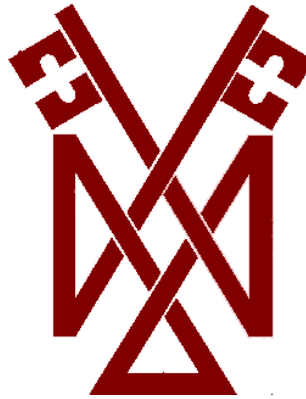


# John Paul II High School

Greymouth – New Zealand

[www.johnpaul.ac.nz](http://www.johnpaul.ac.nz)



*Christ is the Key*

## INTERNATIONAL STUDENT INFORMATION HANDBOOK

**2018**

**Kia ora.** Greetings from **John Paul II High School** located in Greymouth on the West Coast of the South Island (West of the Southern Alps) of New Zealand.

John Paul II High School is located in Greymouth, a small port town built where the Grey River meets the Tasman Sea, the Southern Alps are visible from our school and bush-clad hills form the backdrop. Greymouth has a population of about 10,000 people. Our school is an Integrated Roman Catholic secondary school for boys and girls between the ages of 12 and 18 years (Years 9 to 13), with a maximum roll of 240 students.

We expect and support our students to achieve to the highest standards they are capable of. In our small and welcoming school, all students, including International Students, are made to feel welcome and part of our Christian family. Small classes offer students enhanced teacher support in class time and our dedicated staff volunteer personal time for tutoring support. If you wish to apply for a position in our school, please study the information in this package carefully and then post the application forms to us. We look forward to meeting you.

# CONTENTS

Code of Practice for the Pastoral Care of International Students	3
Prime Condition of Enrolment	3
Student Fees and Associated Costs	4
Application Requirements and Procedures	6
Conditions of Acceptance	7
Refund Conditions for International Students	8
Curriculum Programme	9
Orientation Programme and Support Services	11
Support Services	11
Student Welfare	12
Information on Accommodation	12
Information on Facilities, Equipment and Staffing	13
What do you do if I have a grievance?	14
Frequently asked Questions	15
School Rules	16
Code of Conduct	17
Procedures that Apply When a Student Withdraws or Is not Attending their Course	18
Circumstances in which Tuition may be Terminated	18
Summary Code	19
Courses of Study – 2017	22
Student Support Services	23
Asian Public Health Services	24

## CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

*John Paul II High 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 Qualifications Authority (NZQA) Education website at <http://www.nzqa.govt.nz>

### **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>

### **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.health.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 (including Group Students) must have appropriate and current medical and travel insurance while studying in New Zealand.

N.B. Students must provide evidence of medical and travel insurance on enrolment. The insurance must cover the full length of time spent in New Zealand. New Zealand Insurance cover is strongly preferred but if an insurance policy is purchased outside of New Zealand, an English translation of the policy must be available for inspection. The school will keep a record of the Insurance Policy number and the type of cover provided.

## PRIME CONDITIONS OF ENROLMENT

John Paul II High School requires that all international students live in one of the following types of accommodation.

- i) Students may live with a designated caregiver chosen by their parents. All accommodation and designated caregivers must be approved by the school, as required by the **Code of Practice for the Pastoral Care of International Students (Revised 2010)**.
  - An Indemnity Form must be signed by international parents stating that the designated caregivers are 'bona fide' relatives or close friends of the student's family.
- ii) In a home-stay. All home-stays must be approved by the school, as required by the **Code of Practice for the Pastoral Care of International Students**.
- iii) Living with their parents.

For all enquiries about accommodation, please contact **Mr Kieran Stone** on (03) 768 4166 (business), P O Box 160, Greymouth, New Zealand or e-mail: [principal@johnpaul.ac.nz](mailto:principal@johnpaul.ac.nz).

## STUDENT FEES AND ASSOCIATED COSTS

Administration Fee ( <i>non-refundable - GST included</i> )	NZ \$ 250
	+
Tuition Fees ( <i>annual, payable in advance (GST included)</i> )	NZ \$ 11,600
( <i>This covers: Classroom tuition, textbooks on loan, ESOL tuition if required, Attendance Dues and Activity Fees.</i> )	Total NZ \$ 11,850

### **ADDITIONAL COMPULSORY COSTS**

(*These compulsory costs vary according to the Year level of the student.*)

Primary Care Provider Fee ( <i>Payable to John Paul II High School</i> )	NZ \$ 500 per year
( <i>See Page 5 for details</i> )	
Medical and Travel Insurance	Approximately NZ \$ 615 per year
Stationery:	Approximately NZ \$ 80 per year
Specialist class fees (Technology, ICT etc)	Approximately NZ \$ 150 per year
Uniform: Varies according to gender and optional items ( <i>Shoes additional</i> )	NZ \$ 550
NZQA Examination Fees ( <i>Years 11 – 13 only</i> )	NZ \$ 384
	Plus
For each Scholarship Subject entered	NZ \$ 102

### **ACCOMMODATION**

Homestay Placement Fee ( <i>non-refundable</i> )	NZ \$ 250
Weekly Homestay Fee	NZ \$ 200 per week
( <i>NZ \$9200 per school year</i> ) *See further notes below	

### **NON-COMPULSORY COSTS** (*Include only if applicable*)

Voluntary Activities/School/Class trips	NZ \$ 50
RE Donation	NZ \$ 40
Sports team participation	NZ \$ 120
Activity Donation	NZ \$ 40
Camps ( <i>Year 10 only</i> )	Approximately NZ \$ 285
Friends of John Paul Donation	NZ \$ 30

### **Fee Information**

- All fees are in **New Zealand Dollars**
- All fees are inclusive of Goods and Services Tax (GST = 15%)
- Where students are continuing their studies for a further year, the tuition fee should be paid by 31 October of the current year.
- The Primary Care Provider Fee does not apply if a student is living with a parent or family-designated caregiver in or near Greymouth.
- **Medical and Travel Insurance is compulsory.**
- The Administration (enrolment) fee is to be included with an *application for enrolment*.
- \*Home-stay fees cover 46 weeks of the school year and do not include 6 weeks over the summer vacation. A homestay "Holding Fee" of NZ \$ 90 per week is required for this period in the event that the student returns home during this time. These fees should be paid to the school, in advance, (a single payment of \$9200 or two half-yearly payments of \$4600) and will be then paid by the school to the home-stay family.

## **Funds**

A student must hold, and be able to show evidence of the fact that they have accessible funds of not less than NZ\$10,000 in New Zealand each year, to allow for all expenditure on his/her needs (including Accommodation costs) and to meet the requirements of the New Zealand Immigration Service.

## **Homestay Arrangements**

- Homestay parents are vetted by the New Zealand Police and checked by the school **prior to enrolment**. They will be visited by the Homestay Co-ordinator to ensure that they are suitable people offering accommodation of an acceptable standard which will offer a safe physical and emotional environment. An outcome of this visit is to establish communication processes between home and school.
- Homestay arrangements are inspected by the school each term to ensure that the accommodation, food and standard of care are of a suitable standard. Homestay parents will be interviewed at the same time.
- Any homestay arrangements must be approved by this school to ensure that they are not boarding establishments (maximum 4 International Students).
- The Homestay Co-ordinator will meet each International Student at least once each term to discuss their homestay arrangements.

## **Service for Primary Care Provider Fee**

- Ensuring that the student has a safe and enjoyable experience living in New Zealand.
- Assisting the student achieve his/her academic and social potential
- Administration for enrolment
- Assisting with Immigration administration
- Establishing and checking home-stay arrangements
- Visiting host families twice per year
- Reporting to parents overseas three times per year
- Contacting parents overseas whenever required
- Providing translation services for overseas parents
- Meeting with host parents regularly, including report evenings (Family Evenings)
- Interviewing students four times a year regarding their welfare
- Providing advice and counselling when needed
- Assisting with students' bank accounts and monitoring these
- Safeguarding the health and safety of their student
- Providing a 24 hour emergency contact call service for students and parents

***It is understood that all children will participate fully in all aspects of John Paul II High School life.***

## **FEES PROTECTION**

**John Paul II High School** has a Fee Protection policy to safeguard the fees paid by International Students, in the unlikely event that the school may not be able to commence or continue to deliver tuition to the international student. The Greymouth Catholic Schools' Board of Trustees guarantees to hold in reserve, sufficient funds to meet the requirements of any refund in these circumstances.

## APPLICATION REQUIREMENTS & PROCEDURES

The applicant must complete the **Application to Enrol as an International Student** form and produce the following documents before the application can be processed:

- a. Passport
- b. Student visa/permit
- c. Copies of recent school report with verified English translation
- d. Completed Designated Caregivers Indemnity Form (*if applicable*)
- e. Information on any medical conditions or learning difficulties (*if applicable*)
- f. Administration fee: NZ \$ **250** (*non-refundable*)

## PROCEDURES ONCE AN APPLICATION HAS BEEN RECEIVED

### If Student is overseas

1. Documents are checked and assessed
2. Offer of Place is made and Fees Invoice sent  
(*Fee payment by Bank Transfer into School Account is recommended*)
3. Fees received and evidence of Medical and Travel insurance sighted
4. Offer of place is confirmed

### If student is in New Zealand:

On receipt of a completed enrolment application, the parents will be informed of an interview time.

#### This interview will involve:

- The prospective pupil and parents
- The designated caregivers (*if applicable*)
- The Principal or nominated deputy
- The teacher responsible for International Students.

#### The interview will consist of:

- A tour of the school
- An explanation of the **Conditions of Acceptance** (*see below*)
- A classroom and daily programme explanation
- An initial assessment of the level of English of the student
- Ensuring the parents understand the Code
- An explanation of the designated caregiver's role & responsibility (*if applicable*)
- Making an appointment time to visit the home of the designated caregiver
- Answering any questions the family may have.

1. Parents will be informed in writing of the school's decision within 7 days of the interview.
2. If there are no current available places, the parents will be notified and will be given the option of being placed on a waiting list.
3. When a place becomes available, they will be notified and given 14 days to accept or decline the placement.
4. Placement in a particular year or class is at the discretion of the Principal. This may be dependent upon class numbers, English language proficiency and any other school assessments.
6. If application is accepted parents have 14 days to accept the placement by paying the fees. Once the fees have been received and receipted by the school, an Offer of Place letter will be given to attend **John Paul II High School**.

## CONDITIONS OF ACCEPTANCE

**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.**

1. An **elementary level of English** is required. Students may be refused acceptance due to their level of English; however, some support is available to improve English proficiency at John Paul II High School. Students wishing to gain New Zealand qualifications must have **Intermediate Proficiency in English**. Where a student has not reached an appropriate level of English, and John Paul II High School does not have an intensive English programme available, the school reserves the right to refer a student to an English Language School for full-time English tuition. **The costs of this tuition will be in addition to those charged by the school.**
2. Students and parents must accept and abide by rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
3. Students must observe the laws of New Zealand. All disputes will be dealt with under New Zealand law.
4. Students must observe the conditions of their Visa and Student Permit. If a student breaks the terms of the visa/permit, the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
5. Because class 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.
6. The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
7. Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
8. Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies). All additional costs (as outlined in the school prospectus) will be paid promptly, as required.
9. The conditions of the Fee Refund Policy will be accepted.
10. All students are required to have travel and medical insurance for the duration of their period of enrolment. The school can arrange insurance unless students choose to make their own arrangements, in which case proof must be provided that the insurance purchased is adequate. The school will keep a record of the policy number.
11. All international students must live in one of the following types of accommodation:
  - i. With their parents
  - ii. With a designated caregiver chosen by their parents. All accommodation offered by designated caregivers must be approved by the school, as required by the *Code of Practice for the Pastoral Care of International Students*. An indemnity must be signed by parents giving the designated caregiver authority.
  - iii. With a school-approved homestay family
12. The school's complaints procedure for international students will be used to deal with grievances.
13. The student and/or parents will provide academic, medical and other information that is relevant to the wellbeing and course placement of the student.

## CHANGE OF ADDRESS

14. Parents must inform the school of their address, telephone numbers, fax number and e-mail address. The student and/or parents will advise the school of any change type of accommodation (e.g. a change from living with parents to living with a designated caregiver) and any change in the contact details of the student and/or parents.
15. The student and/or parents must advise the school of any changes in immigration status affecting the student.

## REFUND CONDITIONS for INTERNATIONAL STUDENTS

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

### To be eligible for any refund:

- The parents must apply in writing to the Board of Trustees 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:

Fees will be refunded in full less the administration charge of NZ \$ 250. This includes if a student is not granted a student permit to attend John Paul II High School.

### If the application is made after the start of the course, but before the second half of a course:

Fees will be refunded less:

- An administration charge of NZ \$ 250 (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
- Any other costs already incurred

### If the application is made after the second half of a course:

- There will be no refund except under exceptional circumstances. (*See also Compassionate Refunds below*)

### Compassionate Refunds

- In exceptional circumstances, refunds may be granted on compassionate grounds, (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.

### 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.

### Homestay Fees

- All unused Homestay Fees will be refunded if the Homestay has been given two week's notice that the student is leaving.
- If the student does not give two week's notice, then two week's Homestay fees will be deducted from any refund.
- The Homestay placement fee will not be refunded.



### **The Board of Trustees will make 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.
- If a student wants to transfer to another school or educational institution.

## **CURRICULUM PROGRAMME**

Programmes at **John Paul II High 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 are not so prescriptive that they stifle creativity and the opportunity to capture the teachable moment

Teachers adapt the programme to the students to ensure the curriculum focus for each 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.

### **Subjects Offered**

**John Paul II High School** is a public or state school. It offers programmes in all areas of the New Zealand Curriculum. This includes:

Religious Education	Technology: (Digital Technology, Electronics, Bio-Technology, Food Technology, Hard & Soft Materials Technology)
English (Oral, written, reading, visual, and listening)	Graphics
Mathematics	Music
Sciences	Visual Arts
Social Sciences	Languages (Te Reo Maori, Japanese)
Health	
Physical Education	

Details of our 2017 curriculum are shown at the end of this document.

Details of the New Zealand Curriculum can be found on the Ministry of Education's website <http://www.minedu.govt.nz>

**John Paul II High School** adds a new range of learning opportunities to meet the broadening interest and development requirements of the pre-adolescent.

### **Classroom Programmes**

- ◇ English - Oral, Written, Visual
- ◇ Mathematics
- ◇ Science
- ◇ Social Studies
- ◇ Health/Physical Education
- ◇ Digital Technology (computing)
- ◇ Religious Education
- ◇ Library Information Skills

### **Cultural Programmes**

- ◇ Instrumental Tuition
- ◇ Choir
- ◇ Kapa Haka Group
- ◇ Nga Tikanga Māori

### **Catholic Teaching**

- ◇ Religious Education
- ◇ School Masses
- ◇ Celebrating Holy Days

### **Children with Extended Learning Needs**

- ◇ Accelerated Mathematics Classes
- ◇ Language/Reading Extension Programmes
- ◇ National/International English/Mathematics/Science Competitions
- ◇ Science and Technology Challenges Science Fair

### **Second Language Learning**

Level One courses in Languages available in...

- ◇ Te Reo Maori
- ◇ Japanese

### **Technology /Arts Programmes**

- ◇ Food Technology
- ◇ Biotechnology
- ◇ Electronics Technology
- ◇ Hard & Soft Materials Technology
- ◇ Graphics
- ◇ Music
- ◇ Art
- ◇ Information and Communication Technology

### **Sports Programmes**

- ◇ Recreational Sports Programme
- ◇ Community Sports: (*Hockey, Netball, Cricket, Softball, Rugby, Rugby League, Football, Table Tennis, Swimming, Volleyball, Badminton, Harriers*)
- ◇ Sporting Exchanges
- ◇ Festivals in Swimming, Athletics, Cross Country Running

### **Learning Support Programmes**

- ◇ Reciprocal Reading Programme
- ◇ Small Group 1:1 Tuition when required
- ◇ Teacher Aides working alongside children in classrooms/learning centres
- ◇ Booster programmes in Numeracy and Literacy
- ◇ ESOL (English for Speakers of other Languages)

We also group according to student ability for Mathematics and English at Years 9 and 10. Students are placed in these groups with other students who are working at the same level.

## **NEW ZEALAND QUALIFICATIONS**

The New Zealand Qualifications Authority (NZQA) website provides information on the qualifications offered in our school. These include, but are not limited to, the National Certificate in Educational Achievement (NCEA) at Levels 1, 2 and 3 (Years 11, 12 and 13). <http://www.nzqa.govt.nz> This school does not offer the Baccalaureate examinations.

## ORIENTATION PROGRAMME AND SUPPORT SERVICES

Students will be provided with proper orientation. The Deputy Principal is primarily responsible for the orientation of new students and their on-going welfare (assisted by the Assistant Principal) within the school community. This will be done in close liaison with the classroom teacher and the Principal.

Students will be met at the airport by a representative of the school. (i.e. the Director of International Students, the Homestay Manager or the homestay family, where this is possible.)

### The Orientation Programme will include

- On the student's first day, he/she will be met by the Teacher Responsible for International Students and shown their school. All students will be mainstreamed immediately upon arrival with a small group withdrawn for further orientation, English testing, and teaching as required. Assistance with academic planning is given, if required.
- The classroom 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. S/he will also ensure the student knows where to find the sick bay, tuck shop, toilets etc.
- Orientation will include school layout, rules and regulations, counselling, support systems and resources available.
- Information on banking, local travel systems, familiarisation with New Zealand laws, culture and learning will be provided.
- The Teacher Responsible for International Students will continue to monitor the student during the first few weeks while the student settles into the school. The teacher will also be available for support of the students, the classroom 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 classroom teacher, and/or the parents/caregiver.
- Translators will be made available where necessary. These may be another student or an adult, depending upon the situation and the requirements.
- Parents/caregivers and students need to know that **John Paul II High School** has an 'Open Door' policy. At any time they may make an appointment to see the classroom teacher, or the Teacher Responsible for International Students to discuss any queries or concerns.

### STUDENT SUPPORT SERVICES

The following staff members are available for assistance, support and for emergencies:

Name:	Mrs Patricia O'Regan	Designation:	Assistant Principal
Phone:	(03) 768 4166 Ext 212	Email:	admins@johnpaul.ac.nz
Name:	Ms Fiona Lauder-Margetts	Designation:	Guidance Counsellor
Phone:	(03) 768 4166 Ext 214, (03) 762 6119	Email:	gc@johnpaul.ac.nz

**Emergency Contact:** Name: Mr Kieran Stone      Mobile: 027 4166005

## STUDENT WELFARE

- If a student is having difficulties adapting to the new culture, a meeting will be set up with the student and parents to discuss the issues and put further support structures in place. This may be in the form of family support provided by a buddy family contacted by the school.
- Information will be given regarding travel options to and from school. This is to ensure that students and their families know there is a school bus service, know how and where to access public buses and understand basic pedestrian safety.
- Students are encouraged to seek advice from the teachers or Principal on welfare issues, including personal health problems, mental health problems, drug problems and problem gambling (New Zealand law prohibits any person under the age of 18 years to gamble). Referral information will be given and a referral made to the appropriate support agency if necessary.
- Information on sexuality education and health promotion is provided through the Health and Physical Well Being curriculum programme taught in the school.
- John Paul II High School is smoke free. No smoking is permitted anywhere on school property nor while in school uniform or attending any school function. The sale of tobacco products is not permitted to any person under 18 years of age.

## INFORMATION ON ACCOMMODATION

John Paul II High School will arrange accommodation for international students, when required. The school undertakes to comply with the accommodation provisions set out in Part 6 of the Ministry of Education **Code of Practice for the Pastoral Care of International Students**. The categories of accommodation that will be accepted by the school are:

- i) Living with a parent*
- ii) Living with a designated caregiver or*
- iii) Living in a homestay*

### Accommodation Policy Objectives will

1. Provide a suitable and safe living environment conducive to study and a supportive home life.
2. Involve the residential carer in the welfare of a student away from the student's family and home country.
3. Assist the student to successfully integrate into the New Zealand lifestyle.
4. Work towards the overseas parents' peace of mind knowing that the student is well cared for and happy in New Zealand.

### Homestay Co-ordinator

John Paul II High School has appointed a member of staff, known as the Homestay Co-ordinator, to organise and monitor student accommodation according to the **Code of Practice for the Pastoral Care of International Students**. Her name is **Mrs Jennie McMillan**, and she may be contacted at work (03) 768 4166, e-mail: [jennie.mcmillan@johnpaul.ac.nz](mailto:jennie.mcmillan@johnpaul.ac.nz), postal address; C/- John Paul II High School, P O Box 160, Greymouth, New Zealand or on fax (03) 768 5183.

## Students not living with a parent

For all students under 18 years and not living with a parent:

1. Any accommodation to be used by international students will have:
  - An on-site assessment to determine that living conditions are of an acceptable standard.
  - If a homestay or designated caregiver, an assessment to determine that the accommodation type is not a boarding establishment.
  - An assessment of the residential carer's suitability and whether they will provide a safe physical and emotional environment.
2. Each student will be interviewed at least quarterly to ensure that their accommodation is suitable.
3. All accommodation residences will be visited at least twice yearly to ensure that they remain suitable.
4. Police vetting will be carried out on all adults aged 18 years and over living in a homestay or designated caregiver accommodation used by a student.
5. John Paul II High School will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.

## Accommodation Costs

Details of costs of accommodation and requirements for payment are detailed on Page 4 of this handbook.

# INFORMATION ON FACILITIES, EQUIPMENT AND STAFFING

John Paul II High School, like most schools has general purpose classrooms and specialist rooms including a modern music suite, science laboratories for the study of Science, Physics, Chemistry and Biology; a Hard Materials workshop utilising all hard materials, as well as Soft Materials, Food Technology, Physical Education, Outdoor Ed, Visual Arts, and an Information and Communication Technology room, equipped with up-to-date computers. There are computers with Internet access in every classroom as well as an additional research suite for student use resulting in one computer for every two students in the school. Students also have access to our own on-site Video-conferencing facilities.

Ample sporting facilities are available for use within a short walk from our school and many codes of sporting activities are available within the school.

Staff members are well trained and many of them are highly experienced teachers, a number of whom have overseas experience including teaching in Japan and Korea. Secondary teachers are specialists within their subject fields and are all degree-qualified. Other staff members include a Guidance Counsellor, Vocational Guidance Advisor, a Sports Coordinator and a Special Educational Needs Coordinator.

The school provides ample playground space and equipment for lunchtime sporting activities to encourage fitness and social interaction between all students in our school.



## WHAT DO YOU DO IF YOU HAVE A GRIEVANCE?

We want you to be happy at John Paul II High 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

1. Make a time to talk to your Form Teacher about your concern. If your concern is a classroom teacher, make a time to talk to the Deputy Principal or the Assistant Principal.
  - (a) After a few days, if you do not think the problem has been solved talk to the Principal.

### Problems with school friends

1. Take the time to talk to your teacher or Guidance Counsellor about your concern. They may suggest Peer Mediation.
2. You can also talk with our Deputy or Assistant Principal; he/she is very helpful, especially with broken friendships. You can make an appointment at the office through Mrs Smith, Mrs Molloy or Ms Jackson.

### Problems with your Homestay/Designated Caregiver

1. Make a time to talk to the Teacher responsible for International Students, (the Assistant Principal). S/he will discuss the concerns with you and do her best to sort things out. If necessary s/he will contact the Principal on the matter and/or your parents.

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

If your education provider has not resolved your concerns, you can make a complaint to NZQA. NZQA is part of the New Zealand government. <http://www.nzqa.govt.nz>  
NZQA will make an independent assessment of your complaint and then:

- investigate your complaint, or
- refer your complaint to someone else who can better help you, or
- advise you about any other options.

NZQA's website provides information about [making a complaint to NZQA](#).

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 good enough you can always bring a friend who has better English.***

***We hope your stay at John Paul II High School is a happy one.***

## FREQUENTLY ASKED QUESTIONS

### 1. When is *John Paul II High School* open?

- a. Our school is open at 8 am every morning during term time, Monday to Friday. Lessons start at 8:35 am and school finishes for the day at 3.10 pm.
- b. The school terms are given in the main school prospectus along with public holidays when the school is closed.

### 2. What do I need for the classes?

- a. Make sure that you always have a pencil, pen, ruler and eraser with you every day. Your teacher will tell you what exercise books you need.
- b. For the specialist classes – hard and soft technology, electronics, food technology, and art - you need to wear covered leather shoes at all times.
- c. When your class has Physical Education you will need your PE shirt, shorts and sports shoes.

### 3. What if I am sick or cannot come to school?

- a. If you are sick and cannot come to school, make sure that your parents or caregivers contact the school to let the school know.
- b. If you feel sick at school or if you hurt yourself at school, you need to go to the Office and tell the office staff (Mrs Smith or Mrs Molloy) who will look after you.
- c. 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 written note.

### 4. What if I change my address or phone number?

- a. 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.

### 5. What about breaks and meals?

- a. There is a break in the morning from 10:55 am to 11:25 am and a break for lunch from 1.35 pm to 2.05 pm.
- b. Snacks and other food can be purchased at the school canteen, during morning break or lunch break or you can bring your own food from home. The school does not provide free lunches for the students.

### 6. What do I do if my lunch disappears?

- a. If your lunch disappears from your bag or locker, let your Form 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 lunch time.

### 7. What do I do if I am bullied?

- a. If you are teased or bullied at school, coming to school, or going home from school, you must let your Form Teacher or the Assistant Principal, Ms O'Regan know as soon as you can. We do not tolerate bullies and will do everything we can to prevent you from being bullied.

### 8. May I use my own laptop at school?

Yes. The school has a BYOD network (Bring Your Own Device), so students are encouraged to have, and bring their own laptop or similar device to school.

# SCHOOL RULES

## 1. GENERAL

- Once at school, all students must stay at school and not leave the school grounds until the end of the school day, except with written permission from their Form Teacher or a member of Senior Management (Assistant Principal, Deputy Principal or Principal).
- Classrooms are out of bounds at all times unless the teacher is in the room.
- Students are not to use the foyer except when going to the Office.
- Students are not allowed out of their classroom during lesson time without permission from a teacher.
- Students causing damage must report breakages to a teacher on duty.
- Lost Property is to be handed in to the School Office.
- Cell phones, notebooks, laptops, electronic games, skateboards/scooters and other personal property are allowed at school but the school accepts no responsibility for their safekeeping.
- Cell phones & Ipods are permitted at school but students must be aware of the law relating to taking and publishing pictures of other students or staff. Cell phones may be brought to school but their use **during class time** is prohibited and they must be switched off.
- Students are not allowed in the staff room at any time unless invited by a teacher.

## 2. UNIFORM

- Full uniform (either general or sports) must be worn, and worn correctly, at all times. Students are to be in either one uniform or the other.
- 'College' style black leather shoes or sandals are the uniform shoes. (Sports shoes may be worn with the sports uniform or while playing sports only.)
- Black leather 'College' shoes must always be worn for Technology - no covered shoes, no Technology.
- Long hair must be tied back.
- Jerseys are only to be worn correctly, not around the waist, etc.
- The only items of jewellery allowed to be worn at school are watches and studs (1 per ear). A single stud may be worn in each ear. Any religious or cultural jewellery may be worn around the neck provided it is kept out of sight.
- No nail polish or make up is permitted to be worn at school.
- During Terms 1 and 4 a school sun hat may be worn during the breaks and during terms 2 and 3, a "beanie" may be worn.
- Scarves may be worn during winter outside the classroom only.

## 3. AFTER SCHOOL

- While waiting for a school bus, students are to wait quietly in the designated bus areas.
- Misbehaviour may forfeit a student's right to travel by bus.



## CODE OF CONDUCT

***In our school we respect, help, and support each other. We have a philosophy known as the Three Cs – COURTESY, CO-OPERATION AND CONSIDERATION.***

I WILL:

- Use appropriate and respectful language - i.e. abusive and offensive language will not be tolerated.
- Remember to use manners ie “Please” and “Thank you”.
- Knock before entering a classroom.
- Let adults through doors first, and also other students if they are carrying something heavy.
- Wait my turn to speak, do not speak when another is speaking.
- Comply with a request from a teacher. Borrow from another only with his/her permission.
- No chewing gum or bubble gum allowed at school.
- Speak to adults politely and address them using their title (Mr, Mrs etc.)
- Ask the class teacher's permission before delivering a message to another student.
- Not interrupt when the teacher is giving instruction.

***In our school WE TAKE CARE OF EVERYTHING, remembering it is “on loan” and a privilege, not a right.***

I WILL:

- Take responsibility for the state of my desks, classroom furniture and equipment.
- Take good care of all books supplied, which includes all library books and school texts.
- Use sports and P.E. gear for the right purpose and look after it.
- Do my share of keeping our classroom, passage, and grounds clean and tidy.

***In our school, every student has a RIGHT TO LEARN and every teacher has a RIGHT TO TEACH.***

I WILL:

- Keep my voice soft to avoid disturbing others when I'm talking.
- Be prepared by having what I need for each subject - pens, pencils, ruler, P.E. gear, and other equipment as required e.g. a calculator for mathematics.
- Avoid talking over others.
- Find an appropriate time for talking to the teacher, especially when s/he is working with other students.
- When I need to, move around the class in a quiet orderly manner.
- Do my very best to stay on task.
- Make every effort to complete all learning tasks, including homework.
- Line up with my class promptly when the bell rings.

***In our school every student has the right to a SAFE ENVIRONMENT in which to learn and play.***

I WILL:

- Ensure I am not involved in any bullying - this will not be tolerated.
- Allow no physical or mental abuse; put downs or insulting language.
- Participate only in positive interactions - no threatening behaviour will be tolerated.
- Move around my classroom and around the school in a quiet and sensible manner so the learning and recreation of others will not be disturbed.

## PROCEDURES THAT APPLY WHEN A STUDENT WITHDRAWS OR IS NOT ATTENDING THEIR COURSE

### ***If a student withdraws from school:***

1. 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.
2. The Refund Policy for International Students shall apply.

### ***If a student is not attending their course:***

1. In the case of absences, the parent/caregiver must follow the normal school procedure of notifying the school in the morning of the first day of the absence, and following this up with a written note on the first day of the student's return to school. If the absence can be foretold – e.g. an appointment - then the school is to be informed in writing the day prior to the appointment or earlier.
2. Where the student is absent with no reason then the parents will initially be contacted, during that day, by the school for an explanation. Where a student is being truant from school, the school Attendance Officer 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.
3. 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 student 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.
4. If the student is withdrawn from or ceases to attend the school, the Board of Trustees will notify the New Zealand Immigration Service.

## CIRCUMSTANCES IN WHICH TUITION MAY BE TERMINATED

1. Where a student is absent or consistently truant from school (*see above*) then the signatory will terminate the enrolment.
2. If a student's behaviour is of an unacceptable level, then a meeting with the student, 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 and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.
3. An "acceptable level of behaviour" would be seen as following the school rules and the school "Code of Conduct" as provided to each student.
4. If an enrolment application is found to be inaccurate, in any way, the contract may be terminated at the school's discretion.
5. Upon termination of enrolment, the Immigration Service will be notified as required.

## 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.

This page 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. The code was up-dated in 2016.

### ***When does the Code apply?***

The Code commenced on the 31st of March 2002 and all current providers for International Students must be a signatory to it in order to be legally entitled to offer tuition to International Students.

### ***Who does the Code apply to?***

The Code applies to all education providers in New Zealand with students enrolled on international study permits. 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 the New Zealand Qualification Authority (NZQA)  
<http://www.nzqa.govt.nz>

### ***How do I know if an educational provider has signed the Code?***

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list is also available from NZQA, <http://www.nzqa.govt.nz>. If the educational 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 educational 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 New Zealand Qualifications Authority (NZQA) <http://www.nzqa.govt.nz>

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

The Code sets standards for educational providers to ensure that (among other things):

- 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 available on the NZQA website.

<http://www.nzqa.govt.nz>

## CHECKLIST FOR STUDENTS ENROLLING AS INTERNATIONAL STUDENTS

Student Name:.....Surname:

Given Name:..... Name Usually Known by: .....

Date of Enrolment: ..... Date of Orientation: .....

When enrolling, principal, executive officer or designated school liaison person will discuss each of the requirements below. Please check that these are completed and understood:

- Enrolment form completed and handed into school office .....
- Immunisation form completed .....
- Parent contacted through phone or fax if not at enrolment.....
- Tuition agreement signed and handed into office.....

Met with Principal to discuss Code of Practice and international student support material (Code of Practice to be in student's home language) .....

- Student Permit.....
- Awareness of uniform purchase and school activity fee .....
- Awareness of stationery requirements .....
- Grievance procedures discussed .....

- Medical advice given (insurance required – covered for accidents (ACC) but not dental or medical care).....
- School programme outlined by Principal and orientation complete.....
- Fees paid and receipted .....
- Stationery issued .....
- Staff informed .....

Signed: ..... (Student).....(Parent)

Signed: ..... (Principal or authorised delegate)

Date: .....

# COURSES OF STUDY - 2017

YEAR 9	YEAR 10	YEAR 11 National Certificate of Educational Achievement (NCEA) Level 1	YEAR 12 NCEA Level 2	YEAR 13 NCEA Level 3 & Scholarship
<ul style="list-style-type: none"> <li>• Religious education</li> <li>• Physical Education</li> <li>• Mathematics</li> <li>• English</li> <li>• Science</li> <li>• Social Studies</li> <li>• Te Reo Maori</li> <li>• Japanese</li> <li>• Technology - Research - Design - Social Impact - Hard and Soft materials - Electronics - Biotechnology - Food technology - Graphics</li> <li>• Visual Art</li> <li>• Health</li> <li>• Computing</li> <li>• Instrumental Music</li> <li>• Careers</li> <li>• Drama</li> </ul>	<ul style="list-style-type: none"> <li>• Religious education</li> <li>• Physical Education</li> <li>• Mathematics</li> <li>• English</li> <li>• Science</li> <li>• Social Studies</li> <li>• Te Reo Maori</li> <li>• Japanese</li> <li>• Workshop Craft</li> <li>• Technology - Materials - Information &amp; Communication - Food - Structures &amp; Mechanisms</li> <li>• Visual Art</li> <li>• Health</li> <li>• Computing</li> <li>• Economics</li> <li>• Careers Information</li> <li>• Drama</li> </ul>	<ul style="list-style-type: none"> <li>• Religious education</li> <li>• Physical Education</li> <li>• Mathematics – Main or Mathematics – Vocational</li> <li>• English – Main or English – Vocational</li> <li>• Science – Main or NZ Science</li> <li>• Geography</li> <li>• History</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>“Gateway” provides alternative educational pathways enabling students to gain NCEA by generating additional credits through on-the-job-training by working in appropriate industries.</p> </div> <ul style="list-style-type: none"> <li>• Technology</li> <li>• Graphics</li> <li>• Home Economics</li> <li>• Visual Art</li> <li>• Health</li> <li>• Computing</li> </ul>	<ul style="list-style-type: none"> <li>• Religious education</li> <li>• Outdoor Education</li> <li>• Mathematics</li> <li>• English – Main English – Vocational</li> <li>• Physics Chemistry Biology</li> <li>• Classical Studies</li> <li>• History</li> <li>• Gateway &amp; YAS</li> <li>• Graphics</li> <li>• ICT Computing Information Management Social Studies</li> <li>• Home Economics</li> <li>• Painting Photography</li> <li>• Economics</li> <li>• Technology</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><b>STAR</b> courses e.g. Print &amp; Design and Tourism TAI POUTINI POLYTECHNIC Courses e.g. Motor mechanics and hairdressing. STAR = Secondary/Tertiary Alignment Resource</p> </div>	<ul style="list-style-type: none"> <li>• Religious education</li> <li>• Statistics and Modelling Mathematics with Calculus</li> <li>• English</li> <li>• Physics Chemistry Biology</li> <li>• Classical Studies</li> <li>• History</li> <li>• Gateway &amp; YAS</li> <li>• Computing Web Design Social Studies</li> <li>• Home Economics</li> <li>• Painting Photography Print-making</li> <li>• Economics</li> <li>• Technology</li> </ul>

Subjects identified in **bold** print are **compulsory** subjects, others are optional. Subjects not shown may be available through external providers which include:  
The Correspondence School, Tai Poutini Polytechnic, The Open Polytechnic and Private Training Establishments.

## STUDENT SUPPORT SERVICES

Immigration	<a href="http://www.immigration.govt.nz">www.immigration.govt.nz</a>
Welfare Facilities	<a href="http://www.workandincome.govt.nz">www.workandincome.govt.nz</a>
Health Services	<a href="http://www.health.govt.nz">www.health.govt.nz</a>
Mental Health Services	<a href="http://www.health.govt.nz">www.health.govt.nz</a>
Drug Education	<a href="http://www.nzdf.org.nz">www.nzdf.org.nz</a>
Problem Gambling	<a href="http://www.pgfnz.co.nz">www.pgfnz.co.nz</a> <a href="http://www.cgs.co.nz">www.cgs.co.nz</a>
Sexuality Education	<a href="http://www.healthed.govt.nz">www.healthed.govt.nz</a>
Driver Education	<a href="http://www.aa.co.nz/">www.aa.co.nz/</a> then click on “Driver Information”
Smoking	<a href="http://www.ndp.govt.nz/tobacco/FAQ/PartOne-D.html#D2">http://www.ndp.govt.nz/tobacco/FAQ/PartOne-D.html#D2</a>
Grievance Issues	<a href="mailto:ieaa@justice.govt.nz">ieaa@justice.govt.nz</a>



## CONTACT DETAILS - ASIAN PUBLIC HEALTH SERVICES

There are no Asian Support Services available for International Students in the greater Greymouth area. For this reason, specific help is available through the contacts listed below:

### **AMHS (Asian Mental Health Service)**

55-75 Lincoln Road, Henderson. (Waitakere) (09) 486 8920 Extn 6799  
Community support and education on mental health for the Asian community

### **West Coast DHB Child Adolescent Mental Health Service (CAMHS)**

Guidance counselling, Alcohol and drug counselling  
Ph. 769 7400

### **Asian Health Service, Waitemata DHB**

Grace Ryu, Manager, Level 1, 15 Shea Terrace  
Private Bag 93503 Takapuna, Ph: (09) 442 3219; (09) 486 8314

### **Waitemata Asian Translation and Interpreting Service WATIS**

Support line for Asian clients, (part of above) Ph (09) 486 8314

### **Auckland Regional Migrant Services Charitable Trust (ARMS)**

ARMS Three Kings Centre, 532 Mt Albert Road, Three Kings Plaza, Mt Roskill. (09) 625 2440  
A "one-stop shop" to improve access to information and services for new migrants and to co-ordinate migrant settlement and integration services across the region

### **CHS Communicable Disease Centre**

ARPHS Auckland Regional Public Health Service (09) 623 4600

### **West Coast Sexual Health Service**

The Link Clinic (2.30-6pm). Grey Base Hospital (03) 769 7400  
Sexually Transmitted Infections testing  
Pregnancy testing  
Sexual health advice

**Chinese Lifeline** – 0800LIFELINE, (0800 54 33 54)

**Citizens' Advice Bureau**, - 0800FORCAB, (0800 367 222)

Migrant Helpline (0800 776 948)

### **West Coast Family Planning**

Link Centre, Level 1, Grey Base Hospital, High St, Greymouth (03) 768 0895  
Contraception advice and prescription, Sexual Health

**FPA has also produced print resources in Chinese and Korean.**



**Human Rights Commission**

Info. Line 0800 496 877

**New Zealand Police**

Greymouth Ph 768 1600

Website: [www.police.govt.nz](http://www.police.govt.nz) for general information about NZ law, driving, road rules, etc.

**Office of Ethnic Communities - Wellington**

(04) 494 5766

**Problem Gambling Foundation, Asian Services**

Asian problem gambling counselling and health promotion service – 0800 66 42 62

**West Coast RATA Alcohol & Drug Services - Greymouth**

CAMHS 769 7400

RATA Clinic 769 7805

**Shakti New Zealand Women's Health – 0800SHAKTI, (0800 742 584)**

Information and advocacy service **with interpreters in 16 languages**, drop-in centre for women and children, life-skills training, road code and road safety, telephone counselling for victims of domestic violence.

**Well Women's Centre – Greymouth**

**52 Alexander Street.**

Ph. 768 7192