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# Information for Prospective International Students

## A warm welcome to Taupaki School

Thank you for your enquiry regarding placement for an international student at Taupaki School. We are welcoming of international students because the cross-cultural learning that takes place is valuable to all.

Our school is a community school. We know each other. We support each other. Our focus is on the education and welfare of our children. Teachers are excited about children's learning and our children set high expectations. We invite you to get involved; and trust that you will enjoy being a part of our school.

## Our Vision

To be a leading provider of primary education.

## Our Mission

To provide the framework to challenge all students to develop levels of excellence and attitudes, within a supportive community, that will equip them through life.

# Our Team

## Leadership Team

Principal  
Associate Principal  
Team Leader Junior School  
Team Leader Senior School  
Technology Centre Leader

Mr. Stephen Lethbridge  
Mrs. Mary Fursdon  
Mrs. Michelle Fraser  
Mr. Ross Booth  
Mrs. Chrissy Wilmshurst

## Class Teachers

NE & Year 1	Room 1
Year 1&2	Room 2
Year 2&3	Room 3
Year 2&3	Room 4
Year 4	Room 5
Year 4&5	Room 6
Year 5&6	Room 7
Year 5&6	Room 8
Year 7&8	Room 9
Year 7&8	Room 10

Mrs. Cathie Cottle  
Miss Fiona Coleman  
Mrs. Gita Sharma  
Mrs. Michelle Fraser  
Mrs Katerina Raman  
Mrs. Joan Western  
Mrs. Mary Fursdon  
Miss Ramona Elliott  
Mr. Ross Booth  
Mrs. Nicolle Green

## Support Staff

Resource Teacher Behaviour & Learning  
Reading Recovery  
Music Specialist  
ESOL International Students

Mrs. Jude Harris  
Mrs. Maree Larsen  
Mrs. Christine Manins  
Mrs. Mink Young Kim

## Technology Centre

Food Technology  
Hard Materials Technology  
Soft Materials Technology

Mrs. Alison Hucke  
Mr. Jim Wattam  
Mrs. Chrissy Wilmshurst

## Administration

Office Manager  
Caretaker

Mrs. Carole Newman-Watt  
Mr. Wolf Hucke

## Teacher Aides

Mrs. Fleur Hunter, Mrs. Gail Tudor, Mrs. Judy Chalmers

## Board of Trustees

Chairperson  
Treasurer  
Principal and Secretary  
Staff Representative  
Trustees

Mr. Tim Munro  
Mr. Duncan Annandale  
Mr. Stephen Lethbridge  
Mrs. Joan Western  
Mr. Chris Fraser, Ms Dellwyn Stuart  
Mr. Dean Stuart, Mrs. Sandra Cully

## Parent Teacher Association

Chairperson  
Secretary  
Treasurer

T.B.A  
Mrs. Penny Gardiner  
Mrs. Fleur Hunter

## **Requirements from the person enrolling an International student**

- Name of child
- Names & address of parents (even if living overseas).
- Emergency contact numbers
- Names & address of caregiver / s in New Zealand
- New Zealand caregivers relationship to student
- Duration of study intended at Taupaki School
- Payment of fees
- Completed application form signed
- Passport / visitors visa / student permit

## **Cost of Tuition for International Students**

Tuition fees for International students have been set at **\$10 800 per year (exclusive GST) or \$3000 (exclusive GST) per term if the student is not enrolling for the whole year.** Fees are to be paid in full for each term at the beginning of the term.

As well as the tuition fee students will need to purchase any required stationary (pens, pencils, exercise books etc). For students in Year 7 & 8 there is an additional cost for the food and materials technology programme. At times students may be offered additional activities and trips that require payment e.g. Outdoor education camps, cultural and sporting activities. The cost of these will be over and above the term tuition fee.

The Board of Trustees reserves the right to increase the fees at any time.

## **Application Requirements, Student Acceptance and Placement**

An appointment and interview with the Principal is required as part of the enrolment process. At the interview the Principal will discuss the particular needs of the international student and some assessments may be carried out. An enrolment application needs to be completed.

The Principal will advise the parent or caregiver if the enrolment application has been successful. An acceptance will be conditional on a place being available at the age level of the student.

## **Enrolment Details**

At enrolment you will be required to supply:

- Students homestay or accommodation arrangements
- Contact information of the student's parents and caregiver.
- Educational and Health information.

Any misleading or incorrect information given could lead to the cancellation of any contract and the removal of the student from the school.

Following the payment of the appropriate tuition fees a letter will be given to the student confirming their enrolment at Taupaki School. This letter can then be presented to the Department of Immigration so that a student visa can be issued. It is the responsibility of the student or their parents or caregivers to ensure that all visas remain current and valid. Student visas are school specific, should the student leave Taupaki School their student visa will be cancelled and they will be required to reapply for another student visa at a subsequent school.

Unfortunately Taupaki School cannot accept an international student with special needs or health problems as we do not have the facilities to support them.

## **Documentation required for International students**

A current passport and visitor's permit is required. A photocopy of the passport and permits will be made and kept by the school. Once a place has been confirmed and all fees received the student will be issued with a letter confirming that they have been accepted as an international student at Taupaki School. If the student intends staying in New Zealand for more than the three months allowed on their visitors permit then a student permit must be obtained from the Department of Immigration. The student permit must be presented to the school within 28 days so that a photocopy can be kept with the student's records.

Full details of visa and permit requirements, advice on rights of 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>.

## **Refund of Fees**

Refunds may be made if the student leaves during the course of the year. Refer to the attached Board of Trustees refund policy.

## **Programmes of work**

While at Taupaki School, International Students will be placed in a class according to the age of the student. Students will follow the same timetable as Taupaki School students and will be expected to take part in all school activities.

The New Zealand Curriculum will be covered by all students. These are English, Mathematics, Science, Social Studies, Technology, Health and Physical Education and The Arts.

International students will work in small groups with a trained staff member for a period each day to develop their English. This tuition will take place either in the class room or at other appropriate sites within the school.

Your child's level of English proficiency will be assessed during the first few weeks of attendance at our school. The programme offered may change if the initial assessments show the need to modify the programme. The placement of your child is conditional upon our school being able to meet the needs of your child.

If there is a concern about placement the Principal will make the final decision.

## **Term Dates for 2007**

Term 1	7 <sup>th</sup> February – 5 <sup>th</sup> April
Term 2	23 <sup>rd</sup> April – 29 <sup>th</sup> June (Teacher Only Day 26 <sup>th</sup> April)
Term 3	16 <sup>th</sup> July – 21 <sup>st</sup> September
Term 4	8 <sup>th</sup> October – 21 <sup>st</sup> December

## **Contact Details**

Taupaki School requires that all contact details are current and up to date. This includes the contact details of the student's parents or caregivers in New Zealand and their country of origin. Where the student is not living with their parents the school must be able to get in contact directly with the student's parents.

## **Homestay / accommodation**

Taupaki School will not arrange any accommodation for international students but retains the responsibility under the Code of Practice for the Pastoral Care of International Students to inspect and approve a student's accommodation. Unsafe or inappropriate accommodation could lead to the termination of a student's enrolment.



### **Eligibility for Health Services and Travel Insurance**

Most international students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and 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>

### **Medical and Travel Insurance**

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

### **Accident Insurance**

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

### **Behaviour**

It is expected that all International students will obey all school rules and abide by all Board of Trustee Policies. Copies of all Board policies are available on request from the school office.

Failure to comply with behaviour expectations and policies may lead to the termination of tuition.

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

Taupaki 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 institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

Stephen Lethbridge  
Principal  
Taupaki School