



INFORMATION REGARDING THE ENROLMENT OF INTERNATIONAL STUDENTS 2025

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Welcome

Kia ora, Bore da, Konichiwa, Namaste, Gidday, Talofa, Kia orana, Male e lelei

Welcome to the very special learning community that is Port Ahuriri School
We are very proud to sit within the top echelons of schools nationally as assessed by the Education Review Office, making us a preferred education provider within the wider Hawkes Bay area.

We hope you find this information booklet interesting and informative and that it gives you an understanding of what is provided, how and when at our school.

Please visit our website www.portahuriri.school.nz or Facebook <https://www.facebook.com/www.portahuriri.school.nz/> to get a better feel for the special character of our school.

Port Ahuriri School is a state contributing school, catering for children from year 1 to 6. We have been a signatory to the Code of Practice for International Students since 2005.

Our Vision is:

Empowered Learners in an Inclusive, Stimulating Environment.

We have an open door here at Port Ahuriri and we encourage all members of our community to be involved in educating our children. We pride ourselves on getting to know your child(ren) really well and catering for their learning and emotional needs through our school values.

**Be Kind
Be Respectful
Be A Learner**



Glenn France
Principal

We always look forward to meeting and/or hearing from you.

Code of Practice for the Pastoral Care of International Students

Port Ahuriri 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 the school or from the New Zealand Qualifications Authority at code.enquiries@nzqa.govt.nz

Prime Condition of Enrolment

Port Ahuriri School caters for students in Years 1 to 6 and aged under 11 years. It is a requirement that the student is to reside with a parent during their time of study at Port Ahuriri School.

Application for Enrolment Requirements and Procedures

An application form must be sought from the school, or downloaded from the website

The Application Form is received and an assessment made as to the appropriateness of the application.

The school then sends an Offer of Place form and invoice to cover tuition fees.

Parents pay the invoice and receive a receipted invoice

The receipted invoice and Offer of Place are used by the parents to acquire a Student Visa.

The following documents must be produced before the application can be fully completed:

- Passport.
- Student Visa/Permit.
- English translation of Medical and Travel Insurance.
- Medical information as required.

On the day of enrolment:

- A check of all documentation is made.
- A tour of the school is held.
- Any questions, the family may have will be answered by the principal and/or class teacher.

Placement in a particular year or class is at the discretion of the principal.

Health and Travel Insurance

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://acc.co.nz>

Medical and Travel Insurance

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

Student Fees and Associated Costs

Tuition Fees (<i>annual payable in advance</i>)	NZ \$12,500.00/year \$ 3500.00/term \$ 500.00/week (Short-term students)
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The tuition fee covers classroom tuition, stationary, sports teams, school trips and camps. All fees and costs are GST inclusive.

Non-Compulsory Costs

ESOL Tuition	Negotiated dependent on tuition required.
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The **Port Ahuriri School** Board guarantees to hold in reserve sufficient funds to meet any refund requirements should the school not be able to continue tuition.

Refund Conditions and Procedures

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

- To be eligible for any refund, the parents/guardians must apply in writing setting out the special circumstances of the claim within one month of the last day of attendance.
- If the application is made before the start of the course (one year of schooling) or if the student fails to obtain the appropriate visa, fees will be refunded in full.
- Withdrawals during Term 1 will be refunded less 30% of the fee paid plus GST.
- Withdrawals during Term 2 will be refunded less 50% of the fee paid plus GST.
- There will be no refund if a request to withdraw is made after the student has reached the midpoint of their year.
- Other costs to the school already incurred including:
 - Specialist fees.
 - Appropriate proportions of salaries for teachers and support staff.
 - Costs already incurred for the use of facilities and resources.
 - Any other costs already incurred will not be refunded.
- If an international fee-paying student gains residency during the course, no further fees are to be paid and a refund may be made on the unused portion of the prepaid fees. The new resident will then abide by the school enrolment scheme if one is in place. Documentation of residency must be provided within 14 days of it being granted.

- The Board will give 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.
- In any dispute regarding the above, the decision of the Board Port Ahuriri School is final.

Fees Protection Policy

International student fees must be handled in a way that ensures those funds are accessed in a way that is consistent with normal accounting practice. This means that those funds are secure from misappropriation and are only made available to the school in accord with the Refunds Policy or should the school not be able to continue tuition.

Purpose

- To ensure that if in the event that the school is unable to continue to run a course or programme that the unspent portion of the fees are available to be returned to the student.
- To ensure that funds from international students are accounted for separately and in such a way that individual student contributions can be protected and monitored.
- To ensure that international students' payment may be drawn down in accord with the Refund Policy.

Guidelines

- Accounting procedures are in place to ensure that monies are available for release.
- International fees shall be paid into Port Ahuriri School operating account and coded 'International Students' and drawn down in arrears monthly.
- These monies will be audited as part of the annual audit. These monies will be available for approved refunds resulting from withdrawal from Port Ahuriri School or in the event of the school not being able to provide tuition.

Conditions of Enrolment

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.

A beginning level of English is required.

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. Any disciplinary action that is undertaken will be dealt with in accordance with the principles of natural justice and the terms of the enrolment contract.

Students must observe the laws of New Zealand.

Students must observe the conditions of their visa. If a student breaks the terms of the visa the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.

Parents must keep the school fully informed of any change in their contact details, type of accommodation and residential address.

Because 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.

The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.

Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.

Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies).

Any additional costs (as outlined in the school prospectus) will be paid promptly, as required.

The conditions of the Fee Refund Policy will be accepted.

All students are required to have travel and medical insurance for the duration of their period of enrolment. Insurance must include travel costs, medical care and costs associated with repatriation and funeral expenses. Insurance must further include travel to and from your country of origin before education begins and after it ends and include all family members involved with the enrolment.

All international students must live with their parent(s).

All disputes will be dealt with in New Zealand law.

The school's complaints procedure for international students will be used to deal with grievances.

Parents must inform the school of their address, phone number and e-mail address. The student and/or parents will advise the school of any change in the contact details of the student or parents.

The student and/or parents will provide academic, medical and other information that is relevant to the wellbeing and course placement of the student.

Curriculum Programme

Port Ahuriri School is a state school, providing education from Years 1 to 6. It offers programmes in all areas of the New Zealand Curriculum.

Programmes at **Port Ahuriri 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 encourage creativity and the opportunity to capture the teachable moment.
- specific English language-based tuition as a specialised programme as required.

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

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

Orientation Programme and Support Services

The teacher responsible for international students is primarily responsible for the orientation of the students and their on-going welfare within the school community. This will be done in close liaison with the learning hub teacher and the principal.

An initial orientation will be done prior to or during the enrolment process with the prospective student and parents. On the student's first day they will be met by the teacher responsible for international students and shown to the learning hub. All students will be mainstreamed immediately upon arrival. They will be withdrawn for further orientation, English testing, and teaching as required.

The hub teacher will be responsible for ensuring the new student has a buddy group consisting of two or more other students whose role is to help the new student with daily routines, timetables, and activities during the breaks. They will also ensure the child knows where to find the sick bay, toilets etc.

The teacher responsible for international students will continue to monitor the student during the first few weeks while the student settles into the hub and the school. The teacher will also be available for support of the students, the hub 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 hub teacher, and/or the parents/caregiver.

Translators will be made available if possible. These may be another child or an adult, depending upon the situation and the requirements.

Parents/caregiver and students need to know that **Port Ahuriri School** has an 'Open Door' policy. At any time, they may make an appointment to see the teacher, or the teacher responsible for international students to discuss any queries or concerns.

Person Responsible for Pastoral Care

Glenn France
Principal
Port Ahuriri School
Lever Street
Napier

Phone: (06) 835 7988 Day
 027 293 3638 Emergency Only

In the event of an emergency at school, all staff and children will follow the school emergency guidelines as attached.

Parents in New Zealand and in the home country will be contacted by phone and/or e mail as soon as practicable. Interpreters will be used as/when required and available to assist in translations.

Quality of Instruction

An external review of the quality of instruction was carried out in May 2019. Please refer to

<https://ero.govt.nz/institution/2648/port-ahuriri-school>

What Do You Do If You Have A Grievance?

We want you to be happy and feel safe and secure at **Port Ahuriri 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.

Problems with a teacher

Make a time to talk to your hub teacher about your concern.

If you do not think the problem has been solved by your teacher, talk to the Deputy Principal, Mrs Robertson.

If, after you have spoken to Mrs Robertson, the problem is still there, talk to the Principal, Mr Glenn France.

Problems with school friends

1. Take the time to talk to your teacher quietly about your concern.
2. You can also talk with our Deputy Principal, Mrs Robertson. She is very helpful, especially with broken friendships.

At all the above meetings, notes will be taken of your concerns and of the solutions put in place.

If, after all the above have been tried, it is felt that your problem has not been resolved, then the student/parent may contact www.schoolcodeenquiries@nzqa.govt.nz. Should you wish to make a formal complaint please download a complaints form from www.nzqa.govt.nz. E mail to qarisk@nzqa.govt.nz or send it to:

The Complaints Officer
Quality Assurance Division
P O Box 160
Wellington 6140

You must be able to show them 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 not good enough, you can always bring a friend who has better English.

Frequently Asked Questions

When is Port Ahuriri School open?

- Our school is open at 8.15 am every morning during term time, Monday to Friday. Lessons start at 9.00 am and school closes for the day at 3.00 pm.
- The school terms are given in the main school prospectus along with public holidays when the school is closed.
- Before school, after school and during the holidays, Port Ahuriri School has an out of school care programme operating, from a special building on our school site.

What do I need for the classes?

- Port Ahuriri School will provide you with all the items you need each day for your lessons. The only thing you will need is morning tea and lunch, any extra clothing and personal items such as glasses.
- When your class has swimming, you will need your togs and towel.

What if I am sick or cannot come to school?

- If you are sick and cannot come to school, make sure that your parents or caregivers contact the school to let the school know.
- If you feel sick at school or if you hurt yourself at school, you need to go to the Office and tell Mrs Fenn, who will look after you.
- 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 phone call or written note.

What if I change my address or phone number?

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 school office.

What about breaks and meals?

- There is a break in the morning from 10:55 am to 11:15 am and a lunch break from 12:30 pm to 1:30 pm.
- Food can be bought through www.lunchonline.co.nz on Fridays otherwise you need to bring your food from home. The school does not provide lunches for the students.

What do I do if my lunch disappears?

If your lunch disappears from your bag or desk, let your 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 lunchtime.

What do I do if I am bullied?

If you are teased or bullied at school, coming to school, or going home from school, you must let your teacher or the teacher responsible for international students know as soon as you can. We do not like students being bullied and will do everything we can to eliminate it.

Internet Use at School

All children have free access to the internet through the school wifi. All classes have a range of iPads and chrome books to students use. It is not necessary to bring your own device to school.

Communication

The school has a range of communication methods that can be accessed.

We have our school phone and answer system (06) 8357988

We have a school Facebook page.

We have a school website www.portahuriri.school.nz

We have a school app – search ‘Hero’ in your app store and download Port Ahuriri. We can assist you to set up the alerts you need.

Procedures that Apply When a Student Withdraws / Is Not Attending Their Course.

If a student withdraws:

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. The Immigration Service will be notified. The Refund Policy for international students shall apply.

If a child is not attending:

Student rolls are marked each morning and afternoon. In the case of absences, the parents must follow the normal school procedure of notifying the school in the morning of the first day of the absence and following this up on each day of absence. If the absence can be foretold, e.g., an appointment, then the school is to be informed the day prior to the appointment or earlier.

Where the student is absent with no reason then the parents will initially be contacted by the school for an explanation. Where a child is being truant from school, the Truancy Service 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.

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 child 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.

Circumstances in Which Tuition May Be Terminated.

Where a child is absent or consistently truanting from school (*see previous*) then the signatory will terminate the enrolment.

If a child’s behaviour is of an unacceptable level, then a meeting with the child, 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/caregiver and the student will be notified in writing that the student must leave at the end of the term, or earlier should the school decide and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.

An acceptable level of behaviour would be seen as following the school rules.

If an enrolment application is found to be inaccurate in any way the contract may be terminated at the school’s discretion.

Upon termination of enrolment, the Immigration Service will be notified as required.