

FAIRFIELD INTERMEDIATE SCHOOL

INTERNATIONAL STUDENT INFORMATION HANDBOOK

CONTENTS

Welcome from the Principal	3
Welcome from the International Department	4
Code of Practice for the Pastoral Care of International Students	6
Condition of Enrolment	6
Summary: Code of Practice for the Pastoral Care of International Students	7
Application Requirements and Procedures	9
Conditions of Acceptance	10
Refund Conditions for International Students	11
Procedures that Apply When a Student Withdraws or is not Attending their course	12
Circumstances in which Tuition may be Terminated	12
Curriculum Programme	13
Orientation Programme and Support Services	15
What do I do if I have a grievance?	16
Frequently asked Questions	18
School Rules	20
School Code of Conduct	21
Student Fees and Associated Costs	22
Uniform list: Short term stay, one year stay	23
Checklist for students enrolling as International Students – (signatures required)	24
School Map	25



61 Clarkin Road, Hamilton, NZ
Phone: 07 855 9718 Fax: 07 855 8347
Email: mail@fairfieldintermediate.school.nz

Principal: Andrew Shortcliffe BA DipTch JP
principal@fairfieldintermediate.school.nz

Welcome from the Principal ~ Mr Andrew Shortcliffe



I would like to welcome you to Fairfield Intermediate School. We are very proud of our school and the achievements of the students who pass through here on their educational journey.

Fairfield Intermediate prides itself on providing a quality education to all its students. We provide opportunities in bilingual, laptop, accelerate and mainstream classes in addition to a strong technical/arts programme, along with excellent cultural and sporting opportunities. Having been in schools and seen students' work from a number of different countries I can assure you that our educational opportunities rank right up with the best I have seen overseas. Additionally we provide experience in a culture and way of life that cannot be found anywhere else in the world.

We encourage the involvement and support of students by parents and caregivers. For our international students this contact is doubly important as happy students are able to learn and flourish. The International Department staff ensures that this contact is continuous.

We look forward to you joining our international family and becoming a part of our school. Please read our information booklet and do not hesitate to call or email Pennie Braithwaite if you have any questions that still need answers.

Mr AJ Shortcliffe JP
White Ribbon Ambassador
Principal



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January 2018

Dear Parents/Caregivers

The Principal, staff of Fairfield Intermediate School and particularly the staff in the International Department would like to welcome your son/daughter to Fairfield Intermediate School. We hope that his/her stay here will be a memorable one and you will feel has been worthwhile and a great learning experience, not only from what has been taught in the classroom but what has been learnt and observed about another culture.

To help you feel part of the 'Fairfield Family' there are a few things we would like to point out to you.

- **GRIEVANCES**

Firstly, every effort will be made to make sure you son/daughter is made to feel happy, safe and secure. Children cannot learn when they do not feel any of these things. Regular pastoral care meetings will be held to ensure that they are happy in their school and home environments. If there is a problem it will be acted on and sorted out. If there is anything that you are not happy with please contact Pennie Braithwaite, the Director of International Students at pbraithwaite@fairfieldintermediate.school.nz or by phone on +64 21 423 119. If the problem still exists you should contact the Deputy Principal, Miss Angela Walters at awalters@fairfieldintermediate.school.nz or +64 7 855 9718. If you are still not happy with the outcome then you can contact The International Education Appeal Authority, info.ieaa@minedu.govt.nz. Please have a look at the 'WHAT DO I DO IF I HAVE A GRIEVANCE?' section in the **Information Handbook**.

- **INFORMATION HANDBOOK**

Please have a look through the Information Handbook to have a greater understanding of what happens at Fairfield Intermediate, what we can offer and other procedures.

- **SPORTS**

Being involved in sports is an important part of keeping children healthy and it is an ideal way to let your son/daughter interact with New Zealand students. The International students at Fairfield Intermediate will have sports timetabled into their weekly programme and your son/daughter will be encouraged to participate in a sports team. It is expected that International students will participate in a school sports team at some stage during their stay at Fairfield Intermediate and Trial out for the Academy Programme at the School.

- **PERSONAL SAFETY**

Upon arrival at Fairfield Intermediate, your son/daughter will be issued with a mobile phone and ID card. It is important that these are carried by your son/daughter at all times in case they get lost or are in need of some assistance. New Zealand is a safe country but like anywhere there could be few bad people. Please make sure your son/daughter understands about how to keep themselves safe by not getting into strangers' cars, not carrying too much money with them to school.

- **PARENT CONTACT**

Every week you will be sent a school newsletter with information about what has been happening in the school and about upcoming events. As well as that the school has a website, www.fairfieldintermediate.school.nz that gives information about the school. On the left hand panel is the tab for the International Department and every week a student will be writing about what has been happening recently and some of their work will be on display. Please have a look from time to time. Students are expected to contact their parents through the school email system at least once a week. Please take the time to reply to your son/daughter.

- **SKYPE/ FACEBOOK PAGE:**

We have a Skype account (fis.international) and will be encouraging students to contact their parents from time to time. Please make this time available when they contact you to book a time. It is important for the students' happiness to maintain their links with you.

We also have an International Facebook Page where you can see all the Activities that your child is doing on a daily basis at school.

[Facebook Page](#)

Attached to this booklet you should have a copy of the Information Handbook, the school's term planner, a copy of your child's ID card and your child's Term 1 timetable for ESOL.

If you have any other questions or have any problems please contact me at pbraithwaite@fairfieldintermediate.school.nz so that we can make your stay at Fairfield Intermediate School an enjoyable one.

Kind regards



CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Fairfield Intermediate 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/goto/international>

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 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>.

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>.

Medical and Travel Insurance

International students **must** have appropriate and current medical and travel insurance during their stay in New Zealand.

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. [**OR:** An overseas Insurance policy will only be accepted if it is accompanied with an English translation.] The school will keep a record of the Insurance Policy number and the type of cover provided.

CONDITIONS OF ENROLMENT

Fairfield Intermediate School requires that all International Students live in one of the following types of accommodation:

- i) With their parents or legal guardians.

- ii) Students in Years 7-8 may live with a designated caregiver chosen by their parents / legal guardians, subject to approval by the Ministry of Education. All accommodation and designated caregivers must be approved by the school, as required by the **Code of Practice for the Pastoral Care of International Students**.
- An Indemnity Form must be signed by international parents stating that the designated caregivers are 'bona fide' relatives or close friends of the student's family.
- iii) In a homestay, only with the approval of the "Administrator". All homestays must be approved by the school, as required by the **Code of Practice for the Pastoral Care of International Students** and application must be made to the "Administrator". For all enquiries about accommodation please contact Pennie Braithwaite phone (07) 855 9718, email pbraithwaite@fairfieldintermediate.school.nz or email awalters@fairfieldintermediate.school.nz

SUMMARY 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. Information about International Education and the Code of Practice for the Pastoral Care of International Students is available at www.minedu.govt.nz/goto/international

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.

When does the Code apply?

The revised Code commenced in August 2003. Educational providers then had six months to sign the Code. Fairfield Intermediate is a signatory to the Code.

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.

What is an "International Student"?

An "International Student" is a foreign student studying in New Zealand.

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 online in Chinese at

<http://www.minedu.govt.nz/~media/MinEdu/Files/EducationSectors/InternationalEducation/ProvidersOfIntEd/Cod e2010Chinese.pdf>, in Korean at

<http://www.minedu.govt.nz/~media/MinEdu/Files/EducationSectors/InternationalEducation/ProvidersOfIntEd/Code2010Korean.pdf> and is also in many other languages

How do I know if an educational provider has signed the Code?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from www.minedu.govt.nz/goto/international

If the educational 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 educational 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).

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 under the age of 18 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 **International Education Appeal Authority (IEAA)** and the Review Panel to receive and adjudicate on student complaints.

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 educational 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 educational 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 educational 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.

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 educational provider or the provider’s agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can contact the IEAA at:

The International Education Appeal Authority
Ministry of Education
Private Bag 47 911
Ponsonby
Auckland
New Zealand

Phone: (0064 9) 374 5481
Fax: (0064 9) 374 5403
Email: info.ieaa@minedu.govt.nz

APPLICATION REQUIREMENTS AND PROCEDURES

The applicant must complete the **International Student Application for Enrolment form** and produce the following documents before the application can be processed:

- ////////////////////////////////////. P
 assport
- ////////////////////////////////////. S
 tudent visa/permit
- ////////////////////////////////////. E
 vidence of Medical and Travel Insurance (unless to be arranged by school)
- ////////////////////////////////////. C
 ompleted Designated Caregivers Indemnity Form (if applicable)
- ////////////////////////////////////. I
 nformation on any medical conditions or learning difficulties (if applicable)
- ////////////////////////////////////. A
 dministration fee: NZ \$250.00 (non-refundable)
- ////////////////////////////////////. A
 ny other special or additional information/requirements you feel the school should know about your child.

PROCEDURES ONCE AN APPLICATION HAS BEEN RECEIVED

If Student is overseas:

1. Documents are checked and assessed.
2. Offer of Place is made and Fees Invoice sent.
(Fee payment by Bank Transfer into School Account is recommended)

School Account Number: Fairfield Intermediate School Board Of Trustees, Westpac, Chartwell, Account Number: 03-1557-0003801-000

3. Fees received and evidence of Medical and Travel insurance sighted.
4. Offer of place is confirmed.

If student is in New Zealand:

On receipt of a completed enrolment application, the parents will be informed of an interview time.

This interview will involve:

- The prospective pupil and parents.
- The designated caregivers (if applicable).
- A translator (if required).
- The Deputy Principal or International Student Liaison Officer.
- The teacher responsible for International Students.

The interview will consist of:

- Tour of the school.
 - Explanation of the **Conditions of Acceptance** (see below).
 - Classroom and daily programme explanation.
 - Initial assessment of the level of English of the student.
 - Ensuring the parents understand the Code.
 - Explanation of the designated caregiver's role and responsibility (if applicable).
 - Making an appointment time to visit the home of the designated caregiver.
 - Answering any questions the family may have.
1. If there are no current available places, the parents will be notified and will be given the option of being placed on a waiting list.
 2. When a place becomes available, parents will be notified and given 14 days to accept or decline the placement.
 3. Placement in a particular Year or class is at the discretion of the Deputy Principal. This may be dependent upon class numbers, English language proficiency and any other school assessments.
 4. If the application is accepted parents have 14 days to accept the placement by paying the fees. Once the fees have been received and receipted by the school, an Offer of Place letter will be given to attend **Fairfield Intermediate School**.

CONDITIONS OF ACCEPTANCE

In addition to the conditions listed here, all conditions that are part of the contract with parents, the fees refund policy and other school policies also apply.

1. Although an elementary level of English is desirable, no student will be refused acceptance due to their level of English, as all levels of English proficiency are catered for at Fairfield Intermediate School.
2. Students and parents/legal guardians must accept and abide by rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
3. Students must observe the laws of New Zealand.
4. Students must observe the conditions of their Visa and Student Permit. If a student breaks the terms of the visa/permit, the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
5. Because class placements are decided on the evidence of assessment after arrival in New Zealand, **all** information given before enrolment about placement on courses and in classes is **provisional**. The school reserves the right to adjust placements and individual programmes at any time, if it is in the student's interests to do so.
6. The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause. Please telephone the school if this occurs.
7. Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.

8. Tuition fees will be paid in full at enrolment, or before enrolment is renewed (whichever applies).
9. The conditions of the Fee Refund Policy will be accepted.
10. All students are required to have travel and medical insurance for the duration of their stay in New Zealand. Proof must be provided that the insurance purchased is adequate. The school will keep a photocopy of the policy and number. The school can arrange insurance if required.
This must be completed in the first week of enrolment.
11. All International Students must live in one of the following types of accommodation:
 - i) With their parents or legal guardians (proof of legal guardianship must be supplied).
 - ii) With a designated caregiver chosen by their parents / legal guardians. All accommodation offered by designated caregivers must be approved by the school, as required by the Code of Practice for the Pastoral Care of International Students. An indemnity must be signed by parents giving the designated caregiver authority.
 - iii) Living in a homestay approved by the school.
12. All disputes will be dealt with in New Zealand law.
13. The school's complaints procedure for International Students will be used to deal with grievances.
14. The student and/or parents will provide academic, medical and other information that is relevant to the wellbeing and placement of the student.
15. Students will be issued a mobile phone for their use during their stay at Fairfield Intermediate. It is intended to be used as a means of emergency contact, however, if students use it for their own use they must not let the balance fall below \$5. If the student loses the phone a replacement cost of \$100 will be charged to cover the cost of a new phone and Sim card.

CHANGE OF ADDRESS

Parents/Caregivers must inform the school of their address, telephone numbers, fax number and e-mail address. The student and/or parents will advise the school of any change of accommodation (e.g. a change from living with parents to living with a designated caregiver) and any change in the contact details of the student and/or parents.

REFUND CONDITIONS for INTERNATIONAL STUDENTS

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. The following procedures and guidelines would apply:

To be eligible for any refund:

The parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim at least one month prior to the last day of attendance.

1. Long term International Students (more than 1 term)

Non attendance

If a student does not start the course they have been enrolled for there is a **20%** cancellation fee, i.e. Students will be refunded **80%** of their **tuition fees ONLY**.

Cancellation after commencement of course

If a student withdraws from the course part way through there will be a **25%** cancellation fee, i.e. students will be refunded **75%** of the remaining **full term(s) tuition fees ONLY**.

2. Short term International Students (up to 1 term)

Students will NOT be refunded any course fees.

3. International Student Camp Fees

If a student does not attend an International Student Camp, there will be a **15%** cancellation fee, i.e. students will be refunded **85%** of the Camp Fee Payment.

NB:

1. No additional payments will be refunded other than homestay fees. See below.

Homestay Fees

1. All unused Homestay Fees will be refunded if the Homestay has been given two weeks' notice that the student is leaving.
2. If the student does not give two weeks' notice, then two weeks Homestay fees will be deducted from any refund.
3. The Homestay placement fee will not be refunded.

The Board of Trustees will make no refund:

- Where a student has been stood down, suspended or excluded.
- Where a student returns home for any reason other than serious illness or death of a close family member.
- If the enrolment application is found to be inaccurate in any way and the contract is terminated.

PROCEDURES THAT APPLY WHEN A STUDENT WITHDRAWS/IS NOT ATTENDING HIS/HER COURSE

If a student withdraws from school:

1. 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 and the Immigration Service will be notified.
2. The Refund Policy for International Students shall apply.

If a student is not attending their course:

1. In the case of absences, the parent/caregiver must follow the normal school procedure of notifying the school in the morning of the first day of the absence, and following this up with a written note on the first day of the student's return to school. If the absence can be foretold – eg an appointment - then the school is to be informed in writing the day prior to the appointment or earlier.
2. Where the student is absent with no reason then the parents will initially be contacted by the school for an explanation. Where a student is being truant from school, the school Visiting Teacher will have a meeting with the parents to rectify the situation. If the Truancy continues then a family meeting will be held and contingencies put in place. If this does not rectify the situation then the enrolment will be terminated and the Immigration Service notified.

3. If the student does not attend for more than twenty consecutive school days then the school will, in writing, notify the parents/caregivers that the enrolment has been terminated and the Immigration Service notified. However if the parents have previously notified the school in writing that the student will be absent for a period of time, with the full reason for the absence, the place shall be held, providing all fees have been paid in full, as required.
4. If the student is withdrawn from or ceases to attend the school the Board of Trustees will notify the New Zealand Immigration Service.
5. If a student needs to return to their home country due to emergency circumstances, the student's parents will cover all costs associated with an accompanying school staff member where necessary.

CIRCUMSTANCES IN WHICH TUITION MAY BE TERMINATED

1. Where a student is absent or consistently truanting from school (*see above*) then the signatory will terminate the enrolment.
2. If a student's behaviour is of an unacceptable level, then a meeting with the student, the parents/caregiver and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents warning of the danger of termination of the enrolment. If there is no further improvement, the parents and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.
3. An 'acceptable level of behaviour' would be seen as following the school rules and the school 'Code of Conduct' as provided to each student.
4. If an enrolment application is found to be inaccurate in any way the contract may be terminated at the school's discretion.
5. Upon termination of enrolment, the Immigration Service will be notified as required.

CURRICULUM PROGRAMME

Programmes at Fairfield Intermediate School commonly feature the following:

- Learning activities in which students investigate issues and solve problems of interest to them.
- A balanced curriculum which emphasises discovery and exploration; and encourages higher order thinking as keys to successful learning.
- Opportunities to see the relevance of learning by applying it in a practical way to solve real problems.
- Learning activities and experiences (both in and outside school) which enable all students to succeed regardless of previous achievement.
- Schemes that are not so prescriptive that they stifle creativity and the opportunity to capture the teachable moment.

Teachers adapt the programme to the students to ensure the curriculum focus for each student is on personal development as well as on academic achievement.

We focus on educating the whole child, emotionally, intellectually, socially, and personally. Students are challenged with opportunities to participate in a range of academic, cultural, sporting and technology programmes.

Subjects Offered

Fairfield Intermediate School is a public or state school. It offers programmes in all areas of the New Zealand Curriculum. These include:

- English (oral, written, reading, visual, and listening)
- Mathematics
- Science
- Social Sciences
- Health
- Second language learning
- Technology (Electronics, Food, Hard Materials, Soft Materials)
- Music
- Visual Arts
- Physical Education

Details of the New Zealand curriculum can be found on the Ministry of Education's website <http://www.minedu.govt.nz>

Fairfield Intermediate School adds a new range of learning opportunities to meet the broadening interest and development requirements of the pre-adolescent.

Classroom Programmes

- English (oral, written, visual)
- Mathematics
- Science
- Social Sciences
- Health/Physical Education
- Information and Communication Technology (ICT)
- Library Information Skills
- Second language learning
- Te Reo Maori

Technology /Arts Programmes

- Food Technology
- Fabric Technology
- Electronics Technology
- Materials Technology
- Music
- Art
- Science

Academy Programmes

- Academic
- The Arts (Performing and Visual)
- Science and Technology
- Leadership
- Sport
- Hospitality

Cultural Programmes

- Instrumental Tuition
- Choir
- Orchestra
- Concert Band
- Kapa Haka Group
- Arts Festival / School Production
- Festivals in Dance, Speech, Drama
- Nga Tikanga Maori
- Rock band

Sports Programmes

- Recreational Sports Programme
- Lunchtime Inter-House Sports
- Inter-Class sports
- Saturday Sports Competition (Hockey, Netball, Cricket, Softball Soccer)
- Waikato Intermediate School Sports
- Sports' Exchanges
- Rugby and Soccer
- Swimming, Athletics, Cross Country
- Basketball
- Volleyball

Children with Special Abilities

Learning Support Programmes

- Accelerate Mathematics Classes
- Language/Reading Extension Programmes
- National/International English/Mathematics/Science/Computers/Spelling/Writing Competitions
- Literature Quiz
- Science and Technology Challenges
- Science Fair
- Art
- Reciprocal Reading Programme
- Small Group 1:1 Tuition when required
- Teacher Aides working alongside children in classrooms/learning centres
- Booster programmes in Numeracy and Literacy
- ESOL – Programmes
- Enhanced learning classes

Although the classroom teacher teaches most of the subjects, specialist teachers deliver Art, Music, Science and the Technology programmes.

We also group according to ability for Mathematics. Students are placed in a Mathematics group with other students who are working at the same level. This means that they will never feel bad about not being able to keep up with those that find Maths easy and they will never be frustrated waiting for those who find Maths difficult. It is possible that your child will have a different teacher for Maths but you will always have others from his/her class in the Maths group.

We aim to make Science fun and concentrate on experimenting more than writing.

Details of other programmes are contained in the prospectus.

ORIENTATION PROGRAMME AND SUPPORT SERVICES

Students will be provided with a proper orientation process. Ms Angela Walters is primarily responsible for the orientation of the students while Pennie Braithwaite is responsible for their on-going welfare within the school community. This will be done in close liaison with the classroom teacher.

The Orientation Programme will include:

- On the student's first day, he/she will be met by the Teacher responsible for International Students and shown his/her classroom. All students will be placed in to a class immediately upon arrival with a small group withdrawn for further orientation, English testing, and teaching as required.
- The classroom teacher will be responsible for ensuring the new student has a buddy whose role is to help the new student with daily routines, timetables, and activities during the breaks. He/she will also ensure the student knows where to find the Student Centre, canteen, toilets etc.
- Orientation of the school will be conducted by the Senior International Student and will include school layout, rules and regulations, counselling, support systems and resources available.

- Information on banking, local travel systems, and familiarisation with New Zealand laws, culture and learning will be provided if applicable.
- The Teacher responsible for International Students will continue to monitor the student during the first few weeks while the student settles into the class and the school. The teacher will also be available for support of the students, the classroom teacher and the parents/caregiver.
- Once the initial period is over, the Teacher responsible for International Students will continue to monitor the student and his/her progress through informal meetings, ESOL teaching times and, where necessary, through formal meetings with the student, the classroom teacher and/or the parents/caregiver.
- Translators will be made available where necessary. These may be another student or an adult, depending upon the situation and the requirements.
- Parents/caregivers and students need to know that **Fairfield Intermediate School** has an 'Open Door' policy. At any time they may make an appointment to see the classroom teacher, the Deputy Principal or the Teacher responsible for International Students to discuss any queries or concerns.

STUDENT SUPPORT SERVICES

The following people are available for assistance and support:

School staff:

Mr Andrew Shortcliffe	Principal
Ms Pennie Braithwaite	HOD ESOL / International Student Director
Mrs Zena Taylor	Director of Migrant/Refugee ESOL Students
Ms Jos Falanitama	Student Support Office / First Aid
Mrs Jacky Cameron	International Student Parent Support / Administration

1st Language support:

Mr Johnny (Sung Mo) Ku	Korean language support person
Mrs Helen Huang	Chinese Language support person
Ms Kaoru Yoko	Japanese Language support person

Deans of Pastoral Care:

Mr Dion Crouch	Dean of Boys' Pastoral Care
Whaea Emily Wilson	Dean of Girls' Pastoral Care

WHAT DO I DO IF I HAVE A GRIEVANCE?

We want you to be happy at Fairfield Intermediate School. There are times however, when things do not go as smoothly or as well as we may like. Here are some ideas about what you can do about it.

1. Problems with a School Staff Member:

- Make a time to talk to your classroom teacher about your concern. If your concern is the classroom teacher, make a time to speak to the Teacher responsible for International Students who is Ms Pennie Braithwaite.
- Ms. Braithwaite will then ask you and your parents to come to a meeting with the Deputy Principal, Ms Angela Walters, to discuss the issue.

- After a few days, if you or your Parents think the problem has still not been resolved the Director of International Students will then ask you and your parents to come to a meeting with the School Principal, Mr. Andrew Shortcliffe.
2. Problems with school friends:
- Take the time to talk to your teacher or The Director of International Students about your concern.
 - If you or your Parents feel the problem is still not resolved after a few days, The Director of International Students will make a meeting with your House Dean to discuss the matter.
 - If you or your Parents feel the matter is still not resolved the Director of International Students will make a meeting with you and your parents with the appropriate Dean of Pastoral Care to discuss the Issue.
 - After a few days, if you or your Parents think the problem has still not been resolved the Director of International Students will then ask you and your parents to come to a meeting with the School Principal, Mr. Andrew Shortcliffe
3. Problems with your Homestay/Designated Caregiver:
- Make a time to talk to the Director of International Students Ms Pennie Braithwaite. She will discuss the concerns with you and take appropriate action. This will include having a meeting with the Homestay/ Designated Caregiver to discuss the situation.
 - If you or your Parents still feel the problem is not resolved the Director of International Students will then ask you and your Second Language Support Person to attend a meeting with the Principal Mr. Andrew Shortcliffe
 - In such cases as you have to be moved from a New Zealand homestay or Caregiver Accommodation this will be done with the Principal, your Second Language Support Person and the Director of International Students.

IMPORTANT INFORMATION for GRIEVANCE PROCEDURES

- At all the meetings and discussions, a second Language Support Person will be present.
- If you do not have access to a second hand language support person, the website below will direct you to information regarding this.
- All information regarding your Complaint will be taken of your concerns and of the solutions put in place.

If you and/or your parents feel that the school Fairfield Intermediate School has not satisfactorily resolved your issue then you may contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority
c/- Ministry of Education
Private Bag 47 911
Ponsonby
Auckland
New Zealand

Phone: (0064 9) 374 5481
Fax: (0064 9) 374 5403
Email: info.ieaa@minedu.govt.nz

If you and /or your parents feel that Fairfield Intermediate School has not satisfactorily resolved an issue surrounding the Pastoral Care of International Students you can contact the New Zealand Qualifications Authority (NZQA).

You can download the Complaint Form from the NZQA website and send, along with Supporting Evidence, to:

The Complaints Officer
New Zealand Qualifications Authority
PO Box 160
Wellington 6140

Or

Email or scan the completed form along with supporting evidence to Schoolcode.enquiries@nzqa.govt.nz

For more information on the Complaint Process, you can contact NZQA on 0800 697 296. You must be able to show the Complaints Authority that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough, you can always bring a friend who has better English.

We hope your stay at Fairfield Intermediate School is a happy one.

FREQUENTLY ASKED QUESTIONS

1. **When is Fairfield Intermediate School open?**

Our school is open at 8:15 am every morning during term time, Monday to Friday. Lessons start at 8:45 am and school closes for the day at 2.55 pm.

The school terms are given in the main school prospectus along with public holidays when the school is closed.

2. **What do I need for the classes?**

- a. Make sure that you always have a pencil, pen, ruler and eraser with you every day. Your teacher will tell you what exercise books you need.
- b. For the specialist classes – Workshop Technology, Food Technology, Fabric Technology, and Art - you need to wear your black leather shoes.
- c. When your class has Physical Education (PE) you will need your PE shirt and shorts.

3. **What if I am sick or cannot come to school?**

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 If you are sick and cannot come to school, make sure that your parents or caregivers contact the school to let the school know. Please phone the school on 855 9718 ext 5 before 9.15 am to advise the school that you are away and the reason why you are away (eg sickness). This is an answerphone line – you need to leave a message. When you return to school you will need to have a written note explaining your absence.  
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 If you feel sick at school or if you hurt yourself at school, you need to go to the **Student Centre**. The person who is in the Student Centre will look after you.  
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 If you have an appointment during the school day and have to leave the school during the day or miss a day as a result of the appointment, your parent or caregiver needs to let the school know in advance through a written note. You will then need to collect a signed “Permission to Leave School” pass from the Student Centre before leaving the school. You need to keep this pass with you whilst you are away from school.  
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4. **What if I change my address or phone number?**

- a. If you change your address or phone number, your parents or caregivers need to let the school know by giving you a written note to take to your teacher or the Student Centre.

5. **What about breaks and meals?**

- a. There is a break in the morning from 10:45 am to 11:05 am and a break for lunch from 12:35 pm to 1:25 pm.
- b. Snacks and other food can be bought at the school canteen before school, during the morning break and lunch break or you can bring your food from home. The school does not provide lunches for the students.

6. **What do I do if my lunch disappears?**

- a. If your lunch disappears from your bag or desk, let your classroom teacher know as soon as you find out. He or she will do what they can to find your lunch. They will also make sure that you do not go hungry at lunch time.

7. **What do I do if I am bullied?**

- a. If you are teased or bullied at school, coming to school, or going home from school, you must let your classroom teacher or the Teacher responsible for International Students know as soon as you can. We do not like bullies and will do everything we can to prevent you being bullied.

8. **May I use my e-mail at school?**

- a. E-mail can only be used under supervision. This also applies to using the Internet. A teacher must be present to make sure that you do not hit an unsuitable site. E-mail can only be used for educational purposes.

Do **not** bring any floppy disks from home and use them in the school computers.

9. **What is a mufti day and when are these held?**

- a. Mufti day is where students are allowed to wear their own clothes to school. Children do not wear school uniform. If they wear their own clothes for the day, the cost is \$1.00 which is paid to the classroom teacher.
- b. Mufti days are generally held one day per term.

10. What is a disco?

- a. The school disco is usually held once a term. It is held in the school's gymnasium and runs from 7.00 pm to 9.00 pm. A permission slip will appear in the school newsletter before the disco is held. The permission slip must be signed by the parent/caregiver/guardian and returned to the classroom teacher. This permission slip is then signed by the teacher and returned to the student to bring it with them to the disco as their entry ticket. The entry fee is also paid at the door on the night of the disco. The canteen will be open to purchase food and drinks.

11. What if I need to send extra money to my son or daughter?

- a. Any money should be sent to the school account and not directly to the host family or student. The school will make sure any extra monies are paid as directed by the parents.

SCHOOL RULES

1. GENERAL

- Once at school, all children must stay at school and not leave the school grounds until the end of the school day except with written permission from the Deputy Principal.
- The car parks, cycle racks and the area beyond the rugby fields are out of bounds.
- Classrooms are out of bounds at all times unless the teacher is in the room.
- Children are not allowed out of their classroom during lesson time without permission from a teacher.
- At lunch time no pupils are to go to the Canteen when the first bell goes unless they are buying hot food.
- Children who have not finished their lunch at 12.45 pm are to eat it in the eating area under the shade cloth.
- Children must keep to the paths. Running or playing with balls on the paths is not allowed.
- Pupils causing damage must report breakages to a teacher on duty.
- Lost Property is to go to the Fabric Room from whence it may be claimed.
- No radios, walkmans, electronic games or skateboards/roller blades allowed at school.
- Students are not allowed in the staff room.
- Money, cameras, mobile phones and all other valuables **must** be handed to the teacher for safe keeping upon arrival at school.

2. **UNIFORM**

- Full uniform (either general or sports) must be worn and worn correctly, at all times. Children are to be in either one uniform or the other.
- Black leather shoes or black sandals are the uniform shoes. (Sports' shoes may be worn with the sports' uniform).
- Black leather shoes must always be worn for Technology no shoes, no Technology.
- Long hair must be tied back for Technology.
- Polo fleece sweatshirts are only to be worn correctly, not around the waist, etc.
- The only jewellery allowed is watches and studs (1 per ear). Any religious or cultural jewellery worn around the neck is to be kept out of sight
- No nail polish or make up.
- During Terms 1 and 4 a school hat must be worn outside during the breaks. Students without a hat go to hat detention.

3. **AFTER SCHOOL**

- While waiting to be picked up by parents, children must wait within the school grounds.
- While waiting for a school bus the children are to wait in bus lines until they are taken by the duty teacher to catch their bus.
- Bus children will not enter any bus until directed to do so by the Duty Teacher.
- Children must look after younger children on the bus and help ensure that they can get off the bus quickly and safely.
- Misbehaviour may forfeit a child's right to travel by bus.

SCHOOL CODE OF CONDUCT

**In our school we RESPECT, HELP, and SUPPORT each other.
This means showing COURTESY to all students and adults.**

I WILL:

- Use appropriate language ie swearing and abusive language is OUT.
- Remember to say 'Please' and 'Thank you'.
- Knock before entering a classroom.
- Let adults through doors first, and also other students if they are carrying something heavy.
- Wait my turn to speak and certainly not speak when another is speaking.
- Comply with a request from a teacher.
- Borrow from another only with his/her permission.
- Not have chewing gum or bubble gum at school.
- Speak to adults politely.
- Ask the class teacher's permission before delivering a message to another student.
- Not interrupt when the teacher is giving instruction.

In our school WE TAKE CARE OF EVERYTHING, remembering it is 'on loan' and a privilege, not a right.

I WILL:

- Take responsibility for the state of my desk, classroom furniture and equipment.
- Take good care of all books supplied, which includes all library books and school texts.
- Use sports and PE gear for the right purpose and look after it.
- Do my share to keep our classroom and grounds clean and tidy.

In our school, every student has a RIGHT TO LEARN and every teacher has a RIGHT TO TEACH.

I WILL:

- Keep my voice soft to avoid disturbing others when I'm talking.
- Be prepared by having what I need for each subject pens, pencils, ruler, PE gear, and other equipment as required.
- Avoid talking over others.
- Find an appropriate time for talking to the teacher, especially when he/she is working with other students.
- When I need to, move around the class in a quiet orderly manner.
- Do my very best to stay on task.
- Make every effort to complete all learning tasks, including homework.
- Line up with my class promptly when the bell rings.

In our school every student has the right to a SAFE ENVIRONMENT in which to learn and play.

I WILL:

- Ensure I am not involved in any bullying this school has zero tolerance to bullying.
- Allow no physical or mental abuse; put downs or insulting language
- Participate only in positive interactions there will be no threatening behaviour
- Stay in my classroom to eat my lunch.
- Move around my classroom and around the school in a quiet and sensible manner so the learning and recreation of others will not be disturbed.

STUDENT FEES AND ASSOCIATED COSTS

Long Term Stay (Greater than 1 term):

Annual Tuition Fee: \$10,000.00 (6 months pro-rata). Includes: Stationery, School Camp (Port Waikato / Pauanui), English Tuition, Technology Fees, School Fees, Homework Diary, School Magazine (students here in term 4 only).

- Associated (additional) Costs:
 - Homestay Fee: \$250.00 per week plus \$75.00 retainer (if student is away from homestay) per holiday period excluding Christmas.
 - Homestay Placement Fee: \$250.00 one off home stay placement fee.
 - Administration Fee: \$250.00 per student.
 - Uniform costs, depending on season and personal requirements: Long term stay – approx \$600.
 - International Students camp - \$210.

1 Term Stay:

Term fee: \$2500.00 Includes: Limited Stationery, English Tuition, School Camp - Port Waikato (4 nights/5 days) or Epworth Camp (1 night/2 days) – if attending in first term.

- Associated Costs:
 - Homestay Fee: \$250.00 per week.
 - Homestay Placement Fee: \$250.00 one off home stay placement fee.
 - Administration Fee: \$250.00 per student.
 - Uniform costs, depending on season and personal requirements: Short term stay – approx \$300.
 - International Students camp - \$210 (if applicable).
- NOTE:
 - If the student extends their stay then an additional \$150 administration fee will be charged.

Short Term Stay – weekly:

Weekly fee: \$350 per week. Includes: English Tuition, limited Stationery, Technology.

- Associated Costs:
 - Homestay Fee: \$250.00 per week.
 - Homestay Placement Fee: \$250.00 one off home stay placement fee.
 - Administration Fee: \$250.00 per student.
 - Uniform costs, depending on season and personal requirements: Short term stay – approx \$300.
 - International Students camp - \$210 (if applicable).

NOTES

1. Fees

Please be aware that all fees are payable in advance.

2. Uniform

All students who are staying for 6 weeks or more are required to have a school uniform (only available through NZ Uniforms). Up to 6 weeks a uniform is optional.

3. School trips/Camps

The above fees do not include extra class trips or additional ESOL camps.

4. Additional funds

Any money should be sent to the school account and not directly to the host family or student. The school will make sure any extra monies are paid as directed by the parents.

FAIRFIELD INTERMEDIATE SCHOOL UNIFORM REQUIREMENTS:

Short Term:

				<u>QTY</u>
Short Sleeved Shirt	1			
Sweatshirt		1		
Track Pants		1		
School Windbreaker			1	
Hat (compulsory Term 1 & 4)				1
PE Shorts	1			
PE Shirt	1			
Navy Shorts – Summer (Boys only)				1
Skort (Girls only)		1		
Socks (Boys only)		1		

School uniform can only be purchased from NZ Uniforms, 244 Tristram Street (corner of Rostrevor and Tristram streets, Hamilton).

Please note:

Summer footwear is to be plain, black sandals.

The shoes are to be black, leather, lace up shoes.

None of the above are available from the Uniform Shop

1 Year:

				<u>QTY</u>
Short Sleeved Shirt	2			
Sweatshirt		1		
Track Pants		1		
School Windbreaker			1	
Hat (compulsory Term 1 & 4)				1
PE Shorts	1			
PE Shirt	1			
Navy Shorts – Summer (Boys only)				2
Skort (Girls only)		2		
Socks (Boys only)		2		

School uniform can only be purchased from NZ Uniforms, 244 Tristram (corner of Rostrevor and Tristram streets).

Please note:

Summer footwear is to be plain, black sandals.

The shoes are to be black, leather, lace up shoes.

None of the above are available from the Uniform Shop

CHECKLIST FOR STUDENTS ENROLLING AS INTERNATIONAL STUDENTS – (parent copy)

Student Name: Surname:.....

Given Name: (*Name usually know as*)

Date of Enrolment:

Date of Orientation:

When enrolling, the Deputy Principal will discuss each of the requirements below.

Please check that these are completed and understood:

- Enrolment form completed and handed into school office
- Parent contacted by phone or fax if not at enrolment
- Met with International Director to discuss Code of Practice and International Student support material (Code of Practice to be in student's home language)
- Student Permit / visa.....
- Passport copied
- Grievance procedures discussed
- Medical advice given (insurance required – covered for accidents [ACC] but not dental or medical care)
- School programme outlined by the International Director, orientation complete
- Fees paid and receipted
- Stationery issued
- Staff informed

Signed: (Student)

Signed: (Parent / Homestay parent)

Date:

Signed: (Deputy Principal)

Date:

Signed: (Director of International Students)

Date:

