International Student Prospectus 2017/18

Introduction

Torbay School welcomes international students. We value the contribution students from many different nations bring to our school community. In order that international fee paying students can be fully catered for we do restrict the numbers.

Torbay School has a Director of International Students who provides assistance in English, support in cultural aspects and difficulties or questions that may arise while pupils are attending our school.

Programme

All our international students are placed in a class of their year level, and are expected to participate as fully as possible in all areas of the curriculum, with consideration given to their level of English. Where required, pupils are withdrawn on a regular basis during the week, for intensive small group English, until they are able to work independently within the classroom. The Director of International Students is responsible for this and liaises closely with the classroom teacher to ensure that the pupil is settled, progressing with English, and the school curriculum, to give support and assistance as required.

Enrolment Information and Procedures

The following information should be read carefully before any enrolment is proceeded with

Enrolment conditions

All international students enrolled in Years 1 to 6 of a school, or aged 10 and under and enrolled in any other provider, are living with and continue to live with a parent, except in the case of group students and students living in school hostels".
"Torbay 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 web site 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 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.

Costs

It is understood that all children will participate fully in all aspects of Torbay School life.

1a.Tuition Fees 2017:
One School Year:(Based on a 40 week school year)
NZ $11,000.00 plus GST
3 terms only: NZ$8,400.00 plus GST
2 terms only: NZ$5,700.00 plus GST
1 term only: NZ$3,000.00 plus GST
For periods less than one term: NZ$300.00 per week plus GST.
At the school's discretion, in peak periods, a minimum charge of $1,200 + GST may apply.

1b.Tuition Fees 2018:
One School Year:(Based on a 40 week school year)
NZ $11,500.00 plus GST
3 terms only: NZ$9,000.00 plus GST
2 terms only: NZ$6,200.00 plus GST
1 term only: NZ$3,200.00 plus GST
For periods less than one term: NZ$330.00 per week plus GST.
At the school's discretion, in peak periods, a minimum charge of $1,320 + GST may apply.

Tuition fees include: School sport during the school programme, school trips (except camp and EOTC), entry fees to all shows by visiting performers,daily ESOL classes where required, school art supplies and specialist art tuition.

2.Government Levy:
NZ$ 9.33 per week plus GST

3.Administration Fee (per application):
NZ$300 plus GST per child (non-refundable)
(For families enrolling more than one student at the same time, this fee will be at the school's discretion.)

4.Additional Costs
Camp,Education Outside The Classroom (EOTC) and Waterwise activities are an additional cost.

These compulsory costs vary according to the individual programme depending on Year Level and interest of the student

Extra-curricular Activities: (Voluntary)
Music and Dance
Sports
Art classes
The school office can help put students in contact with local sports, arts and music providers for extra after school activities.

Uniform

The school uniform is compulsory for all students studying at Torbay School.
Prices can be obtained from the school office.

Refund Policy

Torbay School has a **Refund Policy.** If a student withdraws from school:

a. The parents must apply in writing, to the Board of Trustees, within one month of the last day of attendance, explaining why the student has withdrawn from school and the reasons for seeking a refund.
b. If the pupil does not attend for more than twenty-one consecutive school days then the school will notify, in writing, to the parents/guardians that the enrolment has been terminated. However, if the parents have previously informed the school that the child will be absent for a period of time, with the reason for the absence, the place will be held, providing all fees have been paid in full, as required.
c. If the school terminates the enrolment, the school will notify Immigration as required.
d. If the child's behaviour is of an unacceptable level, then an interview with the child, parents/caregiver and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents. If there is no further improvement, the child be asked, in writing, to leave at the end of term, or sooner if the school decides, and will not be eligible to return the following term. There will be no refunds on fees paid if this occurs. "An acceptable level of behaviour" would be seen as obeying the school rules as set out in the current prospectus.
e. In all cases of absences, the parents must notify the school by 9am on the morning of the first day of absence, and follow up with a written note of the first day of the child's return to school. If the reason is for an appointment, the school is to be informed in writing the day prior to the appointment, if possible.
f. If the enrolment application is found to be inaccurate in any way the contract may be terminated.

A copy of the full refund policy is available on our website and forms part of the enrolment documentation.

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 while studying in New Zealand.

Automatic Acceptance

It is to be understood that the acceptance of one pupil within the family does not automatically mean the acceptance of other members within the immediate or extended family.
However, Torbay School will endeavour to accept all members of the same immediate family when their applications are received at the same time.

Unaccompanied Pupils

Torbay School will not accept any pupil who is not living with parents or legal guardian.

English Proficiency

No child will be refused acceptance due to their standard of English as all levels of English proficiency are catered for within Torbay School.

Residency and Zone

If an in-zone pupil gains residency, they may attend without further international fees being paid.

Instead, the school will advise of the current school donation and activity fees which apply to domestic students.

Changes in residency must be advised to the school in writing immediately and immigration documentation must be produced to the school to verify the change in residency status.

Change of Address

Any change in contact details or residential address, must be given to the school on or before the date of change, in writing.

Reporting

The international student attending Torbay School will be expected to participate fully in all aspects of the school curriculum and activities. The parents of long-term international pupils at school will be given a mid year and end of year report to show progress and achievement in all areas of the curriculum. If parents have any concerns, they may request an interview with the classroom teacher and/or the Director of International Students.

PROCEDURES FOR ENROLMENT

Before commencement of a full enrolment an International Student Inquiry Information Form must be completed and submitted to the school. These are available from our website, or upon enquiry to the school.

Once it has been determined that there is a place available for the student, the school will issue the full International Enrolment Contract Form for completion.

From these details an invoice is raised and upon payment of the invoice an Offer of Place will be issued to enable the completion of Visas and other necessary documentation.

Orientation Programme and Support

The Director of International Students is primarily responsible for the orientation of the students and their ongoing welfare within the school community. This will be done in close liaison with the classroom teacher and the Principal.
The student and their family will be given the contact phone number for the Director so that they have access to support and assistance if required.

Starting School

An initial orientation will be done on the pupil's first day. The pupil will be met by a School Liaison Member and shown to the classroom. All pupils will be mainstreamed immediately on arrival, with small group withdrawal for further orientation, English testing and teaching, as required.
The classroom teacher will be responsible for ensuring the new pupil is "buddied" with two or more pupils whose role is to help the new pupil with daily routines, timetables and activities during free time.

Ongoing Support

The Director will continue to monitor the pupil during the "settling – in" period and be available for support of the pupil, the teacher and the parents.
As the pupil becomes more settled and is comfortable with the daily routines, the Director will continue to monitor his / her progress, through informal meetings, ESL teaching times, and where necessary through formal meetings with the student, the classroom teacher and / or the parents.
Where difficulties and questions arise, it is important that all parties understand the available pathways and that these are maintained. A translator (usually the Agent) will be made available where necessary. This can be another child or an adult, depending on the situation.
Parents and pupils need to know that Torbay School has an "open – door" policy. At any time, they may make an appointment to see the classroom teacher or the Director of International Students to discuss any questions or concerns.

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. The following provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code?

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with international students enrolled. 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 from http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/

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

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This will be available from http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/ If the education provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong?

If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further. If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

What is the International Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their education provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can write to the IEAA at:
The International Education Appeal Authority,
C/- Ministry of Education,
Private Bag 47 911
Ponsonby
Auckland
Phone: (09) 374 5481
Fax: (09) 374 5403
Email: info.ieaa@minedu.govt.nz

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on education providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken. The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate. The education provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel. The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an education provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for education providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances. Full details of what is covered can be found in the Code itself. The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.