



**Maraetai Beach School**

# **Student Handbook for International Students**





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## Orientation

On the first day of school, the international student will be introduced to their teacher. They will be given a buddy who will guide them around the school and explain some school rules (the prospectus also explains this in detail).

Stationery will be given to the student and lessons will take place as usual.

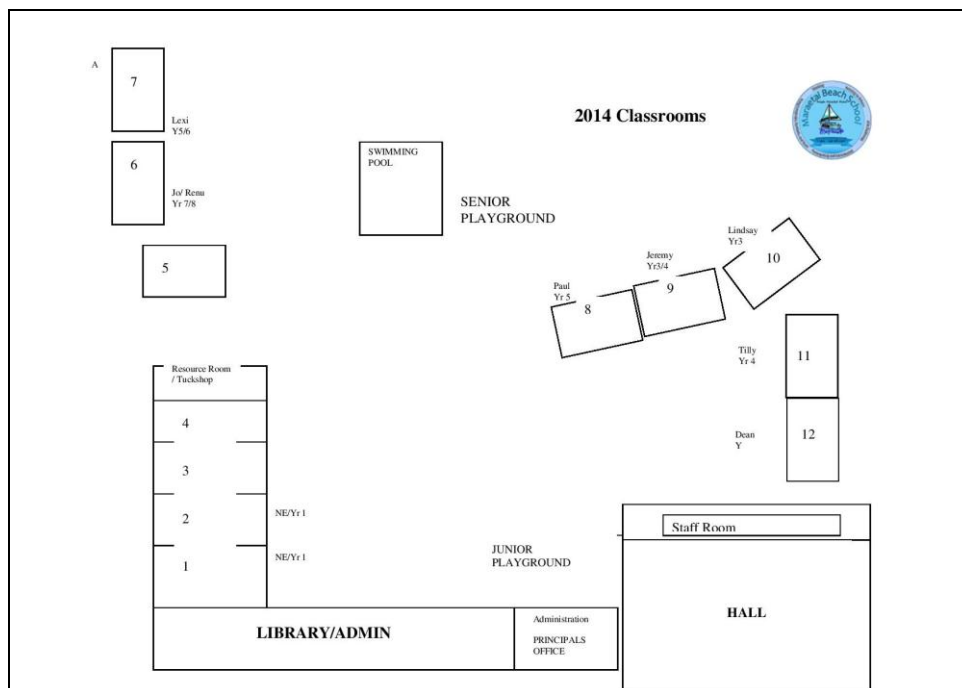
The student will need to bring Physical Education clothes with them.

A tuckshop is available to purchase food on Monday, Thursday and Friday.

If you need to bring money to school keep this with you or ask the teacher to look after it.

If you require further information then please ask at the school office.

For Support services, concerns on Pastoral Welfare and any further needs you have please contact at any time:  
 Principal, Mr Mark Keenan 021 494 343 or [principal@maraetaibeach.school.nz](mailto:principal@maraetaibeach.school.nz)  
 Deputy Principal, Mr Wayne Gillard 027 278 8275 or [wgillard@maraetaibeach.school.nz](mailto:wgillard@maraetaibeach.school.nz)





## STAFF 2016

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## SPECIAL PROGRAMMES

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## BOARD OF TRUSTEE MEMBERS

Mrs Alison Brown Chairperson  
Mrs Mark Keenan Principal  
Mr Paul Bennett  
Mrs Natalie Cooper  
Mrs Maria Lamberto Calvo  
Mr Craig Rooks



## Introduction

Maraetai Meaning :  
Meeting place by the Sea. Safe water - Ngai Tai.

*On behalf of the Board of Trustees I would like to extend to you a very warm welcome to Maraetai Beach School. We look forward to working closely in partnership with you to ensure your child/ren receive a high quality education and achieve to their potential.*

*The Education Review Office completed their review of our school in 2016 and the report highlights a number of areas of success including:*

- ***Highly engaged students***
- ***Students learning in a caring, collaborative and settled environment***
- ***Very good quality teaching***
- ***A very effective curriculum that promotes and supports student learning***
- ***A culture of high expectations***
- ***Maraetai Beach School provides very good quality education***

To view the school's latest ERO report visit [www.ero.govt.nz](http://www.ero.govt.nz) .

*Ma te mahi ka ora  
(Through hard work comes success)*

*Mark Keenan  
Principal*

## School Description

Maraetai Beach School has been educating children in Maraetai since 1879. The school now sits on the headland above Te Pene Point - an area that is significant to Nga Tai ki Tamaki as an ancient kaianga or village adorned with flourishing gardens, crops and seafood aplenty. From this position our school looks out over the safe waters of Maraetai, to the islands of the Hauraki Gulf.

Maraetai Beach School is a U4, Decile 10, full primary (Years 1 to 8). The roll is maintained between approximately 220-270 children. We are a learning community that provides an exciting and challenging curriculum designed to extend all children's horizons in a secure, safe and learner focused environment. We have very strong parent and community involvement and highly value these partnerships. The school district encompasses all the Maraetai and Omana beach areas towards Whitford and Beachlands.

Our students are a very special group, friendly, confident and strongly motivated to learn.



## MISSION, VISION AND VALUES

### Mission Statement

*A learning community that provides an exciting, challenging programme designed to extend student's horizons in a secure, safe environment.*

### School Vision

**Maraetai Beach School's Vision is based on our 3Ps - People, Potential, Planet**

- We value **People** and accept uniqueness
- We value **Potential** by developing resilient lifelong learners
- We value the **Planet** by all contributing to Earth's well being
- 

### School Values

We have a strong set of values that are integrated through all aspects of school life

- Integrity/Ngakau Tapatahi
- Excellence/Rawe
- Resilience/Manawaroa
- Respect/Whakaute

### School Curriculum

At Maraetai Beach School we have an exciting and engaging , integrated school curriculum. We have high expectations of all our learners. Literacy and Numeracy are the cornerstones of our curriculum. Science, Technology, Languages and the Arts all play a key role in providing an exciting and engaging school curriculum. We have strong links to the local community and the outdoors which provide our students with authentic learning experiences. Sports and Cultural groups are highly valued.

### Our Houses

At Maraetai Beach School we have four houses:

- Motutapu
- Rangitoto
- Ponui
- Waiheke

All students are placed in a house (siblings are placed in the same house) to foster their sense of pride and belonging in the school. Houses meet regularly and compete in different events across the school year.



## **GENERAL SCHOOL INFORMATION**

### **BOARD OF TRUSTEES**

The Board of Trustees is responsible for the governance of the school, including building maintenance, financial management, community liaison, and meeting the day-to-day needs of both children and staff. Board of Trustees members are elected for a three year term. There is provision for some community members to be co-opted if necessary. Board of Trustees members are the parent representatives. Enquiries relating to school policy can be made directly to the Board of Trustees or through the Principal to the Board of Trustees.

### **P.T.A.**

The school has a very active P.T.A. which meets monthly. Parents are encouraged to join. The P.T.A. is both a social and fundraising group. It is seen by the school as a most important link between the home and school. Any enquiries can be directed through the School Office.

### **SCHOOL ADMINISTRATION**

The school office hours are from 8.30 a.m. to 3:45p.m. Office staff take care of aspects of the daily running of the school that include; school finances, arranging meetings, typing, copying, purchases, and attending to students who have health and medical needs.

Parents will be contacted by the office if there are health and medical concerns.

The school telephone number is **536 6570**. Email: [office@marataibeach.school.nz](mailto:office@marataibeach.school.nz)

Parents and students are encouraged to contact the office staff for any administration information. The office staff will also co-ordinate appointments with the Principal.

### **HOME/SCHOOL PARTNERSHIP**

We see learning as a partnership between the student, the teacher and the parents.

We try and foster a relationship where information is shared to enhance the students' learning opportunities. The partnership with school allows the students to achieve their goals and to take part in the wide range of activities the school offers.

## **COMMUNITY INVOLVEMENT**

Maraetai Beach School policy is to involve both parents and the community whenever possible. Activities such as displays, concerts, visits, people resources, sports, the arts, family sector groups, competitions, and social activities all endeavour to meet a community need when people see the school as an integral part of the community.

There are opportunities for community members to volunteer in a range of school activities. Requests for support are published in the school newsletter or on the school website.

## **ATTENDANCE**

Class hours are from 9.00 a.m. till 3.00 p.m. Children are asked to be at school by 8.45 a.m. so that they have time to prepare themselves for the day. Morning interval is from 11.00 a.m. until 11.30 a.m. Lunch time is from 1.00pm until 1.45 p.m.

The school grounds and classrooms are open from 8.30 am onwards.

If your child is arriving at school after 9.00 a.m. or leaving before 3.00 p.m. please sign them 'in' or 'out' at the office. If a parent/care-giver is not present a signed note is required. This should also be arranged with the class teacher.

## **ABSENCES**

Please contact the school if you child is absent or late for school for any reason. Please phone the school on 536 6570 and leave a message before 9.00 am on the day of absence. This number is always available for messages out of school hours. Please state your name, your child's name, room number and the reason for their absence.

Alternatively tell the office if you know before hand that your child will be absent.

Please ensure that school records show the 'current' and 'all' of your contact details. (Home, Work, Mother, Father, Guardian, Grandparents etc).

## **PLAYGROUND SUPERVISION –HOURS**

The school playground is open from 8:30am in the morning. Children are encouraged to use the school play areas after school, but they must be supervised. Any child without a parent will be sent to the office to wait at 3:15pm.

If you wish to meet with your child's teacher please make an appointment for either before or after school.

## **REPORTING TO PARENTS / CAREGIVERS**

THE PURPOSES OF OUR ASSESSMENT PROCEDURES ARE:

- To improve students' learning
- To improve teachers' teaching



- To improve the quality of our learning programmes
- To provide feed forward for both staff and pupils

**EFFECTIVE ASSESSMENT PROCEDURES WILL BE USED TO:**

- Involve students in self and peer assessment to discuss, clarify and reflect on goals and strategies, with their teachers, their parents, and one another.
- Support teaching and learning goals so students understand the desired outcomes and criteria for success.
- Provide evidence of and report student progress
  - to the students themselves
  - to the parents/caregivers
  - to other schools/classes
  - to the BOT and community
  - to Ministry of Education
- Provide formative and summative information by building a profile on the learner to inform future planning, teaching and learning
- Improve programmes and teaching practices in classrooms and throughout the school

**MARAETAI BEACH SCHOOL REPORTING FRAMEWORK**

<b>Avenue</b>	<b>When</b>	<b>Reason</b>
Meet the Teacher	February	Setting the scene Defining needs-parental input, last report Pupils strengths/weaknesses Parental aspirations Cementing a partnership Pupil aspirations, strength/weaknesses and interests form to be filled in by parents. Results filed by staff.
Parent/Teacher Conferences.	April/May	Share achievement data Show progress against the national standards Outline the next learning steps (Reading, Writing, Math's) Share learning goals Define what the teacher will be doing/parents can do to support the achievement of goals Assisting to create a home/school partnership
SLC (Student Led Conferences) Years 1-8	June	What have I achieved/not achieved to date? What are my next learning steps? What evidence do I have for my learning journey? Are my parents aware of how I stand against the National standards?
Mid Year Report	June	Teacher's written summary of progress to date, including progress against the National standards To support the SLC

'Touching Base'	July	Continued follow up with parents with a focus on those pupils identified as either below standard or at risk of being below standard by the end of the year.
End of Year Written report	December	Summary of child's progress for year in all areas, including achievement against the National Standards Future learning goals Summary of achievements
Other <ul style="list-style-type: none"> <li>• E-portfolio</li> <li>• Books-sent home on regular basis</li> <li>• Parent/Teacher initiated meetings</li> </ul> Other <ul style="list-style-type: none"> <li>• Special events, open days, informal discussions, newsletters</li> <li>• Regular emails through SMS (e-tap).</li> </ul>	All year	To provide another avenue for sharing learning & achievements To share work in progress and completed To share appropriate assessment rubrics To help maintain an on-going dialogue To consult over effectiveness of procedures, possible improvements

#### REPORTING SHOULD:

- Inform parents as to progress, achievements, next learning steps, strengths and weaknesses of their child in a format which is clear simple and direct
- Be regular
- Be transparent
- Be honest [parents want to know exactly where their children are at]
- Be able to be understood by all [parents have a great deal of difficulty making sense of our 'levels', and dealing with the 'teacher talk']
- Be relevant
- Be based on sound data/evidence and formative assessment
- Use a variety of tools and methods
- Keep parents informed of child's development and learning against National and School Standards and expectations
- Be appropriate to 21<sup>st</sup> century education and not based on outdated models [we live in a sophisticated technological age where we have a great deal more ways in which information can be shared, without compromising the need for face-to-face interaction]
- Be personalised

## **SPECIAL PROGRAMMES**

Maraetai Beach School welcomes children with all learning abilities. We have focused programmes designed to meet student's individual needs. Our special programmes teacher runs classes to both boost and stretch our learners. Classes run 3 days a week Tuesday to Thursday.

We have a number of other special programmes that run during the school day, including:

- A Boys Education Group
- Extension Art Class
- Music Classes
- Specialist Spanish Lessons (Yr 7/)
- Technology (Yr 7/8)
- Dance
- Drama (Performance Net)
- Learn an instrument (see office for details)

## **CLUBS AND GROUPS**

A variety of clubs and groups can be joined by students and run before, during and after school. Some of these include:

- Kapa Haka
- Science Club
- Enviro Team
- Choir
- Mountain Biking Club
- Running Club
- Dance Groups
- Chess Club

## **LEADERSHIP OPPORTUNITIES**

Providing opportunities for our students to shine and lead in different areas of our school is very important to use. Some of the opportunities students are given are:

- House Captains
- Sport Captains
- School Councillor
- Librarian
- Peer Mediator
- Travelwise Team
- Road Patroller

## **SCHOOL POLICIES AND PROCEDURES**

These are reviewed by school staff and Board of Trustee members on an ongoing basis and are available on the school website at all times for all parents to read.

### **EDUCATIONAL TRIPS**

At Maraetai Beach School we make wide use of the local community to support learning programmes. This often means trips to a range of venues and facilities. Classes will often plan for visits away from school. Permission forms will be sent home for each major trip. Costs are covered through the Activity cost paid at the start of the year. All trips are linked to the learning taking place in the classroom. We also have a generic permission form that allows us to take children for walks in the local community to support learning programmes. All children travelling by car must wear a seat belt.

### **LIBRARY / RESOURCE ROOM**

Maraetai Beach School has a very well resourced library. Students are encouraged to borrow books on a regular basis. If books are lost parents will be requested to pay towards the replacement cost of the book. Year 1 and 2 visit the mobile library bus weekly.

We often need parent volunteers to help with the general running of the library. Please pass on your details at the school office if you would like to help.

### **LOST / FOUND PROPERTY**

Lost property is located outside the hall. All named items are returned to the classroom. Please help us to keep lost property to a minimum by naming all of your child's items. Any unnamed items not collected will be washed and become part of our second hand uniform sale.

### **SPORT/PHYSICAL EDUCATION**

All students are expected to participate in physical education lessons, fitness, and organised sport, depending on age and ability.

Every child in Year 3-8 need to have a sports uniform at school every day.

Our children in the senior school are involved in a number of ECCS (Eastern Counties Country Schools) sporting events competing against other school from the local area.

### **EOTC (Education Outside the Classroom)**

All students are involved in a variety of EOTC events through the year designed to build confidence and out door skills. EOTC activities include using the local bush and coast. These programmes are designed to meet the needs of various age groups.

Our senior school students (Yr 5-8) have a 4 day annual camp that changes venue from year to year.

We also take part in a number of events that we believe challenge our students:

- Beachlands Try-athlon
- Weet-Bix Try-athlon
- Mudrun

## **FIRE DRILL**

Students are instructed in how to care for themselves in case of fire, earthquake and unexpected emergencies. Drills are taken 4 times a year.

## **SUN SAFE POLICY**

Parents are asked to support the school's sun safe policy by supplying hats for students during hot weather. It is compulsory for all students are to wear a uniform sun hat during terms 1 and 4.

## **TECHNOLOGY TRAINING**

Our Intermediate students attend Beachlands School (by school bus) and Maratai Beach School weekly, covering a wide range of manual subjects. A manual material fee is payable with the government paying the teaching and travelling expenses.

## **HOME LEARNING**

All students have regular home learning. This can change depending on the age of your child but typically all home learning consists of:

- Reading (signed reading diary in Yr 1-3)
- Athletics
- Spelling
- Basic Facts

Please contact your child's class teacher if you have any questions regarding your child's home learning.

## **ELEARNING**

### **Year 3-8**

In Year 3-8 we run a bring your own device programme (BYOD). Students are encouraged to bring either a chrome book or laptop. Devices can be purchased through PB Tech at a discounted rate (link on our school website) or any other outlet. There are chromebooks available in class for those students who do not bring their own.

## **WHO BYOD?**

1. A vehicle for **personalising learning** in ways that ensure each student is fully engaged in learning and is successful in attaining established learning standards.

2. Access to digital content and digital learning environments that provide **multiple pathways to learning**.
3. **Empowering** our students to be to be life-long learners

Students in year 3-8 use the google apps for education (GAFE) tools and in Year 1 and 2 there are class ipads that teachers use as part of their classroom programme.

## **MATHLETICS**

Mathletics is an engaging online learning toll used from year 1-8. Mathletics is used both in-class and as part of home learning. We ask for a contribution towards the sunscription cost as part of your child's stationary costs.

## **SCHOOL UNIFORM and SPORTS UNIFORM**

It is compulsory for all students to wear the School Uniform. The uniform hat must be worn in terms 1 and 4. The sports uniform is compulsory for Year 3 - 8 students. Uniform prices and information about uniform is available at the school office or on the school's website. Our uniform is supplied by NZ Uniforms and can be purchased in store or on-line.

## **SWIMMING POOL**

Teachers take summer swimming lessons and expect students to bring their swim suits each school day. Families may purchase a key for after school and weekend use. Enquire at the office.

## **USE OF SCHOOL GROUNDS AFTER HOURS**

The school staff and Board of Trustees endorse the community use of school grounds for sporting activities, and school buildings for meetings. Permission should be initially sought from the Principal.

The school expects out of hours users to:

- Vacate the grounds at sunset.
- No bicycles, skateboards or unauthorised vehicles.
- Take care of all property at all times.

## **SCHOOL RULES**

We try to keep the number of school rules to a minimum in the belief that our students will take responsibility for their own actions and behave in a manner that reflects our school values and 3Ps. The school has a behaviour continuum and expectations for student's both in the classroom and playground.

When at school we teach children to resolve any problems by:

- Walking away
- Ignoring
- Telling Someone
- Say –Stop it I don't like it

We call this using our **WITS**

## ASSEMBLIES

Whole school assemblies are held every Friday afternoon at 2pm and alternate between class and music assemblies. Assemblies are seen as an important time to celebrate students learning and achievements. If your child is receiving an award you will be notified.

## ROAD SAFETY

Police Education officers assist teachers in developing road safety programmes and instruction to students each year. We are a Travelwise School.

Parents delivering or collecting their children in cars at school are asked to observe the following:

- Do not park across the road from the school so that the students need to run across the road
- Park well clear of the pedestrian crossing
- Drive slowly near the school especially at the start and the end of the day
- Do not enter the bus bay area while the cones are out or while road patrol pupils are on duty.

## Walking School Bus

MBS has several Walking School Buses that students can join. For more information please contact the school office.

## HEALTH

The school has a health room for students who are unwell or injured. Parents will be contacted to collect their child if they are unwell or injured and require medical attention.

**If students need to bring medicine to school please leave it at the office and one of the office staff will administer the medicine as needed only once a medical form has been filled out and signed.**

Hearing and sight checks by Health Department Officers are made on a periodic basis. These have been most helpful for parents in pin-pointing potential difficulties for children.

## STUDENT INFORMATION

Please make sure the school office has up to date information about your child. This includes all contact phone numbers and addresses. All information is confidential. If there is a change in family circumstance that may affect your child's life at school, please let the class teacher know as soon as possible. This is particularly important as far as phone numbers, changes of address and guardianship are concerned.



## 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 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 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.

### *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/>. 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 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).

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



The Code sets standards for educational 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 under the age of 18 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.

#### *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,  
Private Bag 47 911  
Ponsonby  
Auckland  
New Zealand.

Phone: (09) 374 5481

Fax: (09) 373 5403

Email: [info.ieaa@minedu.govt.nz](mailto:info.ieaa@minedu.govt.nz)

## International Students Fee Policy Fees – Refunds & Protection

### General

Administration procedures have been carried out and School Programmes are established at enrolment. Therefore refunds will not be given unless the Board of Trustees consider circumstances to be exceptional.

### Guidelines

- Fees are payable a semester in advance.
- Fees are set as

<b>Period of time that student has enrolled for</b>	<b>Gross paid students (including GST)</b>	<b>Fee by</b>	<b>Total Fee payable to Agent (Indicative Only. Negotiable.) EXCL.GST</b>	<b>15% GST</b>	<b>Total fee payable to Agent INCL GST of 15%</b>
1 school term (8-11 weeks)	\$3,600.00		<b>\$156.52</b>	\$23.48	\$180.00
1 semester (2 school terms)	\$7,200.00		<b>\$626.08</b>	\$93.92	\$720.00
1 semester + 1 term (3 school terms consecutively)	\$10,250.00		<b>\$891.30</b>	\$133.70	\$1,025.00
1 year (4 school terms)	\$12,800.00		<b>\$1,339.13</b>	\$200.87	\$1,540.00

**NB: Gross fee includes GST, Ministry of Education charges and other applicable student charges.**

- Semester Fees cover : stationery, tuition, entry fees for external examinations of testing programmes, transport costs associated with school activities (Excluding camp), cultural, sporting and specialist programmes, Code of Practice Fee.
- A tuition agreement will be established to ensure the use of funds.

### Procedures

- Applications for refunds must be made in writing to the Board of Trustees setting out special circumstances of the claim.
- Refunds will be considered in exceptional circumstances (such as family bereavement).
- Refunds will not be given on the grounds of gaining New Zealand residency once the semester has begun.
- Fees will be used to cover one semester at a time and it will be necessary to hold some funds for future semester planning and implementation.
- Parent / Legal Guardian is to sign Tuition Agreement and read fee policy.

Approved by BOT \_\_\_\_\_

Date \_\_\_\_\_

Annual Review Date \_\_\_\_\_

## **Fees and Refunds Policy**

Fees are payable a semester in advance. The first semester consists of term 1 and term 2 with the second semester being term 3 and term 4. Fees are set at \$5,000 (incl gst) per semester or \$10,000 (incl gst) per year. Semester fees cover: stationery, tuition – classroom programmes and specialist programmes, fees for tests, transport costs, cultural activities.

Medical and Travel Insurance (where applicable) is compulsory and students must provide evidence on enrolment. Medical and Travel Insurance will cost around \$600 per year.

Refunds will only be made under exceptional conditions and must be applied for in writing to the Board of Trustees (see policy if necessary). Applications for refunds must be made prior to the term. No refunds will be given once the term has commenced. Refunds will not be given unless the circumstances are exceptional (such as a major family crisis). Fees hold a place in the school for the student.

Maraetai Beach School has a Fee Protection Policy to safeguard the fees paid by international students in the unlikely event that the school may not be able to commence or continue to deliver tuition to the international student. The School's Board of Trustees guarantees to hold in reserve sufficient funds to meet the requirements of any refund in these circumstances.

### **Medical and Travel Insurance**

- **Eligibility for Health Services**

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 cost 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 <http://www.moh.govt.nz>.

- **Accident Insurance**

The Accident Compensation Corporation provide 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 at <http://acc.co.nz>.

- **Medical and Travel Insurance**

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

N.B. Students must provide evidence of appropriate and current medical and travel insurance. The insurance must cover the full length of time spent in New Zealand. The school will keep a record of the Insurance Policy number and the type of cover provided.



## FEES PROTECTION POLICY – International Students

### Rationale

International Student fees must be handled in a way that ensures those funds are accessed in a way that is consistent with normal accounting practice. This means that those funds are secure from misappropriation and are only made available to the school in accord with Refunds Policy or should the school not be able to continue tuition.

### Purpose

1. To ensure that if in the event that the school is unable to continue to run a course or programme that the unspent portion of the fees are available to be returned to the student.
2. To ensure that funds from international students are accounted for separately and in such a way that individual student contributions can be protected and monitored.
3. To ensure that international students' payment may be drawn down in accord with the Refund Policy.

### Guidelines

1. Accounting procedures are in place to ensure that monies are available for release.
2. International fees shall be paid into the school's account labelled 'Foreign Fees', and drawn down at intervals of one term in arrears throughout the academic year.
3. These monies will be audited separately on an annual basis.
  - These monies will be available for approved refunds resulting from withdrawal from Maraetai Beach School or in the event of the School not being able to provide tuition.

### Evidence

1. Accounting records
2. General School Account

### Evaluation

The Executive Officer shall report to the Board of Trustees annually with reference to the effectiveness of the policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Board Chairperson)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

## ACCOMMODATION FOR YOUNG INTERNATIONAL STUDENTS

### Rationale

Maraetai Beach School undertakes to comply with the accommodation provisions set out in Part 6 of the Ministry of Education Code of Practice for the Pastoral Care of International Students, 2010:

1. To provide a suitable living environment conducive to study and a safe and supportive home life.
2. To involve the residential caregiver in the welfare of a student away from the student's family and home country.
3. To assist the student to successfully integrate into the New Zealand lifestyle.
4. To work towards the overseas parents' peace of mind knowing that the student is well cared for and happy in New Zealand.

### Guidelines

#### 1. CATEGORIES OF ACCOMMODATION THAT WILL BE ACCEPTED BY THE SCHOOL ARE:

- Living with a parent
- Living with a designated caregiver
- Living in a homestay
- In an emergency situation, or for cultural visits organised by the school, temporary accommodations for a few days only or overnight will be organised by the school.

As the school is responsible for the child if not living with a parent, they need to approve any accommodation. Therefore, if a designated caregiver is chosen, the Indemnity Document needs to be signed. If a homestay situation is preferred, the student will be requested to complete a Homestay Agreement

All accommodation queries and issues will be dealt with initially by the designated persons for accommodation. Pastoral care issues or concerns arising from accommodation arrangements will be referred to the appropriate pastoral care persons.

Students will be met with at least quarterly in order to talk about any issues that they have whilst at our school. These issues will include the suitability of their living arrangements. If you have any concerns, these can also be raised at any time with your teacher, the Principal or accommodation agent.

#### **If you have any problems with accommodation or in an emergency, please contact**

Mr Mark Keenan (Principal) \_\_\_\_\_ ph 021 494 343 **or**  
 (Accommodation agent or Deputy Principal – include details once applied)

#### **Host Families will be expected to:**

- Provide a Wi fi internet connection for the student.

#### **Host Families will not be expected to**

- Pay for toll or mobile phone calls. Cook special food.
- Insure the student's goods or pay for property the student damages or loses.
- Offer accommodation to visiting friends or relatives.

Comply with unreasonable requests.

## Grievance Procedures

***We want you to be happy at Maraetai Beach School. There are times however, when things do not go as smoothly or as well as we may like. Here are some ideas about what you can do about it.***

### Problems with a teacher

1. Make a time to talk to your classroom teacher about your concern.

If your concern is the classroom teacher, make a time to talk to the person responsible for International Students who is Mr Keenan, Principal.

- a. After a few days, if you do not think the problem has been solved by your classroom teacher talk to Mr Keenan, Principal.
- b. If, after a few days, after you have spoken to the Principal, the problem is still there, talk to the Principal again and arrange an interview.

### Problems with school friends

1. Take the time to talk to your class teacher quietly about your concern
2. You can also talk with our Deputy Principal, Mr Wayne Gillard. You can make an appointment at the Office to arrange an appointment.

### Problems with your designated caregiver

1. Make a time to talk to the person responsible for International Students, Mr Keenan. He will discuss the concerns with you and do her best to sort things out.

***At all the above meetings, notes will be taken of your concerns and of the solutions put in place.***

If, after all the above have been tried, it is felt that your problem has not been resolved, then the student/parent may contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority  
C/- Ministry of Education  
Private Bag 47 911  
Ponsonby  
Auckland  
New Zealand

Phone: (64 9) 374 5481  
Fax: (64 9) 374 5403  
Email: [info.ieaa@minedu.govt.nz](mailto:info.ieaa@minedu.govt.nz)

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done 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. If you are not confident that your English is good enough you can always bring a friend to support you.***

We hope your stay at Maraetai Beach School is a happy one.



**Student Welfare / Concerns**  
**at Maraetai Beach School**

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Room \_\_\_\_\_ Year \_\_\_\_\_

Are you happy at school?                      Yes or No  
**Comment**

Are you happy at home?                      Yes or No  
**Comment**

**Steps to solve your issue at school or at home**

- 1 Your first step is to use I statements and inform others how you feel. Use this with any issue to express your feelings.
- 2 Then inform a friend and ask them to help.
- 3 Tell an adult of your situation
- 4 Talk to the classroom teacher
- 5 Visit the school office and talk to Assistant / Deputy Principal / Principal – it may be necessary to follow up with Parent or Legal Guardian

Specify Teacher(s) who are aware of the incident

***Please outline concerns***

Name other students involved (if appropriate)

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***To be completed by AP / DP / Principal***

**Action Taken:**

## **PROCEDURES THAT APPLY WHEN A STUDENT WITHDRAWS / IS NOT ATTENDING THEIR COURSE**

### ***If a student withdraws from school:***

1. It must be in writing by the parents prior to the student's last day, giving the date of the final day of attendance and the reason for leaving and the Immigration Service will be notified.
2. The Refund Policy for International Students shall apply.

### ***If a child is not attending their course:***

1. In the case of absences, the parent/caregiver must follow the normal school procedure of notifying the school in the morning of the first day of the absence, and following this up with a written note on the first day of the child's return to school. If the absence can be foretold - eg an appointment - then the school is to be informed in writing the day prior to the appointment or earlier.
2. Where the student is absent with no reason then the parents/caregiver will initially be contacted by the school for an explanation. Where a child is being truant from school, the school Visiting Teacher will have a meeting with the parents/caregiver to rectify the situation. If the Truancy continues then a family meeting will be held and contingencies put in place. If this does not rectify the situation then the enrolment will be terminated and the Immigration Service, Secretary (Ministry of Education) and parents / legal guardian notified.
3. If the student does not attend for more than twenty consecutive school days then the school will, in writing, notify the parents/caregivers that the enrolment has been terminated and the Immigration Service, and Secretary (Ministry of Education) notified. However if the parents/ caregiver have previously notified the school in writing that the child will be absent for a period of time, with the full reason for the absence, the place shall be held, providing all fees have been paid in full, as required.
4. If the student is stood down, suspended, excluded or expelled the Principal will inform the parents, caregiver Secretary (Ministry of Education), and the Immigration Service. Included in this notification will be, but not limited to, the reasons for this, the period for which the student has been stood down, and what further plan is to take place.
5. If the student is withdrawn from or ceases to attend the school the Board of Trustees will notify the New Zealand Immigration Service and Secretary (Ministry of Education).



## **Circumstances in Which Tuition may be Terminated**

1. Where a child is absent or consistently truanting from school (*see above*) then the signatory will terminate the enrolment.
2. If a child's behaviour is of an unacceptable level, then a meeting with the child, the parents/caregiver, and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents warning of the danger of termination of the enrolment. If there is no further improvement, the parents and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.
3. An 'acceptable level of behaviour' would be seen as following the school rules and the school 'Code of Conduct' as provided to each student.
4. If an enrolment application is found to be inaccurate in any way the contract may be terminated at the school's discretion.
5. If the student chooses to live in non-approved accommodation, the school will have grounds to terminate the student's enrolment.
6. Upon termination of enrolment, the Immigration Service will be notified as required.



**Maraetai Beach School**

**Indemnity Document for Students living with a Designated Caregiver**

I/We designate \_\_\_\_\_ (*Insert Name of Designated Caregiver*) to provide accommodation for my/our son/daughter, to attend Maraetai Beach School as an international student from \_\_\_\_\_ to \_\_\_\_\_, subject to the approval of the Education Provider prior to enrolment.

Student's name (as it appears on the passport).....

Student's preferred name: .....

Print Designated caregiver's name: .....

Relationship to Student .....  
(Uncle/Aunt/Grandparent/close family friend)

Address: .....

.....

Phone.....Mobile .....

I/we understand that Maraetai Beach School will:

- Visit the home of the designated caregiver prior to enrolment (or as soon as possible), to determine that the living conditions are of an acceptable standard
- Assess whether the designated caregiver will provide a safe physical and emotional environment for the student
- Determine that the accommodation is not a boarding establishment (i.e. does not have 5 or more international students staying in the home)
- Meet with the designated caregiver/s and establish communication with the caregiver, visiting the home at least twice in a year.
- Meet the student at least quarterly to ensure the accommodation is suitable
- Require a Police vet to be undertaken.

Should this arrangement change I/we undertake to inform Maraetai Beach School immediately.

I/we understand that Maraetai Beach School will make every endeavour to ensure the safety and welfare of my/our child while studying in their school.

Should there be a concern about the welfare of the student, the school will consult the pastoral care staff within the school and will discuss the concern with the designated caregivers and when necessary, the parents of the student. Further, I/we understand that should Maraetai Beach School have any concerns regarding the welfare of my/our child, the school may relocate the student in an approved School Homestay. If necessary, the school will also refer the matter to the relevant welfare authorities or any other appropriate outside agencies.

**DECLARATION:**

I/we confirm that the person/s nominated as the designated caregiver/s is/are a 'bona fide' relative or close family friend.  
*(Proof of this relationship may be required)*

Signed: ..... Date: .....  
*(Must be signed by student's Father, Mother or Legal Guardian only)*

**Print Name: Mr/Mrs** .....

Contact Telephone number in Home Country: .....

Contact address in Home Country: .....

.....

Email Address: .....

Maraetai Beach School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

