

# KINGSWAY SCHOOL



## International Student Handbook 2011

KingsWay 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/NZEducation/EducationPolicies/International/>

# Welcome to International Students

## From the Principal

Thank you for your interest in our school. I look forward to welcoming international students from all over the world who are motivated to experience New Zealand education and who will respond to the challenge of hard work and to involvement and participation in academic, sporting and cultural activities.

KingsWay School is a Christian, co-educational school with proud traditions. Our school has a fine record of providing opportunities for all students who are determined to succeed and who wish to achieve their full potential.

We aim to assist our students to take full responsibility for their learning and behaviour and we know that quality learning comes from a close partnership between home and school. We have a well qualified caring staff who encourage all students:

- To aim for excellence
- To work towards achieving their God-given potential in all areas
- To have enquiring minds, a sense of discipline, co-operation and responsibility.
- To develop an appreciation of their cultural background, a capacity for leadership and concern and respect for others.
- To demonstrate high standards of honesty, integrity, courtesy, tolerance and loyalty.
- To prepare for future tertiary and vocational opportunities and to acquire the skills and knowledge necessary for their chosen career.

I look forward to meeting those students who have chosen New Zealand as an educational destination and I hope that the association with KingsWay School will be challenging and rewarding throughout their stay in our country.

Francine Bennett  
**Principal**

# **WHAT YOU SHOULD KNOW BEFORE COMING TO NEW ZEALAND**

We are pleased that you are thinking about studying in New Zealand and wish you well with your application.

Before your application is processed, ask someone to help you to understand the information in this booklet. It should help you to decide if KingsWay School is suitable for you and your chosen career path.

## **The KingsWay School Mission Statement:**

“To be a Christian community of learning that nurtures young people towards their full potential as servant leaders in the kingdom of God.”

## **The School Motto:**

Servant Leaders are people of Godly character who are willing to act on what they believe.

## **What are the criteria for enrolment?**

International Students enrolling at KingsWay School must:

- 1 Be placed in a school approved home stay.
- 2 Have parents sign the Tuition Agreement and application forms.
- 3 Prove that they have adequate medical and personal loss insurance throughout their stay in New Zealand.
- 4 Inform KingsWay School of any sickness, behavioural, disability or special education needs **before** enrolment.
- 5 A minimum of pre-intermediate level of English is required prior to enrolment at KingsWay School. KingsWay School is required to assess a student’s English Language competence prior to enrolment. Where the English is not considered adequate the student will be referred to a language school for further skills.
- 6 Include two of the most recent school reports and examination results. These reports must be translated into English (official transcripts only will be accepted). KingsWay School will also request a comprehensive reference from a past School Principal or Head teacher with each application.
- 7 Have their parent’s consent to study at KingsWay School.
- 8 Meet the conditions of New Zealand Immigration Service.
- 9 Accept the direction of the professional staff of KingsWay School in subject and level placement.

### **Can I drive a car in New Zealand?**

International Students attending KingsWay School are not allowed to own motor vehicles. If a student wishes to learn to drive a car in New Zealand, permission must first be sought in writing from the student's parents and from the Director of International Students. Driving lessons are only to be taken from a licensed instructor when a student has reached the legal age for driving as in his/her own country.

### **Can I travel within New Zealand?**

Travel within New Zealand must be approved in advance by the School. KingsWay School has the right to reject any travel plans that contravene the Code or the school's own protocol.

### **Can I have a part-time job?**

If a student is in Year 12 or 13 the student can apply to the Director of International Students for permission to undertake a part time job for no more than 10 hours per week.

### **What are the conditions of study at KingsWay School?**

- 1 You must attend all lessons and be on time. Completion of all work including homework is mandatory.
- 2 If KingsWay School has guaranteed your accommodation you must stay in an approved home stay under the school's home stay programme for the length of your visa/permit. All students attending KingsWay School are not permitted to be in a flatting/hostel situation. They must have adult supervision at all times.
- 3 If you return to your home country during the school holidays, you may not take extra time away from school unless authorised by the school Principal. Application must be made in writing. You must not return to your home country before the end of the school year, having completed all course work and taken the appropriate examinations.
- 4 Your student visa/permit will be issued for KingsWay School. You may not transfer to another school until that visa/permit expires or it has been reissued to another school through an official transfer process involving NZ Immigration.
- 5 If there is an adult designated as your parent's representative in New Zealand this person must keep that role until the expiry date of your visa/permit.
- 6 Your parents must sign all the required documentation which proves that they understand and accept the conditions of enrolment at KingsWay School.
- 7 KingsWay School must be informed ***immediately*** of all changes of detail. This includes such things as the student's or parent's change of address, telephone numbers etc.

### **What happens when I arrive at the Airport?**

Should you wish, KingsWay School can arrange for someone to meet you at the airport. This is usually arranged through our shuttle service and there is a charge for this. This needs to be arranged in advance.

You will be taken to your host family's house, where you will be welcomed as one of the family. They will help you to learn about New Zealand and show you around their neighbourhood.

### **What will happen when I start school?**

On arrival at KingsWay School you will undergo an orientation programme. This programme has been designed to assist you to integrate successfully into the New Zealand high school system. It will include:

- Understanding how to fit into and benefit from the New Zealand secondary school system and living conditions.
- Understanding the New Zealand culture and environment.
- Familiarity of the community around us
- Study skills
- Planning an academic programme appropriate for your chosen career path.
- English language skills in writing, reading, listening and speaking
- English language assessments
- Subject and level assessments

### **Do I have to wear school uniform?**

School uniform is required for all students.

### **What do I do if things go wrong?**

KingsWay School will give you special help and support while you are studying there. They will make sure you are treated fairly and that you get the support you need to study properly.

You will be given an emergency contact card upon arrival and the telephone number of KingsWay School's 24-hour help-line should you have any problems after school hours.

### **Home stay concerns**

If you have a problem with your home stay, you should contact the International Students Office as quickly as possible. They will discuss the issue with you and if not resolved immediately, will arrange a meeting with your home stay family and yourself. If you are still not happy it may be necessary for the school to change your home stay family.

### **Academic and School concerns**

If you have a problem at school, you should first contact your teacher or Director of International Students. If they cannot resolve the concern, meetings will be made with yourself and the Deputy Principal and Course Supervisor.

If you are not happy with the decision made by them in consultation with you and your parents, you have the right to take your concerns to the IEAA. KingsWay School can help you with this.

KingsWay School has signed the Ministry of Education's Code of Practice agreement. This guarantees you a fair and just internal grievance process. If the school is unable to resolve any problem, you will be directed to the IEAA. This is an independent government funded advocacy agency. They will help to resolve any issues on your behalf.

***International Education Appeal Authority (IEAA)***

***C/- Tribunals Unit***

***Level 1, 86 Custom House Quay***

***Private Bag 32001, Panama Street***

***Wellington***

***NEW ZEALAND***

***Phone: (04) 462 6660***

***Fax: (04) 462 6686***

***Email: [ieaa@justice.govt.nz](mailto:ieaa@justice.govt.nz)***

***Web: <http://www.justice.govt.nz/tribunals/international-education-appeal-authority>***

For further information: [www.minedu.govt.nz/internationalstudents](http://www.minedu.govt.nz/internationalstudents)

**Fees Refund Conditions**

Please refer to the Application Forms for this information.

**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>.

**Insurance**

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 [www.moh.govt.nz](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 [www.acc.co.nz](http://www.acc.co.nz).

***Medical and Travel Insurance:***

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

## **The following are the requirements from the Code of Practice for International Students for Insurance:**

- If purchasing insurance cover through a New Zealand insurer this cover should be purchased at the same time you pay your fees and **BEFORE** you leave home (KingsWay School can arrange this for you at no extra charge)
- Proof of cover is a requirement of the enrolment process
- If purchasing insurance overseas:
  - (a) The insurer **MUST BE** reputable and be an established company with substantial experience in the travel insurance business and have a credit rating of no lower than "A".
  - (b) The insurer **MUST BE** able to provide emergency 24 hour, 7 day per week cover.
  - (c) The students must have a "certificate of currency" and policy wording in English from the insurance company stating that the student has purchased the cover for the duration of the planned period of study. The certificate and policy wording must also detail medical sums insured, repatriation benefits etc.
  - (d) If the insurer is an overseas company, the student must provide policy details in English to the School in advance to allow the school to ensure that the policy meets their requirements.

For further details please see our website: [www.kingsWay.school.nz](http://www.kingsWay.school.nz)

# ENROLMENT PROCEDURE

1 The following must be completed before an offer of place can be made:

- **Parents** must complete all the application forms
- Parents are to forward The Confidential Report form to the last school attended by the student. The Principal is to be asked to return it to the Director of International Students at KingsWay School.
- Parents then forward:
  - Application forms
  - Copies of reports and examination results (In English)
  - Two recent passport sized photographs
  - Application fee of \$500

To: Director of International Students  
KingsWay School  
100 Jelas Road  
Orewa, Auckland, 0932  
NEW ZEALAND

2 Upon receipt of the application an interview will be arranged (if possible).

3 After a successful interview an invoice for tuition and home stay fees will be issued.

- Send your full tuition fees to KingsWay School by cheque or bank draft with full details of students name, and itemise the details of the payment e.g. Tuition fees, Home stay fees etc.
- All fees are to be paid one year in advance unless an alternative arrangement has been made with the Principal. Failure to pay in advance will jeopardise the student's place in the school and may incur penalty charges.
- Upon receipt of the fees an Offer of Place will be made to enable the student to apply for a Student Visa and obtain the necessary Medical and Health insurance.

All information and application forms relating to Visas and permits are available online. Go to: [www.immigration.govt.nz](http://www.immigration.govt.nz).

Appropriate insurance can be arranged through the School at no charge.

**Important Note:** No student will be admitted to KingsWay School without the correct visa and insurance.

# STATEMENT OF FAITH

KingsWay School is non-denominational. Whilst teachers and school families represent many different Christian congregations, we hold to the following truths.

- (a) We believe in the Triune God, eternal in three persons, Father, Son and Holy Spirit; One God, the only living and true God, the creator of Heaven and Earth.
- (b) We believe in Jesus Christ, the only begotten Son of the Father; that he was conceived by the Holy Spirit, born of a virgin, crucified, died and was buried, was resurrected from the dead and ascended into Heaven; that He is presently at the right hand of God the Father as prophet, priest and king and will personally return to earth in power and glory to judge the living and the dead.
- (c) We believe that the Holy Scriptures of the Old and New Testaments as originally given are the inspired and infallible record of the revelation of God to man, and are the supreme authority in all matters of life and faith.
- (d) We believe in the sovereignty of God in creation, providence and redemption.
- (e) We believe God's acts of creation, and not evolution, are responsible for the origin of all things, and that creation according to the Biblical record is an historical event.
- (f) We believe in the Providence of God whereby He upholds the universe, governs the world, supplies the needs of His creatures and brings His will to pass.
- (g) We believe that man was created in the image and likeness of God to have dominion over the Earth and to do all things to the glory of God.
- (h) We believe in man's universal fall into sin through Adam's transgression and in his subsequent guilt, depravity, judgement and condemnation.
- (i) We believe in the free offer of salvation to all men and the necessity of faith in the Lord Jesus Christ to be saved.
- (j) We believe that to those who believe God imputes righteousness – not on account of their faith or good works but because of God's grace.
- (k) We believe in the necessity of the work of the Holy Spirit to apply the benefits of Christ's redemption to individual sinners, working in them at times regeneration, faith, repentance, sanctification, and glory to God.
- (l) We believe the Holy Spirit's indwelling of the believer begins at regeneration and enables the believer to continuously die unto and be forgiven for sin and to live unto righteousness.
- (m) We believe in one Holy, universal Church, the Body of Christ, to which all God's redeemed people belong and in which they are united through the Spirit.

# HOME STAY INFORMATION

All International Students at KingsWay School must be in a KingsWay School approved and supervised home stay. We offer a very comprehensive programme of care for our students and our home stays are carefully chosen and monitored.

All prospective home stays are interviewed and police-vetted and their homes inspected according to the requirements of the Code of Practice. KingsWay School always aims to go much further than those requirements. We have always said "if a child of mine was going to study overseas, what sort of environment would we want for them, and what safeguards would we want?" This is of utmost importance when choosing Home stays.

We are not always able to meet all the requirements specified by some students (e.g. "no small children, no cats and dogs, a piano, very close to school"), although we try to meet as many of them as possible. Our own first criteria are that the hosts are Christian, are warm and friendly and the house of a comfortable standard. Some Home stays are within walking distance of the school. Students will have their own fully furnished room, all meals provided including a lunch to bring to school, and their laundry done.

## **NZ Family Life**

Students should know the following about living with a New Zealand family:

- 1 It is hoped that the student will become one of the family and spend time talking and socializing with them.
- 2 There are no servants in New Zealand. We all share household chores. Students will be expected to help wash or dry dinner dishes and to keep his/her room tidy.
- 3 Students must be considerate in their use of hot water, electricity and telephone. Hours on the Internet are forbidden unless the student gets the hosts' agreement to install and pay for his own telephone line. It is common in New Zealand homes that school age children use their computer in an open family area.

Students must keep regular hours. They are here to study. Weeknights should be spent studying and if students go out at weekends they must tell their hosts where they are going and they must be home at the time specified by the hosts. They must have their cell phone with them at all times in order to be contacted if necessary.

## **KingsWay School Home stay**

### ***Payment***

Payment in 2011 is \$240 per week. Parents are required to pay home stay fees a semester in advance. Mrs van Ryssel, Executive Officer, is responsible for all these payments and any queries regarding these payments should be made directly to her at [accounts@kingsWay.school.nz](mailto:accounts@kingsWay.school.nz)

### ***Holidays***

If a student is absent from their home stay a retainer of \$75 per week is payable to the home stay parents. Exceptions to this are negotiated directly with the host family. Students may not stay with friends, unless in the care of an approved responsible adult. Any arrangements

to be away from the home stay must first be discussed with the Director of International Students and a, 'Permission to Travel Form' is to be completed.

At the end of the school year, most students return to their home countries. The board payments stop during this time. If the student is returning home the next year, he/she can either:

1. Pack up his/her gear and take it home **or** if convenient, leave it at the home stay, *or*
2. If it is not convenient for the home stay to store it, we can make alternative arrangements.

If students are not going home during the holidays, families are paid as usual.

### ***Changing Home stay***

If a student needs to change home stay for good reasons there is no extra charge for this. However if a student has to change home stay more than once because of his/her unreasonable demands or misbehaviour a further placement charge will be made.

### ***Private Arrangement (Designated Care)***

Where parents wish a student to live with a family member, or a friend who has known the student since birth, the parent must provide a letter to the School including (please note that a Designated Caregiver cannot be the agent representing the family):

- 1 The name, address and contact phone numbers of the designated caregiver.
- 2 A statement that the parents take full responsibility for the placement of the student with the designated caregiver.
- 3 A signed document (and proof by way of a family register if applicable) stating that the designated caregiver is either:
  - A natural blood relative of the student
  - Is a friend that has known the student since birth.
- 4 An undertaking that the student will not move from this accommodation unless it is to a home approved by KingsWay School.

In order to be approved, a designated caregiver must:

- agree to be interviewed
- agree to police vetting of all members of the household 18 years of age and over
- agree to an initial house inspection to make sure the house meets the minimum standards as outlined in the ***Code of Practice for The Care of International Students***
- agree to house visits at least twice per year to ensure the welfare of the student. This is required by the ***Code of Practice for the Care of International Students*** under New Zealand law.
- No designated caregiver will be approved unless there is an adult member of the household who is able to communicate in English.
- Students may not live in rented flats or apartments or in any circumstances not approved by the School. Should this occur, KingsWay School will terminate the enrolment of the student.

### **Buses**

KingsWay School does operate a number of different bus routes to allow students to commute to school.

Spaces are limited and enrolment into KingsWay School does not automatically guarantee a seat on a bus. There is a fee for using the bus service which is paid at the beginning of each term. For further details please contact the Bus Co-ordinator on [buses@kingsWay.school.nz](mailto:buses@kingsWay.school.nz)

### **Withdrawal From KingsWay School**

If a student withdraws voluntarily after enrolment the Refunds Policy applies. (See Refunds Policy).

If the Board of Trustees terminates the student's place here for misbehaviour or other reasons the Refunds Policy also applies.

If the student fails to attend regularly and continues to truant after all International Education staff efforts to get them to attend, the unsatisfactory attendance will be reported to the New Zealand Immigration Service. The parents will be informed that there is to be a hearing of the Disciplinary Committee of the Board of Trustees and may appoint a representative to attend the hearing. The Board of Trustees may terminate the student's place at KingsWay School.

If the student fails to attend for 20 consecutive school days without good reason (e.g. illness, explained by a detailed certificate from a New Zealand registered medical practitioner) the parents and the Immigration Department will be notified that the student's name has been removed from the School roll. Prior to this every effort will be made to encourage the student to attend regularly.

Unsatisfactory attendance can mean that the student will not be offered a place at KingsWay School in the subsequent year.

Places at KingsWay School may also be terminated if the Board of Trustees is satisfied on reasonable grounds that –

- (a) the student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at the school; or
- (b) because of the student's behaviour, it is likely that the student, or other students at the school, will be seriously harmed if the student is not stood down or suspended for an unspecified period."

Students in KingsWay School home stays may have their school places terminated if, in the view of the Board of Trustees, their behaviour out of school places them at such risk that the school can no longer accept responsibility for their safety.

# TERM DATES 2011

## **TERM ONE**

- 1 February - Year 12 and 13 pre-enrol
- 1 February - Year 1-6 classes begin
- 1 February - International Student Orientation Day
- 2-4 February - Year 13 Leadership camp
- 7 February - Year 7-8 On-purpose day
- 7 February - Year 9 and 13 On-purpose day
- 8 February - Year 9-13 classes start
- 7 March - Teacher only day Years 1-13
- 15 April - Term Ends
- 16 April - Wanganui River Trip (16<sup>th</sup>-21<sup>st</sup>)

## **TERM TWO**

- 2 May - Term Commences
- 6 June - Queen's Birthday Holiday
- 9 July - School Ball
- 14 & 15 July - Teacher Only Day Years 1-13
- 15 July - Term Ends

## **TERM THREE**

- 1 August - Term Commences
- 9 September - Teacher Only Day Yr 1-13
- 7 October - Term Ends

## **TERM FOUR**

- 25 October - Term Commences
- 7 November - Year 13 Graduation Dinner
- 8 November - International Student Graduation Dinner
- 9 November - Year 6 Camp
- 14 November - Year 7-10 Examinations start
- 10 November - NCEA Exams Start
- 28 November - Year 9 Camp
- 30 November - NCEA Exams finish
- 6 December - College Prize Giving
- 6 December - Last day for Year 10
- 7 December - Middle School Prize Giving
- 8 December - Junior Primary Prize Giving
- 9 December - Middle & Senior Primary Prize Giving
- 13 December - Last Day Yr 1-6

***Please Note: It is a condition of acceptance at KingsWay School that all students will stay at school until the Prize giving of their year level.***

# KINGSWAY SCHOOL

## International Students School Fees

Our Schedule of Fees for 2010 is set out below. Fees are normally set in November each year for the following year.

### ***International Students Fees – 2011***

(All amounts are inclusive of GST)

1.	<b>Application Fee</b>	One off non-refundable fee	500.00
2.	<b>Tuition Fees</b>	Per annum	12,620.00
3.	<b>Administration</b>		1,700.00
4.	<b>Student services fee</b>	For those students without parents in New Zealand	500.00
5.	<b>Resource fee</b>	Refundable when all textbooks returned at the end of the year	100.00
6.	<b>NZ Govt levy</b>	A compulsory annual levy	460.00
	<b><i>Sub-Total</i></b>		<b><u>\$15,880.00</u></b>
6.	<b>Medical and Health Insurance</b>	Compulsory for all students (approx) We can arrange this or evidence must be provided that this has been arranged for the student and meets the MOE guidelines.	400.00
7.	<b>Home stay</b>	(based on \$240 per week x 48 weeks)	<b>\$11,520.00</b>
8.	<b>Additional costs</b>	These vary according to the individual programme chosen by the student and are not covered by the tuition fee. These may include:	
		<ul style="list-style-type: none"> <li>• Bus fares</li> <li>• Visa renewal</li> <li>• Telephone/internet charges</li> <li>• Stationery</li> <li>• Trips out of school</li> <li>• Entry fees to external examinations</li> <li>• Subject fees where materials and equipment are supplied by school e.g. Art, Workshop technology etc</li> <li>• Sports team registration</li> <li>• Out of school tuition</li> <li>• Uniforms</li> </ul>	