



Birkdale North Primary School

International Student Enrolment Pack

Welcome to Birkdale North Primary School. We hope that your time with us will be happy and worthwhile.

We expect International Students to take a full part in our school and all the activities we offer.

This booklet is to provide information that will be useful to you.

Birkdale North Primary 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>

Immigration: Full details of visa and permit requirements, advice in 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>

We will give International Students

- the opportunity to experience life and culture in a multicultural New Zealand School and to get a sound education
- the opportunity to learn English through the support of ESOL teachers and through total immersion in an English speaking environment
- the opportunity to participate fully in all educational, sporting and cultural activities undertaken by all students at the school
- the opportunity to make friends and become part of our school
- pastoral support to help them settle in and make friends at school

All International Students will

- be placed in a class according to their age
- have their English Language level assessed
- be taught the NZ Curriculum using New Zealand pedagogy with special emphasis on English Language learning
- adhere to the Birkdale North Primary School Code of Conduct for students. A copy of our Code of Conduct is included with this Information Booklet
- be expected to accept responsibilities as part of their learning. A copy of Children's Responsibilities is included with this Information Booklet.
- wear clothing appropriate for school and school activities. There is no school uniform at Birkdale North Primary School.
- always have stationery necessary to do school work. A stationery list will be provided at the time of enrolment.

Parents/NZ Court appointed legal guardians will be encouraged to be involved in our school community and take an active part in cultural and social events

School Orientation.

On the first day of school

- parents/NZ Court appointed legal guardians and students will be introduced to the class teacher
- the student will be 'buddied' with a local student
- should the student have any concerns, the class teacher should be approached about them

Enrolling International Students

Birkdale North Primary School accepts a limited number of International Students each year.

The criteria for accepting International Students are:

- Students must be enrolled by their parents/NZ Court appointed legal guardians. (We do not accept enrolments from agents/caregivers).
- Students must be capable of working unassisted (except for ESOL teaching) in mainstream classes. Students with special needs be they learning, behaviour or physical, will not be enrolled.
- Should we have more enrolments than places available, the criteria for enrolment will be:
 - those students with an ongoing association with the school
 - the length of time students are going to enrol for. Preference will be given to students staying the longest time.

If we have to go through a selection process we will endeavour to advise parents about acceptance or non-acceptance as quickly as possible.

Fee Payment, Fee Protection and Refund Policy

- Fee Payment
Fees are set at the beginning of each year by the Board of Trustees of the school and include GST. These do not include stationery costs, extra-curricular activities, and for year five and six students, waterwise and Camp fees.

Fees are to be paid in full at the time a student is accepted for enrolment.
- Fee Protection
The Board of Trustees guarantees to protect the fees of International Students by maintaining sufficient funds in Reserve to meet any contingencies that may arise in regard of its International Students.
- Refund Policy
Fees may be refunded in exceptional and unforeseen circumstances should a student have to leave before completing their time at this school. Such circumstances could be a family bereavement, illness or family hardship requiring them to return to their country of origin.

Applications for Refunds must be made in writing to the Board. The Board will consider Fee Refunds in accordance with it's Policy on Refunds of Fees. A copy of this policy is available for parents/NZ Court appointed legal guardians at the school office.

Care and Accommodation of International Students

- Only students living with parents/NZ Court appointed legal guardians will be enrolled, and the parents/NZ Court appointed legal guardians will assume full responsibility for providing adequate care and accommodation for the student(s).
- *Addresses and Contacts*
It is the parents/NZ Court appointed legal guardians responsibility to ensure that the school has at all times their address, phone number as well as an emergency contact.

Should any of this information change during the time the student is enrolled at this school, this information must be given to the school.

Health and Protection

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.

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. We strongly recommend that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand.

The Ministry of Health has conveyed the following policy to Dental Therapists and Assistants:

That 'fee paying students' must have attended a New Zealand school for 12 months before being eligible for enrolment with the Auckland Regional Dental Service.

That relief of pain treatment only will be provided to those students in the first 12 months.

Names of doctors and dentists, within a reasonable distance of the school, are included in this pack.

Concerns and Complaints

Birkdale North Primary School has an 'open door' policy which means you should feel free to talk with your child's teacher or the Principal when you need. It helps if you make an appointment but we are usually able to see you very quickly.

- Should parents/NZ Court appointed legal guardians have concerns about any matters relating to school they should discuss this with the class teacher.
- If the concerns can not be resolved in talks with the teacher, then the Principal may be approached to discuss your concern.
- For serious complaints, you may write to the Board of Trustees.
- The IEAA is available to International Students as a final appeal authority. IEAA can be contacted at The International Education Appeal Authority, c/- Ministry of Education, PO Box 1666, Wellington, NEW ZEALAND

The school has a Complaints Policy which is available to all parents/NZ Court appointed legal guardians at the office.

Birkdale North Primary School

International Student Enrolment Form

Pupil Information

Family Name:

First Names:

Also known as:

Date of Birth:

Gender: M / F

Address:

Phone No:

Nationality:

First Language:

Date of Entry to New Zealand:

Student Permit Details:

Previous School:

Level of English: (circle) Beginner Intermediate Advanced

Sporting/cultural/musical interests:

Health concerns:

Family Doctor:

Phone No:

Address

PARENTS/NZ COURT APPOINTED LEGAL GUARDIAN'S INFORMATION

Name:

Home Phone:

Fax No:

Mobile No:

Name:

Home Phone:

Fax No:

Mobile No:

EMERGENCY CONTACTS

1. Name:

Relationship to student:

Address:

Home Phone:

Mobile No:

2. Name:

Relationship to student:

Address:

Home Phone:

Mobile No:

The following documents are required before application can be completed.

1. Copies of passport details: originals sighted and verified by school
2. Copy of student visa/permit: original sighted and verified by school
3. Immunisation details
4. Additional information offered by parents/NZ court appointed legal guardians

Tuition Fees

The annual tuition fees covers all classroom tuition, ESOL tuition if required, and use of textbooks. Additional costs include stationery, extra-curricular activities, and for year five and six students, waterwise and camp fees.

Annual Tuition Fees: \$10,000 per year, payable in advance OR

\$2,500 per term, payable in advance

These figures are G.S.T. inclusive

The school's refund policy is included in this Enrolment Pack and should be read before completing this form.

Birkdale North Primary School is a signatory to the Ministry of Education Code of Practice.

DECLARATION

I, _____ (name)

of _____ (address)

1. Give authority to the Principal to act on my behalf in any medical emergency.
2. Give permission for the student to attend all approved educational visits and trips.
3. Agree to abide by all Board of Trustees Policies.
4. Have read, understood and agree to the conditions of enrolment as stated in the Enrolment Pack, and acknowledge that I have received a copy of these conditions of enrolment.
5. I acknowledge and authorise Birkdale North Primary School to collect, store, use and disclose the information provided on this form for the purpose of enrolment, general administration of the school and general welfare of the student during the term of enrolment with Birkdale North Primary School, and I agree to update the information as necessary.
6. I certify that all information provided in this application is correct and complete, including medical information.
7. I agree to pay all tuition fees in advance, as stated in the prospectus, understand and accept the refund policy of Birkdale North Primary School.
8. I understand that the completion of this application form does not guarantee a place for the student.
9. I understand that Birkdale North Primary School is a signatory of the Code, have read, understood and accept it.
10. The student, if accepted, will be attending Birkdale North Primary School for the duration of the school year. If he/she is to leave before the end of the school year, then the final date of attendance will be _____.
11. I understand that should any information provided to the school be false or misleading, the student will be removed from the school and all fees paid will be forfeited and the NZ Immigration Service notified.

Signed:.....Parent/NZ Court appointed legal guardian

Date:.....