



STANLEY BAY SCHOOL

# International Students

## Information and Enrolment Guide

Those who do their best do well  
*Ko era e mau te wehi ka hari te ora*

## Welcome

Nau mai haere mai

At Stanley Bay School we welcome international students and are committed to making their time with us a memorable 'kiwi' experience.

Our international students are cared for in a safe and inclusive environment that embraces diversity. We want children to feel happy and secure to develop self confidence in a supportive environment where learning is central to all that we do. We promote personal excellence and a belief that 'those who do their best do well' and pride ourselves on providing rich learning opportunities that encourage students to become confident learners and critical thinkers.

Our curriculum recognises that every child is unique and learns in different ways; we provide personalised learning programmes that allow students to lead their own learning. Our curriculum has strong foundations in literacy and maths and meets the needs of students through an inquiry approach which allows students to learn in contexts that are highly engaging, relevant and authentic.

We are a strong and inclusive school community and an exciting place to learn, we have a long history of high academic achievement and take pride that students leave our school with a sense of curiosity, wonder, drive and passion for learning.

We look forward to welcoming you to our school.

Nga mihi nui

[Emma Tolmie](#)

Principal / Director of International Students

## Learning Programmes

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International students are placed in a class with students of the same age. They are encouraged and supported to participate in all areas of the curriculum including Education Outside the Classroom (EOTC).

If required international students will receive intensive, small group support with English language learning from the ESOL (English Speakers of Other Languages) teacher. Tuition will continue three times per week until the student is able to work independently in class. The ESOL teacher liaises with the classroom teacher to ensure that the student is settled, progressing with English and the school curriculum.

More information can be found on our website [www.stanleybay.school.nz](http://www.stanleybay.school.nz) or for details about studying in New Zealand go to [www.studyinnewzealand.govt.nz](http://www.studyinnewzealand.govt.nz)

### Quality Assurance

Stanley Bay School is a signatory to the *Code of Practice for the Pastoral Care of International Students* (the Code) established under section 534 of the Education Act 2020. The school has attested that it complies with all aspects of the Code.

The Education Review Office last visited our school in 2022. You can view the full ERO report at <http://www.ero.govt.nz/review-reports/stanley-bay-school-03-06-2022/>

## Enrolment Information

The following information should be read carefully before you proceed with the enrolment.

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### Enrolment Conditions

Stanley Bay School has an International Student Policy and is a signatory to the *Code of Practice for the Pastoral Care of International Students* (hereinafter called the Code).

- Our International Student policy can be viewed at [stanleybay.schooldocs.co.nz/1893.htm](http://stanleybay.schooldocs.co.nz/1893.htm). You will need to enter the username, which is **stanleybay** and password, which is **SBS**.
- Copies of the code are available on request from the school or can be accessed at [www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html](http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html)
- A copy of the summary document of the Code of Practice for the Pastoral Care of International Students will be given to you before meeting with the Principal/International Student Director.

Please read these documents before the orientation meeting, so that any queries may be discussed. Students are accepted on a termly or annual basis.

### Living Arrangements for International Students

We accept enrolments from international students aged from five to ten years of age. Section 24 of the Code of Practice for the Pastoral Care of International Students states:

*Each signatory must ensure that its international students under 10 years live with a parent or legal guardian, unless they are accommodated in a school hostel.*

We do not have a school hostel therefore all international students must be living with a parent or legal guardian. If the student is living with a legal guardian we require legal documentation to confirm legal guardianship.

### Medical and Travel Insurance

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

**Medical Insurance** must cover;

- medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation
- repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting
- death of the student including cover of travel costs of family members to and from New Zealand and costs of repatriation or expatriation of the body and funeral expenses.

**Travel Insurance** must cover the student's travel;

- to and from New Zealand
- within New Zealand

### **Eligibility of Health Care**

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 [www.moh.govt.nz](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 [www.acc.co.nz](http://www.acc.co.nz)

### **Immigration**

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand and can be viewed on their web site at [www.immigration.govt.nz](http://www.immigration.govt.nz)

### **Learning or Health Needs**

It is very important for families of international students to inform us if the international student has learning or health needs. These can include;

- mental illness
- health concerns
- medication
- existing conditions
- special learning or behavioural needs

Health or Learning needs do not necessarily lead to non-enrolment but failure to disclose this information could result in termination of the contract.

### **Automatic Acceptance**

The acceptance of one child within the family does not automatically mean the acceptance of other children within the immediate or extended family. However, Stanley Bay School will endeavor to accept all members of the same immediate family when their applications are received at the same time.

### **English Proficiency**

No child will be refused acceptance due to their level of English, as all levels of English proficiency are catered for at Stanley Bay School. A placement in the school will be offered when conditions of

enrolment are met, a vacancy being available at the year level of the student and the fees having been paid.

### **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.

### **Residency**

If an international student gains residency or becomes a domestic student, whilst enrolled at our school, they may attend without further fees being paid from the start date on the visa. This applies to students who live in our school zone or out of our school zone.

### **Stand-downs, suspensions, exclusions and expulsions from schools**

If an international student displays serious misconduct during school hours the school will follow the Ministry of Education's guidance for schools. Click the link below to find out more.

<http://www.education.govt.nz/school/managing-and-supporting-students/student-behaviour-help-and-guidance/stand-downs-suspensions-exclusions-and-expulsions-guidelines/>

### **International Students Policies and Procedures**

All policies and procedures relating to international students can be sourced at [stanleybay.schooldocs.co.nz](http://stanleybay.schooldocs.co.nz). The username is *stanleybay* and the password is *SBS*

## Enrolment Process

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### 1. Application Acceptance

Once the application has been received, accepted, the payment of the fees made, enrolment form and signed offer of place completed, then a letter and receipt of fees will be issued to enable an application to be made to Immigration for a student visa.

If there is no current available place, the parents will be notified, and will be given the option of being placed on a waiting list. When the place becomes available, they will be notified, and be given fourteen days to accept or decline the placement.

On receipt of an enrolment application and the arrival of the international student family to the school, the following procedures will occur:

### 2. Administration Interview

Parents will be notified of an interview time with the International Coordinator. This interview will include the international student and family, the agent, a translator (if required) and the International Coordinator. During this interview it will be determined that all enrolment conditions are met including insurance requirements. During this meeting the International Coordinator will go through important documents with the family. These include:

- Summary of Code of Practice
- Contact list including emergency contact
- Internal Process for dealing with grievances
- [Disputes Resolution Scheme / DRS](#)
- [Health and Safety in Schools](#)
- [NZ Police Road Safety](#)
- Useful links regarding Health and Safety and Studying in New Zealand
- The school ICT Responsible Use Agreement

### 3. Principal / Director of International Students Orientation Meeting

Once the administration part of the enrolment has been completed an orientation meeting with the Principal / Director of International Students will be arranged. This meeting will include:

- a tour of the school
- introduction to the class teacher, the ESOL teacher and the class
- information about the New Zealand Curriculum and the Stanley Bay Curriculum
- an opportunity to ask any questions

## Fee Schedule for International Students

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### Base Fees

It is understood that all children will participate fully in all aspects of Stanley Bay School life, including Education Outside the Classroom (EOTC).

#### **Tuition Fees:**

NZ\$500 per week

NZ\$5000 per term

NZ \$17,000 per year

#### **Administration Fees:**

NZ\$600 1 term (or part thereof)

NZ\$1200 2 terms (or part thereof)

NZ\$2400 3 terms – 1 year

Base Fees include classroom tuition, activity fee (class trips), 1 x stationery pack, online learning programs and 1 x Stanley Bay SunSmart Sunhat.

**All fees include GST.**

**Administration fees are non-refundable.**

### Additional Fees

These costs are not included in the base fees. These are additional costs payable by parents as required:

- English Speakers of Other Languages (ESOL) tuition if required \$300 per week
- Extra tuition for reading, writing and mathematics if required \$300 per week
- Registration and associate costs for Sports Teams Dependent on chosen sport
- Year 5 and 6 Students Waterwise (Sailing Programme) Approximately \$100
- Year 5 and 6 Students Camp Approximately \$300
- Year 0 to Year 6 Student Sports Uniform (if required) Approximately \$100



## Orientation

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The Principal/Director of International Students, the ESOL teacher and the classroom teacher are primarily responsible for the orientation of the students and their ongoing welfare within the school.

An initial orientation will be carried out at the orientation meeting with the Principal/Director of International Students. The international student and family will be given a tour of the school, meet with the ESOL teacher, classroom teacher and the class. On the international students first day of study they will be met by the Director of International Students/Principal and shown to the classroom.

The classroom teacher will be responsible for ensuring the international student is buddied with two or more students whose role is to help the new student with daily routines, timetables and activities during free time. If required, support with the English language will begin immediately with the ESOL teacher and the international student will be withdrawn to receive small group tuition at least three times a week.

The Director of International Students, the ESOL teacher and the classroom teacher will continue to monitor the pupil during the “settling – in” period (this will vary) and be available for support of the international student and the parents or guardian. The ESOL teacher will also support the classroom teacher with resources and ideas to help the development of English if needed.

As the international student becomes more settled and is comfortable with the daily routines, the Director of International Students, the ESOL teacher and the classroom teacher will continue to monitor his / her progress through observation, assessments, informal meetings, ESOL teaching times, meetings with each other, formal and informal meetings with the parents. Where difficulties and questions arise, it is important that all parties understand the available pathways and that these are maintained.

Parents and students need to know that Stanley Bay School provides opportunities to discuss issues and progress. They may make an appointment to see the classroom teacher, the ESOL teacher or the Director of International Students to discuss any questions or concerns at any time.

Formal meeting times are offered throughout the year:

Term 1 Formal parent/teacher interview with classroom teacher  
Formal interview with ESOL teacher

Term 2 Well-being interview with Director of International Students

Term 3 Formal parent/teacher interview with classroom teacher

## Formal interview with ESOL teacher

Term 4 Well-being interview with Director of International Students

### Reporting

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International students attending Stanley Bay School will be expected to participate fully in all aspects of the school curriculum and associated activities.

In one year of study, all students including international student's families will experience and participate in:

- Two opportunities to meet with the classroom teacher to discuss progress and achievement
- Two opportunities to meet with the ESOL teacher to discuss progress and achievement in relation to learning English
- Two written reports outlining progress and achievement
- An invitation to initiate at least another two meetings with the classroom teacher to get an update on progress and achievement.
- An invitation to meet with the Principal / Director of International Studies for a pastoral care meeting twice within the year.

International Student families are encouraged to contact the Principal / Director of International Students anytime they would like an update on their child's learning or to share information and concerns.

## Grievance Procedure

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If you are an international student or an international student family member and you have concerns we aim to work with you to resolve the issues.

### What to do if you have a problem

#### Problems with school

- Talk to your classroom teacher
- Talk to the International Coordinator Office next to the library
- Talk to the Deputy Principal Ask at the office to see the Deputy Principal

#### Problems with enrolment

- Talk to the Enrolment Officer School office
- Talk to the International Coordinator School office
- New Zealand Immigration Service Phone 0508 855 8855

[www.immigration.govt.nz/contact](http://www.immigration.govt.nz/contact)

#### Problems with health

- Talk to the International Coordinator School office
- Talk to the Enrolment Officer School office
- See the public health nurse Ask at the office for an appointment

If you have a complaint that can't be resolved at school, school can help you to contact NZQA about your problem. See your NZQA "How to make a complaint" brochure, and talk to the International Coordinator.

If you have a complaint about Stanley Bay School breaching the Education (Pastoral Care of International Students) Code of Practice 2016, follow Stanley Bay School formal complaint process first. If this does not resolve your complaint, you can contact the New Zealand Qualifications Authority (NZQA) by phone on 0800 697 296 or email [gadrisk@nzqa.govt.nz](mailto:gadrisk@nzqa.govt.nz).

Or, if it is a financial or contractual dispute, you can contact FairWay Resolution by phone on 0800 77 44 22. More information is available on the FairWay Resolution website:

<http://www.fairwayresolution.com/got-a-dispute/istudent-complaints>

If you have a concern please ask for help as soon as possible.

If you are not confident to speak on your own then please bring another adult (agent, translator, family member or friend) with you. We are committed to making your stay happy and successful.

## International Student Policies

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Our school hosts international students and is a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016 (the Code).

As a signatory to the Code, we strive to protect international students and provide them with a positive experience that supports their educational achievement. The pastoral care we provide includes:

- supporting students in a new cultural environment
- identifying and addressing the needs of students, including their safety and well-being
- helping international students participate in New Zealand culture by enabling them to develop relationships and networks
- supporting international students to achieve their goals.

### The Code of Practice for the Pastoral Care of International Students

In accordance with the Code of Practice, Stanley Bay School:

- maintains high professional standards
- recruits international students ethically and responsibly
- provides students with comprehensive, up to date, and accurate information
- provides students with information before they enter into any commitments
- conducts contractual dealings ethically and responsibly
- recognises the particular needs of international students
- ensures that students are in safe accommodation
- has fair and equitable processes for addressing problems and grievances.

### Resources

- NZQA: [The Education \(Pastoral Care for International Students\) Code of Practice 2016](#)
- NZQA: [Guidelines for the Education \(Pastoral Care of International Students\) Code of Practice 2016](#)
- Ministry of Education: [Regulations to better support international students](#)

### Legislation

- Education (Pastoral Care of International Students) Code of Practice 2016
- Education Act 1989

## Fee Protection and Refund Policy

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### Fee Protection

Fees paid by international students are secure and protected against the possibility of an interruption to the course. Our school's internal procedures to monitor income and expenditure ensure that money is controlled appropriately.

### Fee Refunds

#### *1. If the application is made before the start of the course*

If a student wishes to withdraw before the course a refund will be considered less \$500.00 administration fee and charges already incurred. Parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim prior to starting the course.

#### *2. If the application is made after the start of the course*

If a student wishes to withdraw after starting the school, course or programme, no refund will be made except in exceptional circumstances. These may include the student returning home due to serious illness of self or an immediate family member (parent or sibling). We require professional medical notes in English for any illness of self or family member. All such refunds will be at the discretion of the Principal and Board of Trustees and evidence will be required. Please note all refunds will be less a classroom placement hold fee for remaining tuition terms. This is charged at \$250.00 per term.

Please note that Stanley Bay will not provide a refund for change of mind or voluntary student withdrawal once the course or programme has commenced.

#### *3. If a student gains permanent residency during their course*

If an international fee paying student gains permanent residency during their course documentation must be provided and the student will qualify for a refund on the balance of their course less \$500.00 administration fee and classroom placement hold fee for remaining tuition terms. This is charged at \$250.00 per term.

If a student gains permanent residency their international enrolment will be terminated. If the student wishes to enrol as a domestic student, they must meet the school's enrolment criteria.

#### *4. If the school ceases to provide the agreed programme or ceases to be a signatory to the Code of Practice*

If the school ceases to provide the agreed programme or ceases to be a signatory to the Code of Practice the school will deal with the fees paid for services not delivered or the unused portion of fees by refunding the amount in question to the student (or the student's parent or legal guardian)

or transferring the amount to another signatory as agreed with the student (as specified in the Code).

### *5. Visa Requirements*

If the application is made due to failure to obtain a Visa a refund will be given less \$500.00 administration fee and charges already incurred.

*The Board of Trustees may refund fees to the person who paid the fees less the following amounts:*

- An administration charge of \$600.00 (GST inclusive)
- Costs to the school already incurred for tuition
- Components of the fee already committed for the duration of the course
- Specialist fees
- Appropriate proportions of salaries for teachers and support staff (if applicable)
- Costs already incurred for the use of facilities and resources
- The proportion of the Government levy the school is required to pay
- Any commissions paid to an agent representing the student
- Any other costs already incurred

*The Board of Trustees will make no refund if;*

- a student has been stood down, suspended or excluded
- a student is asked to leave the school because of poor attendance
- Immigration New Zealand have cancelled a student's visa
- a student returns home for any reason other than serious illness or death of an immediate family member (parent or sibling) - evidence must be provided
- the enrolment application is found to be inaccurate in any way and the contract is terminated
- a student acquire permanent residence or domestic student status after having enrolled at the school, no refund will be made for the term in which their status changes (unless the Board of Trustees in its absolute discretion determines otherwise)

### **How to apply for a refund**

Parents must apply in writing to the Board of Trustees, setting out the special circumstances of the claim. Any refund will be based on the date that the letter of application for the refund is received.

### **Payment of refunds**

Any refunds will be paid directly to the parent of the student unless the school is instructed otherwise in writing.

### **Termination of enrolment**

The school is required to notify Immigration New Zealand when a student's enrolment is terminated.

## Schooling in New Zealand

In New Zealand students begin school at Primary School from the age of 5. Then students attend a separate two year intermediate school where students are aged between 10 and 13 years of age. Finally students finish their schooling at secondary school.

Stanley Bay is a primary school and accepts students between 5 and 10 years old. When they finish their primary schooling most children will go to [Belmont Intermediate](#) School and then onto [Takapuna Grammar](#) School. Stanley Bay has a close working relationship with both schools and can support the transition for international students to Belmont Intermediate

Should you wish to contact Belmont Intermediate to find out about your child's next stage of schooling please contact International Student Director

At the end of year review, or sooner if required, the Director of International Students will provide students and their parents / legal guardians with information and advice on pathways for further study.

For further information about the New Zealand schooling system please go to;

- <https://www.newzealandnow.govt.nz/living-in-nz/education/school-system>
- <https://www.education.govt.nz/quick-links/international-students/>
- <http://www.educationcounts.govt.nz/home>

## Additional Information

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### \_ Translated Codes of Practice

- Chinese - <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/2016-Code-pamphlet-pdfs/2016-Code-of-Practice-summary-Chinese.pdf>
- Korean - <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/2016-Code-pamphlet-pdfs/2016-Code-of-Practice-summary-Korean.pdf>
- Japanese - <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/2016-Code-pamphlet-pdfs/2016-Code-of-Practice-summary-Japanese.pdf>
- English - [nzqa.govt.nz/providers-partners/education-code-of-practice/](http://nzqa.govt.nz/providers-partners/education-code-of-practice/)
- Legislation: [education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students/](http://education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students/)

### Living in Devonport

Voted New Zealand's safest community, Devonport is just 10 minutes by ferry or a short drive over the harbour bridge to the city centre. Devonport offers safe clean beaches, recreational activities, cafes, restaurants, bars and wide green open spaces and some of New Zealand's top performing schools.

#### *General Information*

- [Living in Devonport](#)
- [Living in Auckland](#)
- [Cost of Living in Auckland](#)

#### *Transport Costs*

- [Devonport Ferry](#)
- [Bus and Trains](#)

#### *Rental Property Costs*

- [ENZ – House Rentals](#)
- [Barfoot and Thompson Market Rentals](#)

#### *Rental cars*

- [NZ Car Rental](#)
- [Hertz Rental cars](#)
- [Avis Rental Cars](#)



## Fitting Into New Zealand Culture

New Zealand is a great place to live and study, below are some links to help you find out more;

- Study in New Zealand: <http://www.studyinnewzealand.govt.nz>
  - NZQA's Studying in New Zealand: <http://www.nzqa.govt.nz/studying-in-new-zealand/>
  - Study Information: [sorted.org.nz/guides/studying-immigration.govt.nz/new-zealand-visas/options/study](https://sorted.org.nz/guides/studying-immigration.govt.nz/new-zealand-visas/options/study)
  - Tourism: [tourismnewzealand.com](http://tourismnewzealand.com)

## Safety Information

- Sunsmart: <http://sunsmart.org.nz/>
- Watersafety: [watersafety.org.nz](http://watersafety.org.nz)
- Drivesafe: [drivesafe.org.nz](http://drivesafe.org.nz)

## *Translated Visitor Guides (NZ Police)*

- Chinese - <http://www.police.govt.nz/sites/default/files/publications/visitor-guide-chinese.pdf> •
- Korean - <http://www.police.govt.nz/sites/default/files/publications/visitor-guide-korean.pdf> •
- Japanese - <http://www.police.govt.nz/sites/default/files/publications/visitor-guide-japanese.pdf> •
- English - <http://www.police.govt.nz/advice/personal-community/keeping-safe/visitors-safety-guide>

