

INTERNATIONAL STUDENT
HANDBOOK



ONERAHI

P R I M A R Y S C H O O L



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HAERE MAI

WELCOME

ONERAHI PRIMARY SCHOOL
A PLACE TO THRIVE

- › Haere mai ki Te Kura Tuatahi ō Onerahirahi
- › Welcome to Onerahi Primary School

The contact people at Onerahi School are the
Principal or IE Coordinator

- Principal: AnnMaree MacGregor
annmaree.m@onerahi.school.nz
- IE Coordinator: Elizabeth Thompson
elizabeth.t@onerahi.school.nz



WELCOME TO

ONERAHI PRIMARY SCHOOL

We are delighted that you have chosen Onerahi School to educate your children.

We have prepared this booklet to provide you with some information on the school, enrolment procedures, induction process and school policies relevant to the enrolment of international students

I would emphasise that it is important you are familiar with the contents of this book.

We hope your time with us is an enjoyable experience.

Thank you for your support

AnnMaree MacGregor
Principal





TUITION

FEES & FACTS

Fee paying students are required to pay for their tuition in advance. The following fees apply.

- One full year's tuition (four terms) \$14,000
- One term (excluding extra language tuition) \$ 3,500
- One term (including language tuition of \$50 per wk) \$ 4,025
- Short term fee (without language tuition) of: \$ 350.00 per wk

All prices include GST plus the Ministry of Education fee

All prices include a stationery pack and a school magazine.
Class trips and camp fees are not included.



Applications for refund of tuition fees must be made in writing to Onerahi School.

Refunds are subject to certain terms and conditions as per school Refund Policy

We have specialist teachers who will assist with teaching English to non-English speaking students. Each student will be assessed as to the level of English tuition required when they commence at our school

Fee paying students are integrated into normal Y0 - Y6 classes and become involved in the day to day learning of that class.

Specific English tuition will be provided for students requiring extra language support on a regular timetabled basis, upon payment of the language tuition fee of \$50 per week (plus GST)





GENERAL INFORMATION

There are limited places available for International Students and availability will be advised at the time of application.

To involve, motivate and encourage the students to mix and relate more effectively with our local students we encourage them to take part in the full range of events, sports and cultural activities that are provided by the school.



> VALUES

We have a strong 'Values' programme to support and enhance the quality learning environment in the school. We learn with each other through Whanaungatanga (positive relationships), Manaakitanga (kindness, care and respect), and Mānawa Reka (yearning for learning).



> ATTENDANCE

School commences at 9.00 am and finishes at 3.00 pm Monday to Friday. We ask that all students are punctual and if they are going to be absent from school that our school office be notified.

Enrolled students are subject to Ministry of Education attendance requirements and any failure to attend is investigated immediately with the aid of Truancy Services if appropriate.



> SCHOOL RULES

Students are required to abide by all school rules at all times. Failure to comply may lead to suspension or expulsion and the termination of the contract.

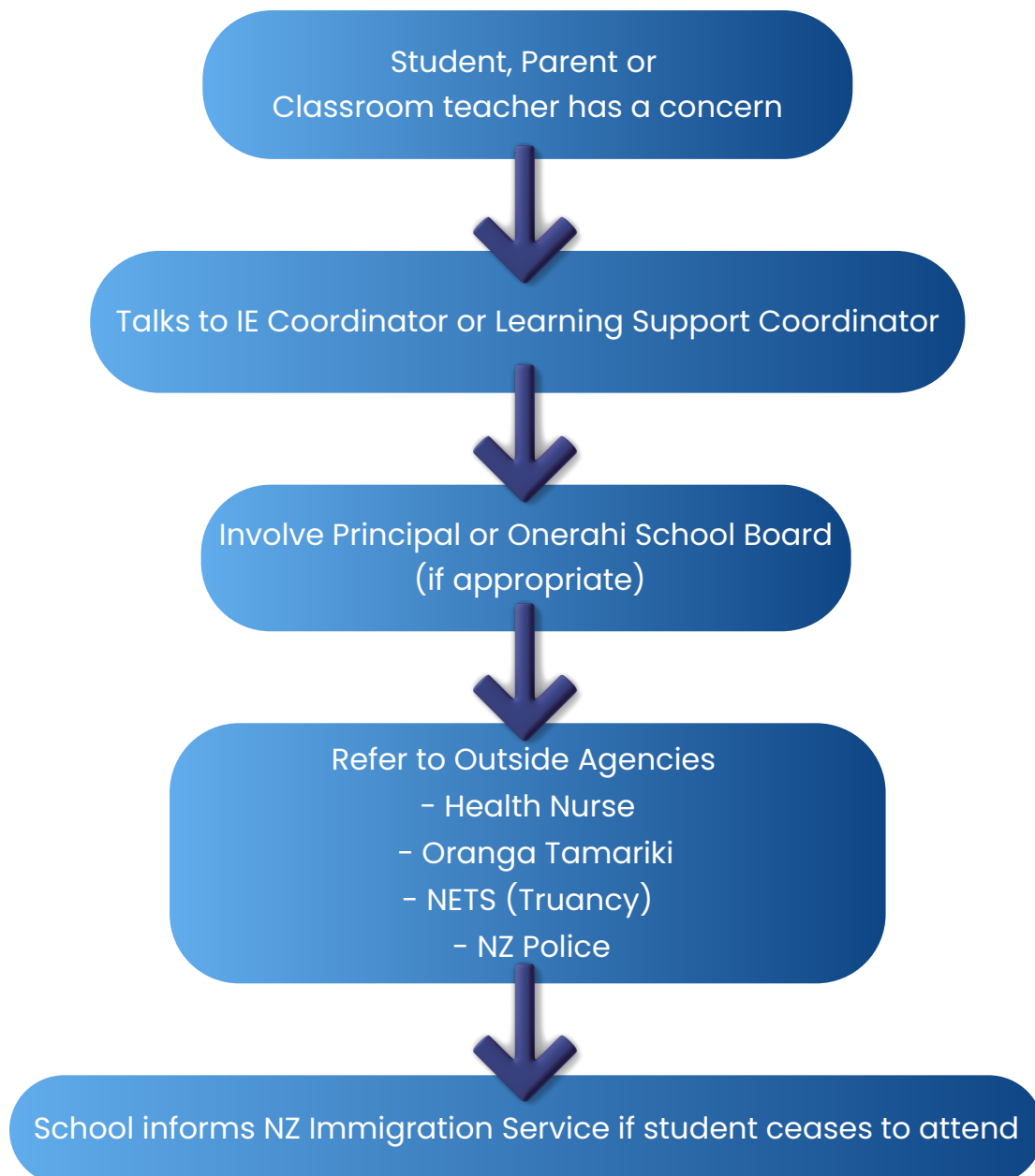
Terms and Conditions of student enrolment are detailed in the Tuition Agreement.

Further information about the school can be found on our website.

PASTORAL CARE

For Code of Practice (For Fee Paying International Students)

Steps to be followed if there is concern regarding a child's welfare or safety:



COMPLAINTS AND CONCERNS PROCEDURES

It is recommended that where possible, any problem should be raised and addressed with the staff member concerned with the issue, i.e. if it is a class problem, then with the class teacher initially.

If the issue cannot be resolved at its source then the Team Leader, IE Coordinator, Deputy Principal or Principal can be consulted as appropriate.

The Principal, at his/her discretion, will direct any matters of concern appropriate to the Onerahi School Board, to the Presiding Member, or alternatively a parent or caregiver may write directly to the Board if the concern relates to a matter the Board is directly responsible for.

Written complaints received by the Board of Trustees may be dealt with by way of an informal discussion with the parent or caregiver concerned, or the Board may form a committee to investigate the matter.

The person concerned will be informed of the result of their complaint and any action taken.

Code Signatories are required to comply with the International Student Contract Dispute Resolution Scheme Rules 2021.

If resolution is not achieved within the school as per the above internal process, the International Student may contact the New Zealand Qualifications authority (NZQA), who will process the complaint.

NZQA will be the first point of contact for all complaints about the Code and will investigate complaints about suspected breaches of the Code. NZQA also has the authority to apply sanctions to schools where breaches are found to have occurred.

Students can download the complaint form from the NZQA website. Once completed this can be sent to:

The Complaints Officer
New Zealand Qualifications Authority
P O Box 160
Wellington 6140

Or email or scan the completed form along with supporting evidence to schoolcode.enquiries@nzqa.govt.nz

ENROLMENT PACK INCLUDES

For your information the following documentation is included in this enrolment pack. It details all school procedures, policies and any information you may need.

- * International Student Application
 - * Tuition Contract
- * Parent Information Booklet
 - * Foreign Students Policy
- * Complaints and Concerns Policy

Please feel free to contact the Principal or IE Coordinator if you have any questions.

