



FAIRFIELD INTERMEDIATE SCHOOL

INTERNATIONAL STUDENT INFORMATION HANDBOOK





Dear Student,

The principal, staff and students at Fairfield Intermediate School along with the International Department would like to welcome you to Fairfield Intermediate School. We hope that your stay here will be a memorable one. You will experience many new things, both in and out of the classroom. We are very excited to be with you on your journey!

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

SCHOOL TIMETABLE

A school day starts at 8.00am when the school opens. You should be at school before 8.45am each day. The first bell will go at 8.45am, and you should be in class by then. There are three blocks in a school day, and two break times. School finishes at 2.55pm each day.

Between 8.00 am – 8.45 am	Arrive at school
8.55am – 10.35am	Block One
10.35am – 11.05am	Morning Tea
11.05am – 12.35pm	Block Two
12.35pm – 1.25pm	Lunch Time
1.25pm – 2.55 pm	Block Three
2.55 pm	School finishes

STATIONERY

Stationery will be given to you on the first day of school..

STUDENT NOTICES

Every morning, your teacher will read out notices. If you join an Enrichment, Wheako, club or sports team, information about times to meet will be in the notices. It is important to listen to these carefully.

ROUTINES

When you arrive at school every morning, the first thing you should do is greet your teacher and put your bag away. At morning tea and lunchtime, you will eat in the assigned area with your class and wait for the bell before you can go and play. After school, you should come to the International room to wait for your homestay family. If you feel sick at school, you need to talk to your teacher or buddy. They will help you if you need to visit the school nurse in the Student Centre. Each week, your class will have time to visit the library, join technology classes, and do PE.

SPORTS

Being involved in sports is an important part of keeping you healthy and helps you interact with New Zealand students. You will have sports timetabled into your weekly programme and you will be encouraged to participate in a sports team. Organised lunchtime sports are also a regular feature of our school.

PERSONAL SAFETY

- ID card: You will be given an ID card. You must carry it at all times in case you get lost or need help.
- NO Money or valuables at school: Fairfield Intermediate School is not responsible for loss or theft. There is no canteen, but sometimes you can buy snacks at school. You will be given notice before this happens, and if you would like to purchase some food on this day, bringing less than \$10 is best.
- Stranger Danger: Please make sure you keep yourself safe by not getting into a car of a stranger, or leaving a safe place to go with someone you don't know.

PARENT CONTACT

Fairfield Intermediate School will provide your parents with up-to-date information about your progress at school. Your parents will be sent your reports from your classroom teacher and your ESOL teacher, reports and photos about your homestay family, and information from your learning conferences.

CLASSES

Fairfield Intermediate School classrooms are made up of a mixture of Year 7 and 8 students. They study all subjects together. There are also optional musical instrument classes you can sign up for with Mrs Mackenzie.

BUDDY SYSTEM

Once you have been put into a classroom, you will be given one buddy that will help you settle into school routines. They will help you with any questions you have, and work with you during class time. At break times, they will play with you and help you make more friends.

HOUSES

Our school is made up of 5 houses (or teams). These are: Kauri, Kowhai, Totara, Rimu and Nikau. Each team is made up of 4 classrooms. These 4 classrooms do many things together, including assemblies, camps, and other trips. When you are put into a classroom, you will be put into that classrooms' house. You may also be able to join the International Department on field trips that they organise throughout the year.

INTERNATIOANL STUDENT F.I.S TEACHERS

Senior Leadership Team



Angela Walters -
Principal



Fiona Stapleton -
Assistant Principal



Grant Edwards - *Student
Pastoral Dean*



Chris Keegan – *Deputy
Principal*

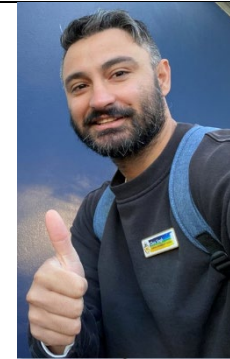
International Department Staff



Pennie Braithwaite –
International Director



Zena Taylor – *ESOL &
International Teacher*



Christopher Singh – *ESOL
Teacher & International Admin*



Xaiofei Zhou – *ESOL Teacher*



Barbara Reynolds - *International
Teacher and Coordinator*



Jessie Sands - *International
Teacher and Coordinator*

WHO DO I SEE IF I FEEL...

 **sad**

 **Worried**

 **Homesick**

See Pennie Braithwaite

 **Angry**

See Christopher Singh

 **Can't do English**

See Zena Taylor

CODE OF CONDUCT FOR BEHAVIOUR IN THE HOMESTAY

HOMESTAY RULES

Bedroom

- I will not eat any food or drink any drink in my bedroom
- I will not leave any rubbish or feminine hygiene products under the bed or in my room
- I will wear appropriate sleeping clothes different to my day clothes when I go to bed

Washing

- I will give all my dirty washing to my homestay mother every day
- I will not put my dirty washing in my suitcase.
- I will change my underwear daily and my other clothes every 2 -3 days

Bathroom

- I will put all dirty toilet paper in the toilet and flush it.
- I will not put dirty toilet paper on the floor
- I will only use a small amount of toilet paper to clean myself
- I will not put any food or rubbish in the toilet
- I will not put any feminine hygiene products in the toilet
- I will put all feminine hygiene products in the rubbish tin provided.
- I will close the door when I shower
- I will shower for no longer than 10 minutes in the shower
- I will clean up any excess water from the shower on the floor
- I will close the bathroom door when I am inside and remain clothed unless I am showering

Kitchen / Eating Area

- I will eat all the food that my homestay provides
- I will clean up my own dishes from the kitchen and the table
- I will put my dishes in the dishwasher
- I will always say please and thank you to my homestay family
- I will wait until others are served food before I have my own food
- I will try to eat quietly and keep my mouth closed when I eat.
- I will not talk with my mouth full of food
- I will sit at the table and wait until all my homestay family have finished eating before I leave the table

CODE OF CONDUCT FOR BEHAVIOUR IN THE SCHOOL

School Rules

- I will not eat in the classrooms.
- All food will be eaten outside.
- I will put all rubbish in the rubbish bins
- I will not use my phone at school
- I will not answer back or argue with the teacher
- I will do everything that the teacher asks me to do
- I will not walk around the classroom when the class is working
- I will stay with my buddies and not spend all my time with my friends
- I will show respect to my teacher
- I will not jump around any furniture in the room
- I will not touch anything in the rooms
- I will leave all rooms exactly as I found them at the end of the day
- I will help my teacher and my classmates in the classroom
- I will try to do all the work that I am given

Buddy Rules

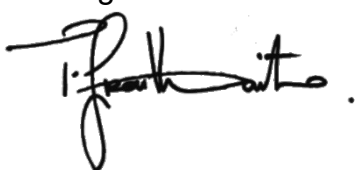
- I will sit beside my Buddy in class
- I will spend my morning tea and lunchtime with my buddy
- I will try to speak English with my Buddy
- I will be polite to my buddy and not say rude things to them
- I will not distract my buddy from their own classwork in the classroom

Attached to this booklet you should have;

- a copy of your student ID card
- Grievance procedures
- Lockdown procedures
- Mental wellbeing information
-

Our school website has more information about Fairfield Intermediate School. If you have any other questions or problems, please email me at pbraithwaite@fairfieldintermediate.school.nz so that we can make your stay at Fairfield Intermediate School an enjoyable one.

Kind regards



Ms Pennie Braithwaite
Director of International Students

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

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 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.

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.

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.
- In such cases where you must be moved from a New Zealand homestay or Caregiver Accommodation, this will be done with your Second Language Support Person and the Director of International Students, and the School Principal if required.



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.

LOCKDOWN PROCEDURE

CLASSROOM INSTRUCTIONS IN THE EVENT OF A LOCKDOWN

LOCKDOWN MUST BE TAKEN SERIOUSLY

Should students or teaching staff become aware of a threat of violent activity within the school they should immediately advise the Deputy Principal, Management or in his or her absence any other Deputy Principal or Principal. As a last resort contact should be made with reception.

- A lockdown siren will sound until the school grounds are silent and secure.
- Teachers and students immediately return to their regular classroom if undertaking an outside activity.
- Should teachers and students be in another building, remain where you are and lock all doors and windows.
- Once inside a secure area undertake the following action;
 - 1) Lower and close all blinds
 - 2) Stay away from doors and windows
 - 3) Turn off all lights
 - 4) Be aware of sight lines
 - 5) If the classroom door is clear glass, arrange to cover it – newspaper/black paper
 - 6) Take cover if possible (behind something solid)
 - 7) Remain absolutely quiet
 - 8) Teachers to take roll
 - 9) No cellphones are to be used unless it is necessary to communicate regarding the incident
 - 10) No student is to leave the room throughout the lockdown
- Should a student be at the toilet when a lockdown is called, they are to remain there, locking themselves in a cubicle and remaining quiet.
- Should a lockdown be called, and students are outside the school grounds they are not to re-enter the school grounds. They must retreat to a safe area and remain out of sight. No one is to enter the school grounds while the siren is sounding.
- Should the fire alarm become activated once a lockdown is called, staff and students must not respond in the normal manner but shall remain in lockdown mode – providing it is safe to do so. Be aware of fire dangers and be prepared to evacuate the building as normal.
- The lockdown will end by a room by room visit from Police or Deputy Principal to advise all clear.
- No one is to communicate with the media regarding the lockdown.

MENTAL WELLBEING INFORMATION

If you need help or just want to talk to someone about anything you might be struggling with, please talk to your teacher, homestay family or Ms Braithwaite. There are also some helpful website and helplines below.

ANXIETY

The symptoms of anxiety differ between people but can include feeling irritable and unable to relax. You may be struggling to concentrate, or find you get upset or angry more easily than usual.

You may have repeated negative thoughts, or even think you're losing your mind or that something terrible will happen to you.

You may also have physical symptoms, such as:

- feeling constantly tired
- shortness of breath or the feeling that you're choking
- a tight chest
- trembling or shaking
- sleeping too little or too much
- sore stomach or headaches
- sweating
- changes in eating habits
- confusion and finding it hard to make decisions
- the need to carry out certain tasks repetitively, such as washing your hands.



Anxiety is very common, and most people will experience it at some stage. There are many types of anxiety.

If your feelings of anxiety have continued for six months or more, you may have **generalised anxiety disorder**.

If you notice your heart is being fast, you are unable to breathe, you are shaking and feel dizzy, it may feel like you're having a heart attack but you're probably having a **panic attack**. They can be very frightening, and do not usually go away without help.

If you have lost your confidence and have started making excuses not to see your friends after school or at the weekends, you may have **social anxiety**.

Talking to someone about your thoughts and feelings can help you overcome your anxiety.

You could talk to the international staff or see your school counsellor or a doctor. The international staff or your homestay family can help you make an appointment.

If your symptoms are mild, you could also try:

- exercising for at least half an hour a day
- eating a well-balanced diet

- developing good sleeping habits
- limiting your coffee intake, as the caffeine in coffee can increase anxiety
- taking time out to do something you enjoy, such as listening to music or doing yoga.

DEPRESSION

Depression is more than just feeling a bit down. If you feel constantly sad, have lost interest in activities you usually enjoy and haven't been able to carry out your usual daily activities for at least two weeks, you may be depressed.

You may feel stressed and anxious from living in another culture, feeling homesick and not always understanding the language. If these feelings continue, they may lead to depression.

Symptoms of depression include:

- changes in sleeping or eating habits
- struggling to concentrate or being forgetful
- feeling tired and unmotivated
- feeling irritable, having severe mood swings or feeling uncontrollably angry
- having unexplained aches and pains, such as headaches
- using drugs or alcohol to cope with negative feelings
- feeling worthless or guilty.



Some people with depression have a negative view of themselves, thinking they're a failure or that no-one cares about them.

If your depression leads you to hurt yourself on purpose, or you have thoughts of suicide, seek help immediately.

It's important to get help for depression, as most people won't be able to overcome it without support.

You could talk to the international staff, or see your school counsellor or a doctor. The international staff or your homestay family can help you make an appointment.

CULTURE SHOCK

It's very common to experience culture shock when you arrive in a country with different customs and traditions. Culture shock is the body's normal response to change, when you no longer feel as in control as you did in your home country.

You may experience many different emotions, including excitement, frustration, anxiety, fear of the unknown and 'sensory overload', when your body is over-stimulated by your environment. Many international students experience sensory overload when they have been given lots of information over a short time and are struggling to process it all.

Most international students will be affected by culture shock, but not everyone will experience the same feelings.



Symptoms of culture shock include:

- extreme tiredness
- overpowering homesickness; questioning your decision to study abroad
- feeling isolated and helpless
- changes in sleeping or eating habits
- nausea
- feeling unable to concentrate
- withdrawing – spending lots of time in your room and not mixing with others
- headaches
- feeling irritable or angry
- believing New Zealand customs or ways of doing things are wrong.

Stages of culture shock;

There are different theories on ways people adapt to a new culture. One theory identifies four stages, and says the time it takes to overcome each stage will be different for everyone.

Stage 1: Honeymoon stage

You may be excited by the things that are new and different from your home culture. If you write a list of everything you like about New Zealand now, it may be helpful to be reminded of these things if you later go on to enter the frustration stage of culture shock.

Stage 2: Frustration stage

Without your support systems from home, you may feel lonely, frustrated, confused, angry and critical of New Zealand. This stage may take some time to overcome, and may lead to anxiety disorders if you do not seek help or find ways to overcome your culture shock.

It can help to find a healthy distraction. You could cook a meal from home for your homestay family, watch your favourite TV programme or go for a walk. You may feel like taking a break from everything new, but it's not helpful to shut yourself away in your bedroom all the time.

Stage 3: Adjustment stage

Day-to-day life may be getting easier. You may be starting to understand New Zealand culture and Kiwis' gestures and body language.

Stage 4: Acceptance stage

You may feel a sense of comfort with your environment, and the language barrier may be less of a problem. You may still feel homesick sometimes, but you may feel more confident about how to overcome these feelings.

WHERE TO GO FOR HELP?

Your international staff are experienced in helping students with culture shock, so ask them for advice and ideas.

You could also try:

- asking other students how they got over culture shock
- staying in regular contact with friends and family from home
- decorating your room with things that remind you of home
- learning as much as you can about New Zealand, such as what is considered polite or rude, and Kiwi body language
- join a club or take up a hobby
- try not to judge the way things are done in New Zealand
- make an effort to learn English
- learn ways to overcome stress
- make a list of goals you want to achieve in New Zealand.

HELPLINES

There is lots of information on the following website

- depression.org.nz You may call a free Helpline **0800 111 757** to talk to a trained counsellor who can discuss your situation and find you the right support. Help is available all day, every day. You can also txt them on **4202**.
- Phone the **Anxiety Line** 0800 ANXIETY (**0800 2694 389**) to talk to a phone therapist who can give you support and help you understand anxiety and your experiences. This helpline is open all day, every day.
- Youthline: Phone **0800 376 633** or txt **234**
Website: youthline.co.nz
- Mental Health Foundation of New Zealand: mentalhealth.org.nz
Phone **0800 543 354** or txt **4357**

DISCUSSION ON ARRIVAL WITH YOUR HOMESTAY FAMILY

1. What should I call you?
2. What time should I get up in the morning?
3. What time should I go to bed?
4. What time should I eat breakfast?
5. Do I make my own breakfast?
6. Do I make my own lunch?
7. What time do we eat dinner?
8. Does everyone eat dinner together?
9. When can I take a shower?
10. What do I do with my laundry?
11. Where should I dry any clothes I wash?
12. What chores would you like me to help with?
13. How do I get to and from school?
14. What happens after school?
15. Which food and drink may I help myself to?
16. Which home areas are private?
17. When are your family birthdays?
18. What are your family likes and dislikes?



MAP

Here is a map of the school. The classrooms are numbered from 1 to 30. The International room is circled. The school's address is 261 Clarkin Road, Fairfield, HAMILTON 3214.

