. A decision will be made by the School that:
  - a. The student will return home
  - b. Permission may be given to enrol with another education provider in New Zealand.

## **Refund of Fees Policy**

### **Criteria**

1. If a student withdraws from a course of study before the course completion date a student may be eligible for a refund of school fees.

2. An application for refund of fees must be made in writing. The student must write to the Board of Trustees explaining why they have withdrawn from the course and their reasons for seeking a refund.

Tuition Fees The refund policy for fees of international students will be based on Section 4B (7) of the Education (No 4) Amendment Act 1991. The Principal will act as the agent of the Board of Trustees in establishing the circumstances and the level of the fees to be refunded using the following guidelines.

1. If a student fails to take up the offer of placement, any fees already paid will be refunded in full, less an administration charge of NZ\$500 to cover costs incurred by the school, unless there is an existing agreement between the school and your agent.

2. If a student commences study and leaves before the completion of the course, applications for a refund must be submitted to the Principal in writing and will be considered on a case by case basis. Or, if a student gains permanent residency after enrolment but before the second half of the course, fees are refundable less:

a) An administration charge of NZ\$500 b) Costs already incurred by the School c) The salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course d) An amount which covers use of the facilities and resources to date of withdrawal e) The proportion of the Government Levy the school is required to pay.

3. Any variation to this policy will be at the discretion of the Principal. A decision on refund of fees will be made after the reasons for withdrawal have been presented and discussed. The Principal will take into consideration the special circumstances of the withdrawing student. A non-specific "change of mind" will not be grounds for a refund. Examples of situations where refunds may be arranged include:

a) Serious illness of the student b) Death or serious illness of a family member

4. No refunds will be made where students are excluded from school for disciplinary reasons under provisions of the Education Act.

### **Homestay Fees (Based on all homestay fees paid in advance)**

1. If a student moves out of a homestay prior to the end of the contract the portion of homestay fees not already used will be returned. Please supply bank account details in the event of any unused amounts relating to homestay that is to be refunded.

2. Application is to be made to the Principal and requires either the giving of two weeks' notice or the payment of two weeks fees in lieu of notice.

Any homestay refunds due will be calculated usually 4-6 weeks (does not include school holidays) after students depart from Collingwood Area School when all expenses have been settled.



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## APPLICATION FOR ENROLMENT AS AN INTERNATIONAL STUDENT AT COLLINGWOOD AREA SCHOOL

**(Please complete this application in English)**

*Please ensure that all the information is complete and correct. Failure to properly complete the form may result in a delay in processing, or rejection of your application. Failure to provide correct information may result in your child's enrollment being declined.*

### PERSONAL INFORMATION

Student Name: .....

(Family Name) (First Name) (Preferred Name)

Home Address: .....

.....

Nationality: ..... Religion: ..... Birth Date:

...../...../..... Gender (please circle): Male / Female

(Date / Month / Year)

Passport Number: ..... Expiry Date: .....

Father's Name: .....

Address: .....

.....

Telephone – Home: ..... Telephone – Work: .....

e-mail: ..... Occupation: .....

Mother's Name: .....

Address: .....

.....

Telephone – Home: ..... Telephone – Work: .....

e-mail: ..... Occupation: .....

Contacts: Emergency Contact Number .....

Who is the emergency contact person? .....

COURSE REQUESTED: Preferred Starting Date: ..... Year Level: .....

Period of intended study at Collingwood Area School: (Please tick one)

2 Terms/ Semester  Other \_\_\_\_\_

3 Terms  Full Year  2 year Your subject selection will be finalised when you arrive at school. Being small allows us the flexibility to cater for most subject requests.

**STUDENT ACADEMIC and LANGUAGE DETAILS**

Your Present School Name: .....

First Language: ..... How many years have you studied English? .....

English Language Level: (Please tick a box)

**Beginner**

Does Not Speak any English

**Elementary**

Can speak some basic English

**Pre-Intermediate**

Can speak and understand basic English

**Intermediate**

Can speak and understand good English

**Upper Intermediate**

Can speak and write good English

Present Level of Study:

Junio School

Year 1  Year 2  Year 3  Year 4  Year 5  Year 6  Year 7  Year 8

Senior High School Year 1  Year 2  Year 3  Year 4  Year 5

Other Study: .....

Are you transferring from another school in New Zealand? Yes / No

If Yes, which school? .....

Favourite subject: ..... Least favourite subject: .....

What are you hoping for or looking forward to in your New Zealand school?

.....

.....

What worries you about living and studying in New Zealand?

.....  
.....

Please attach your most recent school reports: Reports Attached Yes / No (Please circle)

Do you have any specific learning needs or difficulties that could affect your progress? (Dyslexia, Deficit, Attention etc) .....

**HEALTH and MEDICAL INFORMATION**

Does your child have any pre-existing medical conditions or concerns? Yes / No

If Yes, please state: .....

*Do you have any allergies? (E.g. food allergies like peanuts or wheat, or medical allergies like penicillin or bee stings):*

.....

Do you carry any medication for this allergy? If so what? .....

Do you have any dietary restrictions e.g. Religion? .....

**Do you suffer from any of the following?**

- Asthma  Hay Fever
- Diabetes  Epilepsy
- Eating disorder (anorexia/bulimia)

If you have ticked any of the above, please give details: .....

**Have you ever had a chronic or serious illness or been hospitalized? Yes / No**

If Yes, please give details: .....

.....

**Do you take prescription medicines? Yes / No**

If Yes, please give details: .....

.....

**Do you smoke? Yes / No (Note: Smoking is not permitted at Collingwood Area School) Do you wear glasses or contact lenses? Yes / No**

New Zealand children are vaccinated against the following diseases. Please circle the ones your child has been vaccinated against:

Whooping

Diphtheria Tuberculosis Tetanus Measles Cough

Mumps Rubella (German measles) Polio Hepatitis B

Name any other medication you require:

.....  
.....

MEDICAL TREATMENT Parent/caregivers enrolling students at Collingwood Area School give permission for the administration of first aid by staff with first aid training. Collingwood Area School will give non-prescribed medication (according to dosages specified) in emergency situations only. A register is kept of the medication and treatment given. Students who require non-prescription medication on a semi-regular basis are encouraged to provide their own supply which will be held at the front office for their use only.

INSURANCE Medical and travel insurance is compulsory for international students coming to New Zealand. Please provide your medical and travel insurance details:

*Insurance company*

.....

*Policy type*

..... *Policy start date*

**OR**

..... *Policy end date* ..... *(tick)*

I have not yet taken out medical and travel insurance, but agree to do so and will provide proof of this to the school on acceptance of this application for enrolment.

**OR (tick)**

I would like the school to arrange medical and travel insurance on my behalf and bill me for this together with school fees.

## WAIVER TO TRAVEL WITH HOST FAMILY

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:

o This information has been provided voluntarily and I/we had a choice as to whether to complete all

parts of the form or not. o 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. o The information collected may be aggregated for a variety of statistical and research purposes,

ensuing at all times that no individuals can be identified. o 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.

## ENROLMENT AGREEMENT 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 enrollment 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 regulations 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 agreed 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:

- Curious  Artistic  Outgoing  Nature-lover
- Sociable  Messy  Sporty  Sophisticated
- Outdoor type  Ambitious  Organised  Thoughtful
- Intillectual  Talkative  Humorous  Busy
- Friendly
- Neat/tidy
- Open-minded
- Independent
- Stay at home
- Family-oriented  Studios  Fun
- Straightforward
- Quiet
- Competitive
- Forgetful
- Affectionate
  - Other: .....
  - Other: .....

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

- Strict  Casual  Sociable  International  Active  Religious
- Academic  Affectionate  Home-oriented  Busy  Modern  Old-fashioned
- Musical  Fun  Artistic  Sporty  Relaxed  Sophisticated
- Traditional  Outdoors-  
type
- Talkative  Humorous  Quiet  Friendly
  - Other: .....

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?

.....  
.....

**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**

**Musical Activities**

**Activities**

**Indoor Activities**

Aerobics/Dance Athletics/Track & field Badminton Baseball/Softball Basketball/Netball Biking/Cycling Gymnastics Hockey Horse Riding Martial Arts Rugby Snowboarding/ Skiing Soccer Swimming Tennis Volleyball Wrestling

Other: .....

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

.....  
.....  
.....