



RoslynSchool

Mission Statement:
“Developing the talents of future generations”

International Students Information Booklet



Roslyn School is a Full Primary School that welcomes International Students. Our Information Booklet gives a brief description on the school and some principles that we adhere to.

Roslyn School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the New Zealand Ministry of Education. Copies of the Code are available on request from Roslyn school or from the Ministry of Education website at www.education.govt.nz A brief summary of the code document is enclosed.

For further information and applications please contact:

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International Student Information

Roslyn School has had an International Student Programme since 1998 and provides a welcoming, caring environment for students from different cultures.

We cater for pupils in their first eight years of schooling. Our curriculum delivery is based on The Roslyn Kid from the guidelines of the New Zealand Curriculum, especially focusing on Literacy and Numeracy. We accept students who wish to immerse themselves in an English speaking environment by placing them in a regular classroom. Our curriculum allows for Student Inquiry and Self Direction.

ESOL assistance is available to all International Students. All students will be assessed upon arrival on their skill level of English. ESOL students will be placed in groups or taken individually depending on what will best cater for their needs according to their competency in English.

All students who wish to attend Roslyn School must stay with a member of their family or a close know relative. It is important that if a family is designated by parents that they must comply with the Code of Practice and it must be indicated on the application form.

It is important that students have a genuine desire to learn. They must have a good level of conduct, attitude and attendance. Attendance is compulsory, unless sickness occurs.

Termination of Agreement

Once an International Student has enrolled at Roslyn School, they have the same rights as a domestic student. A student will only be required to leave for gross misconduct, non-attendance, continual disobedience or breach of the home stay contract.

Fees

Tuition Fees are as follows:

One off Administration fee (including G.S.T at 15%)	\$	345.00
Tuition Fee (Per Year) (including G.S.T at 15%)	\$	8,500.00

Short Term (One School Term or Less)

One off Administration fee (including G.S.T at 15%)	\$	345.00
Tuition Fee (Per Week) (including G.S.T at 15%)	\$	400.00

The student may need to cover other costs that can include:

STEM Fee	\$	100.00
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School Camps and Visiting Performers – notices will be sent home regarding costs

Support Services

Roslyn School aims to make the students feel as comfortable and secure as possible while they are away from home. We want students not only to reach excellent proficiency with their English and studies, but also enjoy New Zealand's wonderful environment and lifestyle.

Upon arrival, students will be welcomed and introduced to appropriate staff. Full orientation to the school and our expectations and support system will be explained to all students. They will also be allocated a "buddy" pupil to help them within the school and ease their way into mainstream classes. Parents will be given a folder that contains all the relevant information pertaining to their stay and of the school.

Classroom teachers and ESOL staff will monitor and closely support students.

ESOL Programmes

Trained staff will be the main providers of student programmes. The programmes will be designed to meet the students' needs and a report on their progress will be given at regular intervals.

With support, we encourage pupils to involve themselves with school and local sports and community organisations. The school organises a variety of sporting opportunities. Local clubs cater for soccer, golf, squash, tennis and rugby. The school will provide assistance for students wishing to join local clubs if the school cannot cater for a particular sport. The school also operates a variety of cultural and arts activities which International Students are encouraged to participate in.

Reporting

International Students will receive a written report as per school organisation or upon leaving the school. Children enrolled for short-term stays will be issued a brief report on their attitude to work, relationships and some attainment comments. Family are more than welcome to ask for a conference with the teachers.

Contact with Parents

It is very important to notify us of any change of address or phone number of yourself or family so that we can keep in touch.

Under the conditions of the Code of Practice, schools are required to ensure that International Students maintain regular contact with their parents (if staying with a relative).

Students are able to email, Skype or blog so regular contact is maintained.

Grievance Procedures

IF an International Student is unhappy about anything at school, they should be advised to follow the following procedure:

1. Talk to the classroom teacher
2. Discuss the matter with their ESOL Teacher Aide
3. Meet with the Team Leader and/or Deputy Principal
4. Meet with the Principal

At this point we would undertake an internal process to examine the cause of the pupil's concerns. If the pupil then wishes to proceed they may take it further:

1. The student may go to the Board of Trustees and an advocate for the student will be provided
2. The student will be given every assistance to access IEAA

Health and Travel Insurance

The Code of Practice for International Students states:

Most students are not entitled to publicly funded health services while they are 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 categories and you receive medical treatment during your visit, you will be liable for the full costs of the treatment. Therefore, all students must have Health and Travel Insurance for the duration of their stay in New Zealand.

We recommend Uni Care and further information and application forms are available on their website www.uni-care.org

Evidence of the insurance policy will be asked for on enrolment.

Your insurance policy must include fee protection. The Board of Trustees will also undertake to keep sufficient funds in reserve to refund the unspent portion of fees, in line with the Refund Policy, or should the school be unable to continue the programme.

Refund conditions

We will make every effort to ensure the students stay in New Zealand will be successful and rewarding. If a decision is made to withdraw, it must be in full consultation with all parties concerned.

To be eligible for a refund, an application in writing must be made to the Principal by the parents or legal guardian stating clearly the reason for withdrawal of the student.

If the withdrawal is made prior to the student coming to New Zealand, then a refund will be made, less the administration fee.

There will be no refund if a request to withdraw is made after the student has reached the mid-point of his/her time here.

On arriving at a decision on a refund, the Principal will take into consideration the special circumstances and:

1. Costs already incurred by the school
2. The salaries of Teachers and Support Staff already committed to their instruction
3. An amount which covers facilities and resources to date of withdrawal
4. Any refund of the International Student's fee from the Government

Immigration

The Code of Practice state:

“Full details of Visa and Permit requirement, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service”

This can be viewed on their website at www.immigration.govt.nz

