



PARNELL DISTRICT SCHOOL

International Student Information

Mission Statement

To provide a caring, quality learning environment so that all children may reach their academic, social and physical potential and emerge as confident, individuals.
To foster the partnership between school, home and the wider community.

Motto

“By Courage and Wisdom”



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All our school policies regarding International Students are available on the school website at www.parnell.school.nz

This includes our policies on:

Fee protection

Termination and withdrawal of International students

INFORMATION FOR INTERNATIONAL STUDENTS

Parnell District School has been enrolling International students since 1998. The number of students varies during the year but generally does not exceed 15 throughout the school. Students are accepted at any level of the school if there is available space in classrooms once provision has been made for all New Zealand resident students.

Parnell District School aims to provide a welcoming, high quality learning environment for all students. International Students are taught the Standard New Zealand Primary Curriculum for years 1-8 (ages 5-13), integrated into regular classes. Regular specialised English language tuition provided in a small group, withdrawn from the classroom is available as an option. (Refer Student Placement Level).

The school does not organise or provide home-stay accommodation for International Students.

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS.

Parnell District 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 Ministry of Education website at <http://www.minedu.govt.nz>.

FEES AND COSTS FOR INTERNATIONAL STUDENTS 2010/11

Note: All fees and costs include Goods and Services Tax (GST) @ 12.5%

Administration Fee

A one only payment of **\$1,000** (non-refundable) paid at time of enrolment.

Tuition Fees

Option 1.

\$10,000 for one year, paid in advance, non-refundable.

Families whose children return to Parnell in 2011 for further year will only be asked to pay \$9,000 +GST tuition fees.

Option 2.

\$2,500 for one term, paid in advance, non-refundable.

Option 3. (for short term enrolments)

\$300 per week

English Language Tuition

This is charged separately and is non-refundable.

Pupils will receive 1.5 hours per week of specialised tuition within a small group.

Option 1. \$1,300 per year

Option 2. \$ 325 per term

Option 3. \$ 60 per week

Costs for Course Related Items (Note: these are additional costs)

Uniforms (see separate price list)

Total cost for uniform will vary according to need.

Stationery (student exercise books, pens, pencils)

Standard school stationery pack - **\$25.00** approximately.

Activity Fees (per year)

Y1 – Y3 \$35.00

Y4 – Y6 \$50.00

Y7 – Y8 \$130.00

This covers the cost of educational trips and visits. For Y7-8 it includes \$70 for the equipment cost of the Technology programme.

School camps are charged separately for all students at the school and vary from year to year. Y1-Y3 students do not participate in school camps. Typical costs are Y4 - Y6 \$60, Y7 - Y8 \$80.

Upon payment of the above tuition fees, a letter to the New Zealand Immigration Department will be issued.

Uniform, Stationery Activity Fees and Camps are extra costs

APPLICATION PROCESS FOR INTERNATIONAL STUDENTS

1. Complete all sections of the school's International Student application form.
2. Provide copies of the student's passport.
3. Provide copies of parents' or caregivers' passport. These must comply with New Zealand Immigration Service visa and permit requirements.
4. Provide copies of student's previous school reports (translated into English).
5. Pay fees.
6. The school provides a letter of Offer or Placement.
7. Student obtains Student Visa from New Zealand Immigration Service.
8. Parents or designated caregivers sign a copy of the school's Student Contract.
9. Student is enrolled.

Conditions of Acceptance

1. At enrolment students or parents are represented by an English speaking person.
2. Students have suitably approved accommodation.
3. Parents or designated caregiver sign a copy of the school's Student Contract.
4. Provide proof of current travel and medical insurance. (The school recommends a Unicare policy. Information about this is provided on request). Most students are not entitled to publicly funded health services while they are in New Zealand unless they are:
 - a) a resident or citizen of Australia
 - b) a national of the United Kingdom in New Zealand
 - c) the holder of a temporary permit that is valid for two years or more.
5. Parents / caregivers inform the school of any sickness, disability, behavioural or special education needs.
6. Provision of appropriate school reports.
7. Students meet all requirements of the New Zealand Immigration Service.

REFUNDS OF SCHOOL TUITION FEES

Any International student withdrawing from his / her course of study before the course completion date may, under exceptional circumstances be eligible for a partial refund of school tuition fees.

This policy recognises the provisions as set out in

- The Education act 1989 (Section 43(2))
- The Fair Trading Act 1986
- The Consumer Guarantees Act 1993
- The conditions as outlined in the application process

This applies to tuition fees only. No additional costs paid will be refundable.

“Exceptional Circumstances” will include

- If the school has breached the provisions of the Consumer Guarantees Act or Fair Trading Act (refer attached section).
- If unavoidable family circumstances mean the student is unable to continue study e.g. serious illness or disability of a parent / caregiver.
- Serious illness or disability of the student means they are unable to continue study.
- Other “exceptional circumstances” may be granted on a case by case basis at the discretion of the Principal.

Procedure for applying for refund

1. An application for refund of school tuition fees must be made in writing. The parents or caregivers must write to the Principal explaining
 - Why he / she is withdrawing from the course; and
 - The reasons for seeking a refund.
2. If the application is made before the start of the course, school fees will be refunded less an administration charge of \$250 to cover costs incurred by the school.
3. If the application is made after the pupil has attended the school no refund will be given except in exceptional circumstances as detailed above. If a refund is granted reasonable costs will be deducted, these will include
 - an administration charge of \$250
 - Costs the school has already incurred for tuition
 - Components of the fee already committed for the duration of the course including proportions of salaries for teachers and support staff.
 - Costs already incurred for use of facilities and resources.
 - The proportion of the Government Levy the school is required to pay.

4. No refund will be made to a student who is excluded (expelled) from the school by the Board of Trustees.
5. No refunds will be made for portions of the course missed in the case of a student stood down or suspended.
6. No refund will be made to a student who has breached the terms of their contract with the school.
7. Any student who becomes a permanent resident during their courses of study will have their school tuition fees refunded from the end of the term in which they become resident. Note: They will need to re-enrol as a resident student under the terms of the school's Enrolment Policy.

Note: Parnell District School has a fee protection policy that ensures a refund of fees in the event that the school becomes unable to deliver the agreed course.

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This includes our policies on:

Fee protection
Termination and withdrawal of International students

STUDENT PLACEMENT LEVEL

In most cases, students will be placed in classes based on their age at enrolment. Date of birth will be verified from passports. This means students will be studying in classes with equivalent aged New Zealand students. This provision may be varied at the discretion of the Principal.

FACILITIES AVAILABLE TO INTERNATIONAL STUDENTS

The school is well equipped with a range of facilities that are available for all students including

- Science Laboratory
- Performing Arts Room
- Technology Education Room
- A school hall / gymnasium
- Playing fields
- Sports courts
- Library

Students have access to sports equipment for physical education lessons and school sports. The school has computers available for student use in classrooms and in a dedicated computer suite. Text books and other learning resources such as maths and science equipment are provided by the school.

International Students are placed in general classrooms. The average ratio of students to teachers across the school is 1 teacher to 28 students.

International Students may opt for specialist small group English Language tuition for a minimum of 1.5 hours a week.

HEALTH AND TRAVEL INSURANCE

Most students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. We strongly recommend that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand.

Unicare Travel and Medical Insurance can be recommended as suitable. Details can be provided on request.

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>

PARNELL DISTRICT SCHOOL

BRIEF HISTORY

Parnell District School came under the jurisdiction of the Auckland Education Board in 1873 and was one of the first eight schools to do so.

A private school in the St Mary's Church Hall was taken over for this purpose, but this soon proved inadequate. A permanent building was opened in April 1880 in Parnell Rise and by June had a roll of 327.

The roll number continued to grow, rooms were added and a separate Infant Department built. This gave rise to the problem of insufficient playing area.

After much negotiation for flat land, the present site was acquired from the Diocesan Trust. This site has previously been used by St Stephens Boys School, a brother school of Queen Victoria Girls School.

Illustration: The original Parnell District school – demolished 1933.

The original buildings, which were much the same as they are today, were opened in 1933. Major interior alterations were completed in 1982.

As a result of roll growth since 1993 and reduction of class sizes, new classrooms as well as a hall and new administration block were completed in 1996-97.

The character and style of the original buildings were deliberately incorporated in the design of additions.

Parnell District School is a full primary school including an intermediate department with Y7/8 pupils



GUIDING PRINCIPLES

To prepare children for further education and for life beyond the school, enabling them to become compassionate, inquiring, confident and competent adults in society by

- Encouraging and showing them how to take responsibility for their own learning to become independent and self reliant.
- involving them in leadership roles and decision making.
- providing quality education relevant to the needs of each individual thus maximizing their potential
- providing a broad based curriculum
- ensuring each child achieves success
- encouraging courtesy, honesty and respect for others.

To achieve a warm and supportive school environment where people are accepted and valued and feel able to express themselves intellectually and emotionally.

To build a learning community of shared goals, values, ideas, ideals and commitments by

- effective communication and consultation with parents / family and the wider community
- utilizing the diversity of resources and strengths of the community
- valuing and modelling positive attitudes that reinforce learning as fun
- encouraging and facilitating teamwork and co-operation amongst staff

To encourage children to understand and appreciate the multi cultural diversity of our community and society and promote knowledge of and pride in New Zealand's dual cultural heritage by recognizing the Treaty of Waitangi.

To be an innovative school where we constantly work to analyse and assess our own performance in a continuing effort to improve.

To provide beautiful and safe physical surroundings within a context of design integrity and a cohesive overall development plan.

To provide effective leadership, organization and administration.

To ensure that changes made to the school are consistent with long term and annual planning decisions.

GENERAL INFORMATION

School Hours

- Start 8.50am (Note – Intermediate classes begin at 8.45am).
- Morning Interval 10.30-10.50
- Lunch 12.30-1.25
- Finish 3pm
- Children may enter the school grounds at 8.15am and classrooms at 8.30am
- Teacher supervision commences at 8.30am

Attendance

- Regular attendance is expected.
- Please notify school by 9am if your child is to be absent.
- Please send a note when your child returns to school after an absence.
- Children arriving late must report to the office on arrival.
- Children leaving school during school hours require permission.
- School policy states that children are to wear sun hats during the months of daylight saving.

Valuables

The school does not accept any responsibility for the safe keeping of any item.

Homework

- Your interest and encouragement is essential.
- As a guideline, time spent on homework should be approximately
- 10-15min for Junior School children
- 15-30min for Middle School children
- 45-1hr for Intermediate children
- Some children enjoy doing projects etc and may choose to spend extra time on these.
- Please see the homework policy attached.

Uniform

- The Board of Trustees has introduced a compulsory school uniform for daily wear
- Uniform must be worn when representing the school.
- Older children change to suitable clothes for physical education and sports.

Stationery

- Stationery lists are sent home at the end of the year so that as many children as possible start on day 1 with stationery.
- All further requirements are available from the school office

Lost Property

- Please name all clothing and other property.
- Lost property is regularly displayed.
- Unclaimed items are given to charity.

Swimming

- During summer Y1-Y6 use the Parnell Baths. Y7/8 use Kings Aquadome in Term 2
- If through ill health a child is unable to participate, a note is required.

Accidents and Illness

- Minor cases are treated at school.
- You will be contacted if there is a concern.
- Please ensure the school has current contact telephone numbers.
- Please advise the school office if there are details of a child's medical history the school should know.

Medication

- Please advise the school office if your child needs medication at school. Children should not keep any type of medication in bags or desks, unless by special arrangement
- Allergies - please advise the school of any allergy your child has.

Library

- Children are encouraged to take home library books.
- We ask that they be taken care of.
- Contributions are requested to offset the cost of lost books.
- We appreciate parent help in the library.

Property Damage

- Where damage is done to the school, by a wilful act, an account for repairs will be sent to the caregiver.

Public Health Nurse

- Visits the school regularly.
- Please inform the school if you have a concern about your child's health.
- Referrals may be made by parents or teachers.
- Parents are kept informed if referred by the school
- 5 year olds may have a complete health assessment.

Road Patrols

- School crossings are patrolled by pupils under adult supervision from 8.30am to 8.50am and 3pm to 3.15pm every school day.
- School patrols are trained by the Police Education Officer.
- Please ensure that children arrive at school when crossings are patrolled.
- Parents are asked to respect the patrols, use the crossings and also part their vehicles correctly.
- Please do not park in the school grounds.

PARENT / SCHOOL COMMUNICATION

Interviews / Reports

- Meet the teacher evenings are held in Term 1.
- Student Profile Conferences are held at the beginning of Term 3.
- A full summary report covering the whole year issued in November / December.

Newsletters

- A school newsletter is sent home with the eldest in the family every fortnight on a Friday.
- Community notices are also distributed from time to time.
- Notices and newsletters are displayed in the foyer.

Parent Participation

- Parent helpers are required for trips, sports, class activities, library etc.
- Requests for helpers in the junior school are regularly made.

Assemblies

- Full school assemblies are held on alternate Fridays in the school hall. Dates are notified in the school newsletter.



In 2010 our school became one of the first 6 schools in Auckland to become designated a Confucius School. The principal, Gary Cain, is seen here with the Chinese Ambassador Zhang Limin.