



ST THOMAS'S  
SCHOOL

# International Students Handbook

2019

# International Students Handbook

## Welcome to St Thomas's

Situated in the beautiful Eastern Bays of Auckland and overlooking the sea toward Rangitoto Island, St Thomas's School has served the community of Kohimarama for over sixty years.

Catering for students from Year 1 to Year 8, we are a high performing school where students excel and experience rich, varied and meaningful learning opportunities.

During their time at St Thomas's School, our students are encouraged to value who they are, connect to those around them and successfully play their part in the world. Our school values are built on the pillars of passion, excellence, leadership, and connections – guided by an unrelenting pursuit of excellence.

St Thomas's is a place where values are lived, differences are welcomed, resilience is fostered, and global connectivity is embraced.

## St Thomas' School Values

- **Excellence** – St Thomas's encourages students to be critical and creative thinkers, to aim high and persevere in the face of difficulties.
- **Leadership** – St Thomas's encourages students to be positive in their own identity, to lead by example and promote respect and tolerance for others.
- **Connections** – St Thomas's encourages students to recognise the importance of interacting with others, to contribute to building the school community for the benefit of all.
- **Passion** – St Thomas's encourages students to display enthusiastic devotion to their goals, causes and ideals and to show tireless diligence in their furtherance.

## Important Contact Details

International Student Co-ordinator	Mrs Tina Hill	<a href="mailto:thill@stthomas.school.nz">thill@stthomas.school.nz</a>
School Website		<a href="http://www.stthomas.school.nz">www.stthomas.school.nz</a>
NZQA Website		<a href="http://www.nzqa.govt.nz">http://www.nzqa.govt.nz</a>
New Zealand Ministry of Education		<a href="https://parents.education.govt.nz">https://parents.education.govt.nz</a>
New Zealand Immigration		<a href="http://www.immigration.govt.nz">http://www.immigration.govt.nz</a>

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

St Thomas's 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 school or from the NZQA website at:

<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>

## **Pastoral Care Visits**

Student Care NZ Ltd are contracted to St Thomas's School to provide home visits to all of our international students.

## **Entry and Enrolment Procedures**

- Applicant/agent requests application forms and other relevant information which can be returned either by post or email.
- Completed forms must be returned to St Thomas's School along with a copy of passport/s (plus passports of parents who are accompanying the student)
- Failure to disclose relevant information regarding, health issues or special needs e.g. special learning, physical, medical psychological, or behavioural needs (other than English) which may hinder learning, may result in termination of the enrolment.
- If all criteria is met then the school sends an invoice which will cover fees for the full study period.
- Upon payment of the invoice the school will issue a receipt along with an offer of placement.
- Students must have travel and health insurance from their date of leaving their country until they return to their home. (See insurance guidelines).

## **Accommodation**

- Students in year 1-6 must live with one or both of their parents.
- In order to ensure that all international students are living with and continue to live with a parent for the duration of the student's study in New Zealand, Student Care NZ Ltd will meet once a term with international parents to ensure they are still living in the country. If the school becomes aware that the parent of a Year 1-6 international student has returned home, the student will also be returned home at the parents' expense, and NZIS notified.
- Students in Year 7-8 may live with a designated caregiver. A designated caregiver means a relative or close family friend designated in writing by a parent or legal guardian of an international student under 18 years as the caregiver and accommodation provider for that student. Parents of International Students who will be living with a caregiver will be required to sign an Indemnity Document for Designated Caregiver.

St Thomas's School does not arrange accommodate for students. For information on renting or purchasing property go to [www.realestate.co.nz](http://www.realestate.co.nz).

If you have any problems with your tenancy agreement, go to <https://www.tenancy.govt.nz/disputes/tribunal/>

## **Immigration**

Full details of visa and permit requirement, 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 <http://www.immigration.govt.nz>

## **Orientation**

Children and their parent/agent will meet with the Principal's PA and the Principal before starting their schooling. They will need to have their uniform organised, stationery, lunch, their passport, their visas, and copies of their Insurance (if they have arranged their own). The parent who is living with the child will need to show their visa also.

Essential policies will be given to the parent/child as well as the student handbook, (these will include the refund policy, the complaints policy and the disputes resolution details).

Children are assigned a classroom and the class teacher is responsible for ensuring the child's integration into the school.

The specialist ESOL teacher immediately assess international students and, in consultation with the classroom teacher, will implement a programme to support the student's learning.

## **Fees**

\$13,600 per year (includes GST)

\$3,400 per term (includes GST)

\$450 per week for any part term enrolment (includes GST)

## ***Administration Fee***

Annual \$500 (non-refundable) for each calendar year or part thereof.

## **Refund**

Refunds will be considered upon request when families have withdrawn their child. Please refer to the Fee Refund and Protection Policy.

## ***Other Costs:***

- Stationery: cost differs according to year level but ranges from \$40 to \$80
- Trips and Excursions: Costs according to trip expenses
- Activities: As part of the curriculum, costs are sometimes incurred for materials not readily available in the school
- Performances: At times outside performers are in the school and students pay to attend the performance
- Sports Activities: Sports experts are occasionally contracted to provide a sports programme and the students pay for the programme.
- Uniform: Uniform shop on site, see website for pricing.

## **Medical and Travel Insurance**

International students must have appropriate and current medical and travel insurance while studying in New Zealand. Please ensure this document is translated into English for school administration.

NB. Students must provide evidence of medical and travel insurance on enrolment. The insurance must cover the full length of time spent in New Zealand. New Zealand insurance cover will be accepted only. The school will keep a record of the insurance policy number and the type of cover provided.

### **Grievance Procedures**

Parents should contact the Principal in the first instance to discuss any concerns.

If, in the unlikely event, the issue remains unresolved the parent may contact the Chairperson of the Board of Trustees.

If, after all the above have been tried, it is felt that your problem has not been resolved, then the parent may contact the NZQA using this link:

<https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/int-students-make-a-complaint-updated.pdf>

### **Dispute Resolution**

In the event of a contractual dispute, recourse can be found under the International Student Contract Dispute Resolution Scheme Rules 2016.

This document can be viewed at: <http://www.istudent.org.nz/>

### **Circumstances for Termination/Withdrawal**

The school operates a behaviour management procedure in which children are expected to behave appropriately. A structured process is followed to ensure appropriate guidance and support is given to students who display inappropriate behaviour. Parents are kept informed should their child be involved in this process.

In the unlikely event that this process is not successful in modifying the inappropriate behaviour, or enrolment procedures are not adhered to, the Board of Trustees may consider terminating the enrolment and refunding a portion of the fees paid. In this case the New Zealand Immigration Service will be notified the enrolment has been terminated.

If a student withdraws from school, 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. The Immigration Service will be notified. *The Refund Policy for International Students* shall apply.

### **Term Dates for 2019**

Term 1	7 <sup>th</sup> February – 12 <sup>th</sup> April
Term 2	29 <sup>th</sup> April – 5 <sup>th</sup> July
Term 3	22 <sup>nd</sup> July – 27 <sup>th</sup> September
Term 4	14 <sup>th</sup> October – 19 <sup>th</sup> December

## **Statutory Holidays 2019**

New Year's Day	Tuesday 1 <sup>st</sup> January
Day after New Year's Day	Wednesday 2 <sup>nd</sup> January
Auckland Anniversary Day	Monday 28 <sup>th</sup> January
Waitangi Day	Wednesday 6 <sup>th</sup> February
Good Friday	Friday 19 <sup>th</sup> April
Easter Monday	Monday 22 <sup>nd</sup> April
Easter Tuesday	Tuesday 23 <sup>rd</sup> April
ANZAC Day	Thursday 25 <sup>th</sup> April
Queen's Birthday	Monday 3 <sup>rd</sup> June
Labour Day	Monday 28 <sup>th</sup> October
Christmas Day	Wednesday 25 <sup>th</sup> December
Boxing Day	Thursday 26 <sup>th</sup> December

## **Term Dates for 2020**

Term 1	4 <sup>th</sup> February – 9 <sup>th</sup> April
Term 2	28 <sup>th</sup> April – 3 <sup>rd</sup> July
Term 3	20 <sup>th</sup> July – 25 <sup>th</sup> September
Term 4	12 <sup>th</sup> October – 16 <sup>th</sup> December

## **Statutory Holidays 2020**

New Year's Day	Wednesday 1 <sup>st</sup> January
Day after New Year's Day	Thursday 2 <sup>nd</sup> January
Auckland Anniversary Day	Monday 27 <sup>th</sup> January
Waitangi Day	Thursday 6 <sup>th</sup> February
Good Friday	Friday 10 <sup>th</sup> April
Easter Monday	Monday 13 <sup>th</sup> April
Easter Tuesday	Tuesday 14 <sup>th</sup> April
ANZAC Day	Monday 27 <sup>th</sup> April (Observed)
Queen's Birthday	Monday 1 <sup>st</sup> June
Labour Day	Monday 26 <sup>th</sup> October
Christmas Day	Friday 25 <sup>th</sup> December
Boxing Day	Saturday 26 <sup>th</sup> December

## **School Zone**

International students do not have to live within the school zone. Details of our school zone are available on our website.

## **Board of Trustees**

Principal:	Mr Michael Maher
Chairperson:	Mr Richard Klipin
	Mr Jake Shand
	Mr Michael Morton
	Ms Georgia Houlker
	Mrs Claudine Crabtree
	Ms Claire Fromow (staff representative)

## **Board of Trustee Meetings**

Dates of upcoming Board meetings are on our website [www.stthomas.school.nz](http://www.stthomas.school.nz) and can be found under 'Our School' and 'BOT'.

## **Out of School Care**

Kelly Club run an onsite before and after school childcare.

For more information go to <http://www.stthomas.school.nz/before-and-after-school-care.html>

## **Bell Times**

8:55am – Bell – Students in classrooms  
10:30am – Morning interval  
10:50am – School re-commences  
12:30pm – Lunch  
1:30pm – School re-commences  
3:00pm – School closes

Children are expected to be in class, prepared for the day by 8.55am. Please ensure you have your child at school in plenty of time. For safety and supervision reasons no child should be on the school grounds before 8.00am and we discourage children being dropped off before 8.15am. Please Note: Classrooms may be locked until 8.30am as teachers are involved in meetings and daily preparations. School finishes at 3pm and for safety and supervision reasons children are expected to leave the school grounds promptly.

## **Curriculum**

St Thomas's School teaches the NZ curriculum.

## **ESOL**

St Thomas's School has an excellent ESOL programme with specialist ESOL teachers. All International students are provided ESOL sessions weekly, where support is provided on current classroom learning topics. Teacher aides are also available in the classroom to assist International students.

## **Sports and Outdoor Education**

We are a top performing sports school with a number of different sports teams that represent St Thomas's School at both local and national events.

St Thomas's School runs a successful and exciting outdoor education programme that all students participate in. This enhances classroom learning by providing a great opportunity to put learned topics into practice.

## **Enrichment Programmes**

St Thomas's School has a large number of optional enrichment programmes offered to our students.

Sports: Table Tennis, Gymnastics, Tennis, Football, Chess, Basketball, Hockey, Netball, Swimming (we have a heated school pool)

Music: Choir, Ukulele, Piano, Guitar, Band

Language and Art: French, Spanish, Speech and Drama, Art, Kapa Haka

St Thomas's School prides itself on encouraging leadership and encourage senior students to work with the junior students during lunchtimes, offering education in a variety of sporting areas.

St Thomas's School also offers School Camp to both Year 6 and Year 8 students annually. Year 7 students enjoy a Youthtown programme, learning sailing, kayaking and paddle boarding.

## **Lunches**

Children bring morning tea and lunches to school each day. They can order sushi on Tuesday's and Thursday's, Eat My Lunch on Wednesday's and Subway on Friday's. For more information about ordering lunches please go to <http://www.stthomas.school.nz/general-info-a-z.html> and got to Lunches.



## Transport

Although there is no official school bus, NZ Bus provides a bus service to the school.

The morning bus service will be as follows:

549 (formerly 073) – Stonefields to St Thomas Primary

**Departs: 08.10**

Route: Opp 31 Stonefields Av (stop number pending; the stop is south of College Rd and North of Stonemason Av), Stonefields Av, (R) Tephra Blvd, (R) Bluegrey Av, (L) College Rd, (L) Ngahue Dr, (R) Norman Lesser Dr, (L) Panapa Dr, (L) Norman Lesser Dr, (R) Truman St, (L) St Johns Rd, (R) Dorchester St, (L) Gowing Dr, (L) St Johns Rd, Kohimarama Rd, (R) Allum St, 113 Allum St (stop 1442).

**Arrives: 08.35**

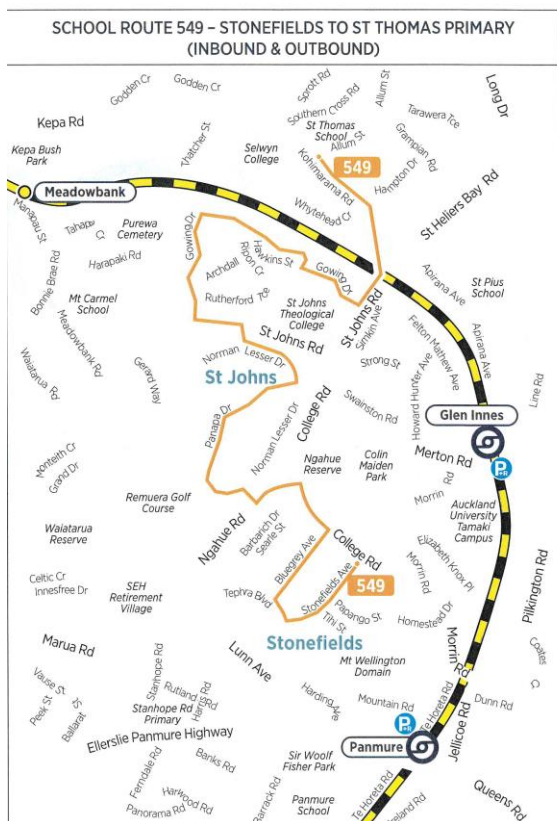
The afternoon service will be as follows:

549 (formerly 073) –St Thomas Primary to Stonefields

**Departs: 15.10**

Route: Opp 255 Kohimarama Rd (stop 1422), Kohimarama Rd, St Johns Rd, (R) Gowing Dr, (R) Dorchester St, (L) St Johns Rd, (R) Truman St, (L) Norman Lesser Dr, (R) Panapa Dr, (R) Norman Lesser Dr, (L) Ngahue Dr, (R) College Rd, (R) Bluegrey Av, (L) Tephra Blvd, (L) Stonefields Av, Stonefields Av by Stonemason Av (stop 1317).

**Arrives: 15.35**



You can purchase a HOP card for the bus from a local shop.

For more information on public transport, go to <https://at.govt.nz/>

## **Absence**

Please advise the school on the morning of your child's absence. If we are not advised through one of the following ways, we phone the home, workplace or emergency contacts which is a time-consuming activity we prefer to avoid.

1. Complete an absence note on our FlexiBuzz communications app (preferred)
2. Text name and room number to 027 758 0542 (mobile just used for absence messages)
3. Telephoning or emailing the school office (Ph 528 3938, [office@stthomas.school.nz](mailto:office@stthomas.school.nz))

We appreciate your help in reducing the time we spend checking that our children are safe.

## **Communications**

We use the FlexiBuzz app to send out school news, general updates, reminders, events and much more. The app is available on iPhone, iPad, iPod, Android Phone, Android Tablet and Windows phone devices. If you don't have a mobile device, there is also an app available for computer, both Mac and PC.

Please download FlexiBuzz to your devices, register for a free account then find and tick St Thomas's School. When you are ticking specific boxes within our school account, please make sure you tick on the specific classes that apply to your family only.

Through the app you'll receive all information, much like a text message, directly to your device, and everything we post can be translated into 90 languages. You will also be able to submit student absences and permission slips via the app, electronically signed straight onto the screen with your finger.

## **Homework**

Homework enables all children to learn the skills of independent study. It is also an appropriate time for children to learn spelling, basic facts and to read. Whilst homework is not compulsory, we strongly recommend it is done daily. The following are guidelines for the time to be spent daily on Homework:

- Years 1 - 3      Daily reading plus 10 minutes of another activity (spelling words etc)
- Years 4 - 6      20 - 30 minutes
- Years 7 - 8      30 - 45 minutes

## **Leaving the School Grounds**

Students are not permitted to leave the school grounds during the school day unless they are collected by an adult who has reported to the office and signed the appropriate register. Class teachers are advised that students are unable to leave with an adult unless the adult has been to the office and signed the child out and been given a slip for the teacher.

Please note that children cannot be signed out between 10.30am – 11.50am and 12.30pm and 1.30pm.

## **Reporting to Parents**

We have an online, real-time reporting system that allows parents to review their child's progress at any time throughout the school year. In terms 1 and 3 we hold Student Led Conferences which enable students to showcase their learning and progress towards set goals with their families. This combination of reporting methods ensures that parents and caregivers receive comprehensive information about the progress of their children.

## **Suncare Policy**

The Board of Trustees has a Suncare Policy to ensure children's safety during the spring and summer months. It is compulsory for all children to wear the St Thomas's School hat during terms 1 and 4 whenever they are outdoors. We ask for your support in ensuring your child brings an appropriate hat to school every day during these terms.

## **Uniform**

School uniform is supplied by Argyle Schoolwear. There is a link on the front page of our website where you can purchase uniform online. For uniform information please go to <http://www.stthomas.school.nz/school-uniform.html>

## **Computers**

All children need to sign the internet safety agreement. Our school has many computers for the use of students. Year 5/8 students are encouraged to bring their own devices. The teachers will advise them of the policy and the care of these.

## **Mobile Phones**

Children may not have mobile phones during the school day. If a student brings a mobile phone they need to have it switched off and in their school bag. The school takes no responsibility for mobile phones as they are not part of the learning programme.

## **International Parents**

The parent must agree to take full responsibility for the pastoral care of the student outside of school hours. If it is known that a parent has left a child unsupervised at any time, then Immigration NZ will be informed, and the student could lose his/her place at St Thomas's School.

## **New Zealand Culture**

For information about life in New Zealand visit NauMai NZ

<https://naumainz.studyinnewzealand.govt.nz/>

## **Local Libraries**

For information on local libraries, go to <https://www.aucklandlibraries.govt.nz/>

## **Emergency Services**

Police	111
Ambulance	111
Fire	111

For information on Earthquakes and Tsunamis got to <https://www.civildefence.govt.nz/>