

ST JOSEPH'S SCHOOL PUKEKOHE



INTERNATIONAL STUDENT INFORMATION HANDBOOK

2025

CONTENTS

2	Code of Practice for the Pastoral Care of International Students
3	Accommodation
3	Student Fees and Associated Costs
4	Application Requirements and Procedures
5	Conditions of Acceptance
6	Refund Conditions for International Students
7	Type of School & School Philosophy
8	Curriculum Programme
9	Orientation Programme and Support Services
9	Support Services - EMERGENCIES
11	Frequently Asked Questions
12	School Rules
12	Code of Conduct
13	Procedures that Apply When a Student Withdraws or is not Attending their Course
14	Circumstances in which Tuition may be Terminated
19	Code
19-21	Summary

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

ST JOSEPH'S SCHOOL PUKEKOHE 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>

Immigration

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>

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

Accident Insurance

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 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 medical and travel insurance on enrolment. The insurance must cover the full length of time spent in New Zealand.

An overseas Insurance policy will only be accepted if accompanied by an English translation. The school will keep a record of the Insurance Policy number and the type of cover provided.

ACCOMMODATION

ST JOSEPH'S SCHOOL PUKEKOHE requires that all international students live in one of the following types of accommodation.

- Students in Years 1-6 must live with their parents or legal guardians.
(A legal guardian is someone who has full rights and responsibilities for the student, as approved by a Court of Law, following the death or other inability of the parents to provide proper care for the student. Proof of legal guardianship must be supplied.)
- The school (or an agent appointed by the school) will make regular visits to the home to ensure the parent/parents are still living in the country.
- If any emergency arises and the parent/parents need to return home, the student must also return home with them unless the parents can prove, to the satisfaction of the principal, that safe alternate arrangements have been made for the care of the child. Such arrangements must be for a limited time and must only be made in the case of genuine emergencies. The parent/parents must provide the principal with evidence of their need to leave New Zealand. If it is discovered that the parent has returned home without informing the school, the school will terminate the enrolment contract and inform NZIS.

For all enquiries about accommodation, please contact the Principal on 092387745.

STUDENT FEES AND ASSOCIATED COSTS

Administration Fee (<i>non-refundable</i>) (<i>incl. GST</i>)	NZ \$300
Tuition Fees (<i>per year incl. GST</i>)	NZ \$15,000

This covers classroom tuition, textbooks on loan, ESOL tuition if required, Attendance Dues, uniform requirements, and stationery.

Alternatively, **\$375/week** for short-stay to be negotiated.

NON-COMPULSORY COSTS

Voluntary Activities

Year 6 Camp (per student) approx NZ **\$350** tbc annually

FEES PROTECTION

ST JOSEPH'S SCHOOL PUKEKOHE 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 continue delivering tuition to the international student. The School Board guarantees to hold in reserve sufficient funds to meet the requirements of any refund in **these** circumstances.

APPLICATION REQUIREMENTS & PROCEDURES

The applicant must complete the **International Student Application for Enrolment form**, have it signed by the parent and produce the following documents before the application can be processed:

- a. Passport –Student visa/permit – *if the student has these*.
- b. Certified Copies of recent school reports with verified English translation
- c. Evidence of Medical and Travel Insurance
- d. Information on any medical conditions or learning difficulties (*if applicable*)
- e. Tuition Agreement *signed by the parent*.
- f. Administration fee: NZ \$300 (*non-refundable*)

PROCEDURES ONCE AN APPLICATION HAS BEEN RECEIVED

If Student is overseas:

1. Documents are checked and assessed (it is acknowledged that the student may not have obtained a student visa at this time)
2. Offer of Place is made (subject to the correct visa being obtained) and fee invoice sent (*Fee payment by Bank Transfer into School Account is recommended*)
3. Student visa is checked and verified. Receipt of fees and evidence of Medical and Travel insurance sighted
4. The offer of place is confirmed
5. The enrolment form is completed before the student begins school.

If Student is in New Zealand:

If the application form is approved the parents will be informed of an interview time.

This interview will involve:

- The prospective pupil and parents
- A translator (*if required*)
- The Principal or nominated deputy

This interview will consist of:

- Tour of the school
- Explanation of the **Conditions of Acceptance** (*see below*)
- Classroom and daily programme explanation
- Initial assessment of the level of English of the student
- Ensuring the parents understand the Code
- Making an appointment time to visit the home of the designated caregiver
- Answering any questions the family may have.

- Parents will be informed in writing of the school's decision within 7 days of the interview.

- If there are no current available places, the parents will be notified and will be given the option of being placed on a waiting list.
- When a place becomes available, they will be notified and given 14 days to accept or decline the placement.
- Placement in a particular year or class is at the discretion of the Principal. This may be dependent upon class numbers, English language proficiency and any other school assessments.
- If the application is accepted parents have 14 days to accept the placement by paying the fees. Once the fees have been received and receipted by the school, an Offer of Place letter will be given to attend St Joseph's School.

CONDITIONS OF ACCEPTANCE

In addition to the conditions listed here, all conditions that are part of the contract with parents, the fee refund policy and other school policies also apply.

- Although an elementary level of English is desirable no student will be refused acceptance due to their level of English, as all levels of English proficiency are catered for at St Joseph's School.
- Students and parents/legal guardians must accept and abide by rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
- Students must observe the laws of New Zealand. All disputes will be dealt with in New Zealand law.
- Students must observe the conditions of their Visa and Student Permit. If a student breaks the terms of the visa/permit, the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
- Because class placements are decided on the evidence of assessment after arrival in New Zealand, **all** information given before enrolment about placement in classes is **provisional**. The school reserves the right to adjust placements and individual programmes at any time if it is in the student's interests to do so.
- The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
- Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
- Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies). All additional costs (as outlined in the school prospectus) will be paid promptly, as required.
- The conditions of the Fee Refund Policy will be accepted
- All students are required to have travel and medical insurance for the duration of their period of enrolment. **Proof must be provided that the insurance purchased is adequate.** The school will keep a record of the policy number and expiry date.
- All international students must live with their parents or legal guardians (proof of

legal guardianship must be supplied).

- The school's complaints procedure for international students will be used to deal with grievances.
- The student and/or parents will provide academic, medical and other information that is relevant to the well-being and course placement of the student.
- All students will participate in the general school programme that gives our school its Special Catholic Character.

N.B. Non-Catholic International students will not automatically have a right to a continuing placement at ST JOSEPH'S SCHOOL, PUKEKOHE. If their residency status changes, they will need to reapply.

CHANGE OF ADDRESS

- Parents must inform the school of their address, telephone numbers, and email address. The parents will advise the school of any change in type of accommodation (e.g. a change from living with parents to living with a designated caregiver) and any change in the contact details of the student and parents.

REFUND CONDITIONS for INTERNATIONAL STUDENTS

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. The following procedures and guidelines would apply:

To be eligible for any refund: The parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance.

If the application is made before the start of the course: Fees will be refunded in full less the administration charge of **\$200**. This includes if a student is not granted a visitor permit or student permit to attend **ST JOSEPH'S SCHOOL**.

If the application is made after the start of the term/year, but before the second half of a term:

Fees will be refunded less:

- An administration charge of **NZ\$300** (GST inclusive)
- Costs to the school already incurred for tuition
- Components of the fee already committed for the duration of the course
Specialist fees
- Appropriate proportions of salaries for teachers and support staff if applicable. Costs already incurred for the use of facilities and resources
- Any other costs already incurred by the school.

If the application is made after the second half of a term/year:

- There will be no refund except under exceptional circumstances. (See also

Compassionate Refunds

- In exceptional circumstances, refunds may be granted on compassionate grounds, (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the School Board.

If an international fee-paying student gains residency during the course:

No further fees are to be paid and a refund may be made on the unused portion of the prepaid fees. The new resident will then abide by the school enrolment policy.

Documentation of residency must be provided within 14 days of it being granted.

The School Board will make no refund:

- Where a student has been stood down, suspended or excluded
- Where a student returns home for any reason other than serious illness or death of a close family member.
- If the enrolment application is found to be inaccurate in any way and the contract is terminated.

TYPE OF SCHOOL

ST JOSEPH'S SCHOOL, PUKEKOHE is a Catholic Integrated Full Primary school for boys and girls from new entrants to Year 6, offering Education with a Special Character.

SCHOOL PHILOSOPHY

1. **The whole school community through the general school programmes and its Religious instructions and observances exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Catholic Church, as determined from time to time by the Catholic Bishop of the Diocese of Auckland.**
2. **Jesus Christ is the foundation from which our school finds its meaning and purpose.**
3. **The Gospel values and teachings are reflected in all curriculum areas, and our Special Catholic Character should permeate every part of school life.**
4. **Children deserve a high level of education in a safe, secure and happy environment.**
5. **Education should be holistic and provide for the development of the whole person, spiritual, physical, social, emotional, and intellectual.**
6. **Education is a partnership between parents, caregivers, staff and**

pupils.

7. **All children have a right to be taught and a responsibility to learn.**
8. **Religious Education, reading, writing and maths are the main educational focus of our school.**
9. **A child must be healthy, happy and secure to be best prepared for learning.**
10. **Education should be inclusive and diversity and difference should be valued.**

THE CORE VALUES OF OUR SCHOOL

Community and parent support of our school is vital for their children and our success.

We will encourage our parents to:

- feel welcome at school
- feel their ideas are valued
- work in partnership with the staff, the Board and other parents
- value, respect, and support the Special Character of the school
- develop a close link and involvement with the parish community
- be part of a collaborative organisation
- take a visible role in their children's education by attending open days; parent consultation evenings; reading class and school newsletters; and acknowledging children's achievements and progress.
- develop an awareness and understanding of the Treaty of Waitangi and the importance of Te Ao Maori in our school.

CURRICULUM PROGRAMME

Programmes at **ST JOSEPH'S SCHOOL** commonly feature the following: ·

- learning activities in which students investigate issues and solve problems of interest to them
- a balanced curriculum which emphasises discovery and exploration; and encourages higher-order thinking as keys to successful learning
- opportunities to see the relevance of learning by applying it in a practical way to solve real problems
- learning activities and experiences (both in and outside school) which enable all students to succeed regardless of previous achievement
- schemes that are not so prescriptive that they stifle creativity and the opportunity to capture the teachable moment

Teachers adapt the programme to the students to ensure the curriculum focus for each student is on personal development as well as on academic achievement.

We focus on educating the whole child, spiritually, emotionally, intellectually, socially, and personally. Students are challenged with opportunities to participate in a range of

academic, cultural, sporting and technology programmes.

ST JOSEPH'S SCHOOL, PUKEKOHE, is a state-integrated Catholic school. It offers programmes in all areas of the New Zealand Curriculum. This includes: Religious Education, English, Mathematics, Social Science, Science, Technology, Health and Physical Education, and The Arts.

Details of the curriculum can be found on the Ministry of Education's website <http://www.minedu.govt.nz>

ORIENTATION PROGRAMME AND SUPPORT SERVICES

Students will be provided with a proper orientation process. The **Principal** is primarily responsible for the orientation of the students and their on-going welfare within the school community. This will be done in close liaison with the Deputy Principal and classroom teacher.

The Orientation Programme will include

- An initial orientation will be done on the first day of attendance. An interpreter will be present at this meeting if required. All students will be mainstreamed immediately upon arrival with a small group withdrawn for further orientation, English testing, and teaching as required.
- The classroom teacher will be responsible for ensuring the new student has a buddy group consisting of two or more other students whose role is to help the new student with daily routines, timetables, and activities during the breaks. He/She will also ensure the student knows where to find the sick bay, toilets etc.
- Orientation will include school layout, rules and regulations, support systems and resources available.
- The Principal will ensure the student is monitored during his/her time at the school. This will be done through informal meetings, ESOL teaching times. Pastoral care meetings with the principal, international students and parents when required.
- Parents and students need to know that **ST JOSEPH'S SCHOOL PUKEKOHE** has an 'Open Door' policy. At any time they may make an appointment to see the classroom teacher, or the Principal to discuss any queries or concerns.

STUDENT SUPPORT SERVICES

The following staff members are available for assistance and support:

Mrs Ursula Hall - Principal

Mrs Robin Burns - Deputy Principal

Mrs Nia Afoa and Mrs Helen Farrell - Office Admin

Teacher Aides for ESOL

EMERGENCIES

The school must be notified of all emergencies in New Zealand and in the home country. **The school's emergency contact is Mrs Ursula Hall/Principal ph 027238032**

STUDENT WELFARE

- If a student is having difficulties adapting to the new culture, a meeting will be set up with the student, the parent and the principal to discuss the issues and put further support structures in place. This may be in the form of family support provided by a buddy family contacted by the school.
- Information will be given regarding travel options to and from school. This is to ensure that students/parents know how and where to access school buses; know that students are crossed after school by a duty teacher, and understand basic pedestrian safety.
- Students are encouraged to seek advice from the teachers or principal on welfare issues, including personal health problems or mental health problems. Referral information will be given and a referral made to the appropriate support agency if necessary.

WHAT DO YOU DO IF YOU HAVE A GRIEVANCE?

We want you to be happy at **St Joseph's School, Pukekohe**. 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 concerns.
2. (If your concern is the classroom teacher, make a time to talk to the principal.)
3. After a few days, if you do not think the problem has been solved by your classroom teacher, talk to the Deputy Principal, **Mrs Burns**.
4. If, after a few days, after you have spoken to **Mrs Burns** the problem is still there, talk to the principal, **Mrs Hall**.

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, **Mrs Burns**. They are very helpful, especially with broken friendships. You can make an appointment at the office.

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

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 who has better English.

We hope your stay at ST JOSEPH'S SCHOOL PUKEKOHE is a happy one.

Frequently asked questions

1. When is ST JOSEPH'S SCHOOL PUKEKOHE open?

- a. Our school is open at 8:30 am every morning during term time, Monday to Friday. Lessons start at 8:45 am and school closes for the day at 2:45 pm
- b. The school terms are given in the main school prospectus along with public holidays when the school is closed.

2. What do I need for the classes?

- a. Make sure that you always have a pencil, pen, ruler and eraser with you every day. Your teacher will tell you what exercise books you need.
- b. If you are in Year 4 -6. Bring your charged chrome book daily.
- c. When your class has PE you will need your PE shirt and shorts.
- d. Your teacher will explain any other special requirements.

3. What if I am sick or cannot come to school?

- a. If you are sick and cannot come to school, make sure that your parents or caregivers contact the school to let the school know. When you return to school you will need to have a written note explaining your absence.
- b. If you feel sick at school or if you hurt yourself at school, you need to go to the sickbay where office staff will look after you.
- c. If you have an appointment during the school day and have to leave the school during the day or miss a day as a result of the appointment, your parent or caregiver needs to let the school know. Before leaving the school you need to go to the school office to sign out.

4. What if I change my address or phone number?

- a. If you change your address or phone number your parents or caregivers need to let the school office know.

5. What about breaks and meals?

- a. There is a break in the morning from 10:45 am to 11:20 am and a break for lunch from 12:55 pm to 1:30 pm.

6. What do I do if my lunch disappears?

- a. If your lunch disappears from your bag, let your classroom teacher know as soon as you find out. He or she will do what they can to find your lunch. They will also make sure that you do not go hungry at lunchtime.

7. What do I do if I am bullied?

- a. If you are teased or bullied at school, coming to school, or going home from school, you must let your classroom teacher the AP, DP or principal know as soon as you can. We believe everyone deserves to feel safe and respected and we're **We believe everyone deserves to feel safe and respected and we're committed to creating an environment where bullying is not**

SCHOOL RULES

1. GENERAL

- Once at school, all children must stay at school and not leave the school grounds until the end of the school day except when parents have contacted the school office.
- Children are not permitted in the classrooms until 8:30 am unless their classroom teacher is present and allows them to enter.
- At lunchtime, no pupils are to leave the eating area until the duty teacher has released them from the eating area.
- Kicking balls on the concrete areas is not allowed.
- Pupils causing damage must report breakages to a teacher on duty.
- Lost Property is to go to the lost property bin in Room 4's cloakbay from where it may be claimed.

2. UNIFORM

- Full uniform must be worn, and worn correctly, at all times.
- Black leather shoes are worn in winter Terms 2 and 3. Black or brown sandals are worn in the summer terms. (Sports shoes may be worn with the sports uniform.)
- Long hair must be tied back.
- The only pieces of jewellery allowed are watches and studs. Other earrings or sleepers are not allowed.
- No hair dye, nail polish or make-up.
- During Terms 1 and 4 a hat must be worn during the breaks. Students without a hat are to stay in the shade area.
- Scarves can only be worn outside the classroom during winter.

3. AFTER SCHOOL

- While waiting to be picked up by parents, children must wait within the school grounds.
- While waiting for a school bus the children are to wait inside the front gate. A teacher will put them on the bus.
- Misbehaviour may forfeit a child's right to travel by bus.

CODE OF CONDUCT

In our school we RESPECT, HELP, and SUPPORT each other. This means showing COURTESY to all students and adults.

I WILL:

- Use appropriate language - i.e. no swearing and abusive language
- Speak politely. Remember to say 'Please' and 'Thank you'
- Wait my turn to speak and do not interrupt others
- Comply with a request from a teacher
- Borrow from another only with his/her permission

In our school WE TAKE CARE OF EVERYTHING, remembering it is 'on loan' and a privilege, not a right.

I WILL:

- Take responsibility for my belongings, classroom furniture and equipment
- Take good care of all books supplied, which includes all library books and school texts
- Use sports and PE gear for the right purpose and look after it
- Keep rooms, bag bays, decks and grounds clean and tidy

In our school, every student has a RIGHT TO LEARN and every teacher has a RIGHT TO TEACH.

I WILL:

- Do my very best to stay on task
- Keep my voice low to avoid disturbing others when I'm talking
- Be prepared by having what I need for each subject - chrome book, pens, pencils, ruler, P.E. gear, and other equipment as required
- Avoid talking over others
- When I need to, move around the class in a quiet orderly manner
- Make every effort to complete all learning tasks, including homework
- Return to my class promptly when the bell rings.

In our school every student has the right to a SAFE ENVIRONMENT in which to learn and play.

I WILL:

- Ensure I am not involved in any bullying
- Allow no physical or mental abuse; put-downs or insulting language
- Participate only in positive interactions - there will be no threatening behaviour
- Stay in the eating area to eat my lunch.
- Move around my classroom and around the school quietly and sensibly so the learning and recreation of others will not be disturbed.

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 before 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 school:

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 - e.g. an appointment - then the school is to be informed the day before the appointment or earlier.

2. Where the student is absent with no reason then the parents will initially be contacted by the school for an explanation. Where a child is being truant from school, the Franklin Attendance Service will have a meeting with the parents 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 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 notified. However if the parents have previously notified the school in writing that the child will be absent for some 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 withdrawn from or ceases to attend the School Board will notify the New Zealand Immigration Service.

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, 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's '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. Upon termination of enrolment, the Immigration Service will be notified as required.

SUMMARY CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 makes sure that tertiary and international learners enrolled with New Zealand education providers are safe and supported. The Code sets out what education providers must do to ensure the well-being and safety of their learners.

Code of Pastoral Care for International Students

<https://www2.nzqa.govt.nz/international/study-nz-quals/code-international-students/>

