

# ST JOSEPH'S SCHOOL



## Enrolment Information For International Students

Welcome to St Joseph's School.

*ST JOSEPH'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 institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>*

*We trust you find the information contained in our enrolment package helpful. Should you have any questions, please do not hesitate to ask. No question is ever too small.*

We welcome visitors to our school.

When children are enrolled all family members are offered a guided tour of the school by the Principal to see the facilities offered and to ask any questions. Children will also be introduced to their Classroom Teacher and Support Staff they will be working with.

For the first week new children are also 'buddied' up with a classmate to help and support with orientation.

### **ENROLLING AS AN INTERNATIONAL STUDENT**

St Joseph's School is a State Integrated School. All New Zealand children enrolled at a State Integrated School are entitled to a 'free education'. Integrated schools are funded by the Government and teachers are paid by a Central Government pay service. Capital costs however must be met by the School's Proprietor, the Bishop of Christchurch. International students do not qualify for 'free' education and are required to pay a fee.

The fee set by the St Joseph's School Board of Trustees includes:

- The cost of employing extra staff.
- ESOL (English lessons for children who have English as their Second or Other Language).

- A portion of the school's operational cost.
- Administration.
- A Proprietor's fee (A charge imposed by the Proprietor, the Bishop of Christchurch for the use of a Diocesan owned facility). This fee is the same amount as imposed by the Government on full State Schools.
- Attendance Dues, paid by all children in the school.
- Additional charges (which include the annual cost to the school for being a Signatory to the Code of Practice for the Pastoral Care of International Students) and GST (Goods and Service Tax), a Government tax amounting to 12.5% of the total fees.

## ST JOSEPH'S SCHOOL

### CALCULATIONS FOR FEE PAYING STUDENTS

Fee Calculations ratified by the Board of Trustees if paying for the full school year are:

1. Parish Attendance Dues	\$ 150.00
2. Tuition fee	\$6,500.00
3. Proprietor's fee for the use of Government owned property	\$ 900.00
4. Administration costs to comply with the Code of Practice	\$ 300.00
5. <b>TOTAL FEE</b>	<b>\$7,850.00</b>
6. <b>GST (Goods &amp; Service Tax)</b>	<b>\$ 981.25</b>
7. <b>TOTAL (including GST)</b>	<b>\$8,831.25</b>

If paying per term the cost is \$2,300 (including GST).

International Students who enrol for a period of **no less than one year** will have priority over students wishing to enrol for shorter periods. We do not enrol International Students for less than one term (10 weeks).

If International Students do not have the necessary Student Visa or Permit they will be required to obtain one.

It is an offence to be enrolled in a New Zealand school without such documents.

### NEW ZEALAND IMMIGRATION SERVICE WILL BE INFORMED WHEN:

- Students complete the course for which they have enrolled and return to their home country.
- Students choose to leave St Joseph's School to continue their study at another school in New Zealand.
- Students fail to attend school on a regular basis (act truant).

### UPON COMPLETING A COURSE OF STUDY AT ST JOSEPH'S SCHOOL:

- Students returning to their home country will receive a certificate from the school to show the study course, or Year of Schooling completed, plus a two page summary report.

- Students who leave St Joseph's School to attend another school in New Zealand will be provided with a Transfer Notice with all school records forwarded to the new school when requested and fee paying money is not spent by the school until the child who has paid it has finished his/her time.

### **FEE PROTECTION AND REFUNDS**

All money received for fees from International students is coded and banked immediately in the schools main bank account with Westpac – a reserve is always maintained to provide refunds should they be requested.

The Refund Policy clearly states the reasons when refunds will be given.

### **ENROLMENT PROCEDURE**

Children can be enrolled at a New Zealand State Primary School from their fifth birthday. Education becomes compulsory at age six.

Children fourteen years and over attend Secondary School. Education for New Zealand children remains compulsory until the age of sixteen.

To enrol at St Joseph's School you must approach the Principal with a request for enrolment. St Joseph's School is a State Integrated School and our first priority is to cater for resident preference students between the ages of five and fourteen.

A request for enrolment can be made by e-mailing the Principal or by visiting the school

[principal@stjopapa.school.nz](mailto:principal@stjopapa.school.nz)

or by e-mailing the school office

[admin@stjopapa.school.nz](mailto:admin@stjopapa.school.nz)

If a place is available at your child's age and class level you may be offered a place.

The details completed in the 'Offer of a Place' form are required by New Zealand Immigration for the issuing of a Student Visa or Permit. You may like to visit the New Zealand Immigration website for more information about the Student Visa or Permit at

[www.immigration.govt.nz](http://www.immigration.govt.nz)

For the school you will be asked to complete a Student Enrolment Form which provides information about your child and your family. You will also be asked to explain living accommodation if arrangements have been made for your child to homestay with a 'close relative' while studying at St Joseph's School.

To enrol at St Joseph's School **International Students must live in one of the following categories of accommodation:**

- Live with their parents or legal guardians (proof of legal guardianship must be supplied).  
*(All international students in Years 1-6 must live with a parent for the entire duration of their studies at the school.)*
- Live with a designated caregiver chosen by their parents/legal guardians (Year 7-8 only).

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, the school 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 an international student has returned home, the school will endeavour to contact the parent and request that he/she return to New Zealand. If the parent does not return to New Zealand within the time specified, the school will terminate the Enrolment Contract and the student will be returned to their home country at the parents' expense. The school will notify the New Zealand Immigration Service that tuition has been terminated and the student's visa will be revoked.

For the purpose of enrolment at St Joseph's School a designated caregiver will be a **'close relative'** such as an aunt, uncle or grandparent living in a family situation. (The school will ensure that such persons will have a full understanding of their obligations by providing them with a copy of the Code of Practice).

If you decide to have your child live with a designated caregiver you will be required to complete an indemnity document (included with the Information Package) stating that you, as parents, take full responsibility for the placement of your child.

The Principal or the school's International Student Liaison Person will then visit the home to:

- Determine that living standards are of an acceptable standard.
- Meet and establish communication with the designated caregiver.

The Liaison Person will also meet with your child once a term to confirm that the accommodation is suitable.

Further details the school will ask for at the time of enrolment, are particulars about your child's health and information about any special needs that may have to be addressed, including background for ESOL (English as a Second or Other Language).

Diagnostic tests are conducted once your child has settled into St Joseph's School and will include an assessment of ability in the English language.

All the information you provide will remain confidential.

If any of the details you provide at the time of enrolment changes, it is your responsibility to notify the school of the change.

At the time of enrolment you will also be required to sign the school's **'Internet Agreement'** and a **'Permission Slip for Activities Outside of the Classroom'**. A copy of the school's policy on **'Complaints Procedures'** is also included to outline procedure for dealing with grievances should they arise.

The school's policy for NESB completes the information provided at the time of enrolment.

General information about St Joseph's School is included in your Information Pack and available on our website at:

[www.stjopapa.school.nz](http://www.stjopapa.school.nz)

## **ST JOSEPH'S SCHOOL CURRICULUM**

An overview of the St Joseph's School curriculum is provided on the school website: [www.stjopapa.schoool.nz](http://www.stjopapa.schoool.nz). The website also contains our school charter.

The latest Education Review Office Report on St Joseph's School is available at

[www.ero.govt.nz](http://www.ero.govt.nz)

The Education Review Office is an independent body contracted by the Ministry of Education to evaluate and report on the performance of all schools.

### **CESSATION OF ATTENDANCE**

Pastoral care of students is a feature of the school. Should unexplained absences occur, the school's language tutor would provide early details to the principal who would make contact with a parent or caregiver. Extra learning support would be offered to assist a student with a learning or social difficulty. This would include peer support and extra tutoring. Should the absence continue without due explanation, the child's tuition will be terminated and NZIS will be informed.

### **CIRCUMSTANCES WHICH MAY LEAD TO TERMINATION OF TUITION**

Tuition may be terminated in instances of gross misconduct or the inability of the school to provide for a child's needs.

### **HEALTH AND TRAVEL INSURANCE:**

"Most 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.

It is now a requirement under the Code of Practice for all International Students to have Health and Travel Insurance. The school has information available if required.

### **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 the 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://www.acc.co.nz>

# **THE NEW ZEALAND CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS**

## **Summary of the 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.

### ***WHAT IS AN "INTERNATIONAL STUDENT"?***

An "international student" is a foreign student studying in New Zealand

### ***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.

### ***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 on line from [www.minedu.govt.nz/go to/international](http://www.minedu.govt.nz/go%20to/international).

### ***HOW DO I KNOW IF AN EDUCATIONAL PROVIDER HAS SIGNED THE CODE?***

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This is available online from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international). If the education 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 education 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).

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### ***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 education 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:

- International Education Appeal Authority  
C/- Ministry of Education  
Private Bag 47 911                      Fax    (09) 374 5403  
Ponsonby                                      Phone (09) 374 5481  
Auckland                                      Email: [info.ieaa@minedu.govt.nz](mailto:info.ieaa@minedu.govt.nz)

### ***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 education 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 education 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 education 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.

### ***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 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.

*St Joseph's School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. A full copy of the Code is available on the New Zealand Ministry of Education website at*

[www.minedu.govt.nz](http://www.minedu.govt.nz)

### ***REVIEW OF CODE COMPLIANCE***

To ensure that the Code of Practice is being complied with the following actions will take place as part of the school's self review process:

- All relevant policies will be included in and reviewed as stated in the school's programme of policy review.
- The enrolment information and fees will be reviewed each year under the direction of the Principal and the International Students School Liaison Person.

All new staff will be issued with copies of the school information pack for international students so that they are conversant with the requirements and procedures.

### ***OTHER CHARGES YOU MAY HAVE TO MEET INCLUDE:***

- The cost of dental treatment
- Specialist Support Services e.g. speech Therapy, Occupational Therapy, Psychological Services or any other additional learning support.
- Truancy Service in case of prolonged, unexplained periods of absence from school.
- Payment for extra curricular activities such as school excursions, camps, transport for sports, the cost of material fees for technology at Years 7 and 8 etc.

### ***STUDENT WELFARE***

St Joseph's School as a Signatory to the Code of Practice has a number of obligations relating to the welfare of International Students.

### ***IMPORTANT INFORMATION HELD BY THE SCHOOL***

St Joseph's School will hold current information for each International student at all times. As well as the information required on the enrolment form, copies of the passport, and Health and Travel Insurance will be included.

## ***IN-SCHOOL SUPPORT AND CONDITIONS FOR INTERNATIONAL STUDENTS***

- The Principal will be the first point of contact if an International Student faces difficulties adapting to his/her new cultural environment.
- **If you, as parents or the designated caregivers for your child, have concerns about any aspect of your child's schooling, please follow the procedures outlined in the school's policy on 'Complaints'.**
- **If you have concerns about a breach of the Code, advocacy procedures are outlined in the Summary of the Code of Practice for the Pastoral Care of International Students** (included with the information provided).
- As part of the enrolment procedures office staff will establish communication arrangements with you should an emergency arise.
- If school personnel are concerned that your child has been, or is likely to be, ill treated, harmed, abused or neglected we are obliged to notify the Children's Young Person's and Families Service (CYFS) or the New Zealand Police and follow the 'Breaking the Cycle', CYFS reporting protocol.
- The Education Rules 1999 (Stand-down, Suspension, Exclusion and Expulsion) apply to all students including International Students enrolled at St Joseph's School and these Rules must be complied with.



Mark Gregory  
Principal

*Reviewed February 2009*