



# **International Student Information Handbook**

(2019)

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# EDUCATION (PASTORAL CARE OF INTERNATIONAL STUDENTS) CODE OF PRACTICE 2016

## Introduction

New Zealand educational providers are responsible for the welfare of their international students. It is important therefore, that these students are properly cared for, given a safe environment in which to learn and to live, and to be given the opportunity and support, to fully participate in all aspects of school and New Zealand life.

The 'International Student Handbook' provides both an overview of the Education (Pastoral Care of International Students) Code of Practice 2016 ('the Code'), and the procedures that students are to follow if they have concerns in regard to their New Zealand educational provider or agent.

Westminster Christian School is a signatory to and is bound by the Education (Pastoral Care of International Students) Code of Practice 2016 ('the Code').

## What is the Code?

The Code describes (alongside other quality assurance prescriptions in the Education Act 1989) the outcome sort from signatories for their international students, and the key processes required of signatories to support the well-being and achievement of international students. The Code also prescribes the rights of international students under 18 years old.

## Who does the Code apply to?

The Code is mandatory and must be signed by all educational providers in New Zealand who have students enrolled with them under international study permits.

## Useful links:

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

Student complaints: [gadrsk@nzqa.govt.nz](mailto:gadrsk@nzqa.govt.nz)

Study in New Zealand: <http://www.studyinnewzealand.govt.nz>

NZQA's studying in New Zealand: <http://www.nzqa.govt.nz/studying-in-new-zealand/>

Postal address: NZQA, 125 The Terrace, PO Box 160, Wellington 1640

## Links to information on quality assurance of our school

Ministry of Education website (MOE) (Primary Schools): [www.education.govt.nz](http://www.education.govt.nz)

Education NZ website (clear explanation of the New Zealand education system): [www.enz.govt.nz](http://www.enz.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 Immigration Service and you will not be able to study at that institution.

## Complaints and grievance procedures

### Internal grievance procedure:

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 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 coordinator/s, or another person who has been identified to you as someone that you can approach about complaints at your institution. If your concerns are not resolved by the internal grievance procedures, you can contact the NZQA and the Dispute Resolution Scheme (DRS).

### Complaints to New Zealand Qualification Authority (NZQA) and the Dispute Resolution Scheme (DRS):

In addition to the internal grievance procedures above and if your complaint is not resolved via the internal process, then you can contact the New Zealand Qualifications Authority (NZQA) who will process your complaint;

NZQA will be the first point of contact for all complaints about the Code and will investigate complaints about suspected breaches about the Code.

Raising a complaint with NZQA will not adversely affect the immigration status of students. Students can download the complaint form. Completed complaint forms, along with supporting evidence, can be sent to :

The Complaints Officer  
New Zealand Qualification Authority  
PO Box 160  
Wellington 6140

**Or**

Email or scan the completed form, along with scans of any supporting evidence to:  
[schoolcode.enquiries@nzqa.govt.nz](mailto:schoolcode.enquiries@nzqa.govt.nz)

For more information on the complaint process, students can contact NZQA on telephone: 0800 69 72 96 or  
Email: [gadrisk@nzqa.govt.nz](mailto:gadrisk@nzqa.govt.nz)

iStudents complaints telephone: 0800 00 66 75 or Email: [complaints@istudent.org.nz](mailto:complaints@istudent.org.nz)

Furthermore, there is a brochure on 'How to make a complaint' this brochure is available from Westminster Christian School's office.

### **Immigration**

Full details of visa and permit requirements, and advice on rights to employment in New Zealand whilst studying, are available through the New Zealand Immigration Service, and can be viewed on their website <http://www.immigration.govt.nz>.

### **Eligibility for Health Services**

Most international students are not entitled to publicly funded health services whilst in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. For international students, the cost of most services will be covered by their medical insurance. However, some services may not be covered. The student and their parents/Guardians, will need to check with their insurer first before they this service.

If the student needs language support, they can receive free access to trained interpreters when they visit the family doctor, public hospital or other public health services. Refer to [www.ethniccommunities.govt.nz](http://www.ethniccommunities.govt.nz) for language interpreters and participating agencies.

Full details on entitlements to publicly funded health services are available through the New Zealand Ministry of Health and can be viewed on their website: <http://www.moh.govt.nz>.

### **Accident Compensation Corporation (ACC)**

The New Zealand government runs a 'No faults' insurance-type scheme known as ACC to cover the costs of any accident the international student might have whilst in New Zealand. This scheme applies equally to New Zealanders and foreign visitors, such as international students and their parents/guardians. If a student sees a doctor with an accident-related matter, it is important to let the receptionist and doctor know that their concern is accident-related. Students can pay less for accident-related consultations. Students and their parents/guardians will need to find out from their insurer about co-payments above what the ACC will pay. ACC will provide an interpreter if required. Further information can be viewed on the ACC website: <http://acc.co.nz>.

**New Zealand emergency number for Ambulance, Police and Fire is :**  
**111**

## Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance required to meet any health costs that may arise whilst studying in New Zealand. The insurance cover must be appropriate to cover:

1. The student's travel:
  - a. To and from New Zealand;
  - b. Within New Zealand;
  - c. If the travel is part of the course, outside New Zealand;
2. Medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation;
3. Repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation;
4. Death of the student, including cover of:
  - a. Travel costs of family members to and from New Zealand;
  - b. Costs of repatriation of or expatriation of the body;
  - c. Funeral expenses.

Students must provide evidence of medical and travel insurance on enrolment. The insurance must cover the full length of time that will be spent in New Zealand, including travel to and from New Zealand. New Zealand Insurance cover will be accepted or an overseas policy, if it is accompanied with an English translation. The school will keep a record of the Insurance Policy number and the type of cover provided.

**NB.** Details of the students insurance must be provided in English to ensure the policy meets the requirement set out in the Code

## Conclusion

The Code sets standards for educational providers to ensure that:

- 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 under the **age of 18 but no younger than 10 years old**, are in safe accommodation (*this refers to students living with a Caregiver, that is, not with their Parents/Legal Guardians*)
- all providers have fair and equitable internal procedures for the resolution of international student grievances
- students are informed of the New Zealand Qualification Authority ( NZQA) and the Disputes Resolution Scheme ( DRS).

## PRIME CONDITIONS OF ENROLMENT

Westminster Christian School requires that all international students live in one of the following types of accommodation:

- i) Students in years 1-6 (under 10 years of age) must live with their parents or legal guardians. (A legal guardian is someone who has full rights and responsibilities for the student, as approved by a Court of Law, following the death or other inability of the parents to provide proper care for the student. Proof of parental right or legal guardianship must be supplied.)
- ii) Students in Years 7-8 (10 years of age and older) may live with a designated caregiver chosen by their parents / legal guardians, Designated caregivers are approved by the signatory and will undergo safety checking prior to approval, as required by the Education (Pastoral Care of International Students) Code of Practice 2016 (' the Code'). Once approved however, designated caregivers agree that the signatory is not responsible for the student whilst in their care.
  - An Indemnity Form must be signed by parents/legal guardians stating that the designated caregivers are 'bona fide' relatives or close friends of the student's family. Should there be an emergency that the parents/legal guardians or caregivers must place the student into another home situation the school must have written documentation stating where the student is going and how long he/she will be there for. Normal vetting practices will be followed and checks carried out.
- iii) With a caregiver appointed by Westminster Christian School.
- iv) All caregivers must be approved by the school, as required by the Education (Pastoral Care of International Students) Code of Practice 2016 (' the Code') and all Caregivers will be Police Vet checked.
- v) For all enquiries in regards to accommodation, please contact the Principal:

Phone: 00 64 9 444-1983

Email: [admin@westminster.school.nz](mailto:admin@westminster.school.nz).

## STUDENT FEES AND ASSOCIATED COSTS

All costs are quoted in New Zealand dollars.

Administration Fee (GST included; non-refundable) (per student / family)		\$500
Government Levy (GST included, non-refundable) (per student)		\$495
Tuition Fees (GST included) – payable in advance	Annual:	\$13,200
	Per Term:	\$3,300
	Per Week:	\$330
Homestay Fee (where applicable)	Per Week:	\$270

### Additional Compulsory Costs

These compulsory costs vary according to the Year level of the student and duration of stay in New Zealand.

Medical and Travel Insurance	at student's cost
Stationery	at student's cost
Specialist class fees (ESOL, Technology, ICT etc.)	Covered in fees
Uniform	at student's cost

### Non-Compulsory Costs

Voluntary Activities/School/Class Trips (eg. Year 5 / 6 or Year 7 / 8 Camp)

It is understood that students will participate fully in all aspects of Westminster Christian School life.

### Other Miscellaneous Costs

Other miscellaneous costs which may be incurred are:

- Transportation to and from school (approximately \$5 per day if using public bus service), however, most of our homestay families / students are dropped off at school by car.
- Living costs – these are costs over and above what can be reasonably expected from your homestay family.

### Fees Protection

Westminster Christian 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 School's Board of Trustees guarantees to hold in reserve sufficient funds to meet the requirements of any refund in these circumstances.

# APPLICATION REQUIREMENTS AND PROCEDURES

The Applicant must complete and produce the following documents before the application can be processed:

0. Student's passport
1. Student's visa/permit
2. A copy of the student's latest school report with verified English translation
3. Parents and Legal Guardians have a responsibility to accurately disclose health and learning information relating to risk factors. These can include:
  - i) mental illness
  - ii) health concerns
  - iii) medication
  - iv) existing conditions
  - v) special learning or behavioural needs
4. Evidence of medical and travel insurance in English
5. Student's immunisation certificate
6. Administration fee: NZ \$500 (Non-refundable)
7. Completed International Student Application for Enrolment Form
8. Completed Indemnity Document for a Student living with a Designated Caregiver (if applicable)
9. Completed International Student Designated/Appointed Residential Caregiver Agreement
10. Completed Agreement to Provide Tuition Services between Westminster Christian School and the applicant
11. Completed International Student Information Form
12. Completed checklist at the end of this Handbook (p, 19)
13. Completed Cybersafety User Agreement for Westminster Christian School Students
14. Have read Westminster Christian School's Summary Statement of Faith

## **Procedures once an Application has been received:**

### **For students overseas:**

1. Documents will be verified and assessed by Westminster Christian School.
2. An Offer of Place will be made and an invoice for fees sent (Fee payment by bank transfer into school account is recommended.)
3. Upon fees received and evidence of the student's medical and travel insurance, an Offer of Place will be confirmed.

### **For students in New Zealand:**

Once a completed enrolment application has been received by Westminster Christian School, the parents/legal guardians/designated caregivers will be informed of an interview time.

### **An interview will include:**

- The prospective student and parents/legal guardians.
- The designated caregivers (if applicable).
- A translator (if required).
- The Principal and/or nominated other persons.

### **An interview will consist of:**

1. A tour of the school
2. An explanation of Westminster Christian School's Conditions of Acceptance.
3. An explanation of both Westminster Christian School and the designated caregiver's role and responsibility for the care of the student (if applicable).
4. An opportunity for discussion.

**Post-Interview:**

1. Parents/legal guardians will be informed, in writing, of the school's decision within 7 working days of the interview.
2. If there are no current available places, the parents/legal guardians will be notified and will be given the option of being placed on a waiting list.
3. If a place becomes available, parents/legal guardians will be notified and given 14 working days in which to accept or decline the placement offer. Payment of school fees is required at this time. Once Westminster Christian School has received an acceptance of offer and payment, a letter to confirm the student's placement will be sent.
4. A student's 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 other school assessments.

## REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

A month's written notice is required if withdrawing a student from school, before their given completion date. Conditions of withdrawal may be waived at the Principal's discretion, due to extenuating circumstances or on compassionate grounds.

If a student withdraws from Westminster Christian School, the student may be eligible for a refund of tuition fees. The following procedures and guidelines would apply:

### **To be eligible for tuition fees refund:**

Parents/legal guardians need to apply to the Westminster Christian School Board of Trustees when requesting a refund. Written application must outline the special circumstances of making their claim, and must be done within one month of the last day of attendance.

### **If an application is made before the start date:**

Fees will be refunded in full, less the school's administration charge of \$500. This refund also applies to students who are not granted a student permit to attend Westminster Christian School.

### **If an application is made after the start date, but prior to the second half of the course being completed:**

Fees will be refunded less:

- An administration charge of \$500 (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 an 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 Westminster Christian School Board of Trustees.

### **If an international fee-paying student gains residency during the course:**

No further international fees will be paid, and a refund may be made on the unused portion of the prepaid international fees. Documentation of residency must be provided to Westminster Christian School, within 14 days of residency being granted.

### **Caregiver Fees**

1. Unused caregiver fees will be refunded, to the caregiver, if the caregiver has been given two weeks' notice of the student's departure date.
2. If the student does not give two weeks' notice, then the caregiver is entitled to two weeks fees and this amount will be deducted from any refund.
3. Westminster Christian School does not charge a placement fee where they have designated the caregiver.

### **The Board of Trustees will make no refund:**

- Where a student is under stand-down, suspension exclusion and expulsion. The international student contract cannot override the stand-down, suspension exclusion and expulsions sections of the Education Act 1989 (section 13-19), and the school will comply with those provisions and, the Ministry of Education's guidance for school's on stand-downs.

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

- 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.

## CURRICULUM PROGRAMME

Programmes at Westminster Christian 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 at and outside school
- opportunities for creativity and for capturing the 'teachable moments'

Teachers may adapt their teaching programme to ensure that each student's personal development and highest academic level is achieved.

Westminster Christian School focuses on the spiritual, emotional, intellectual, social, and personal growth of each student.

### Subjects Offered

Westminster Christian School is an integrated state school. It offers programmes in all areas of the New Zealand Curriculum. These include:

English (oral, written, reading, visual, and listening)	Technology (Electronics, Bio-Technology, Food Technology, Wood and Plastics Technology)
Mathematics	Media Studies
Science	Music
Social Studies	Visual Arts
Health	Languages (Spanish, beginning Te Reo Maori)
Physical Education	

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

Westminster Christian School provides opportunities for its students to participate in a wide range of academic, cultural, sporting and technology programmes. Students are regularly assessed on their progress to determine their academic level.

### Classroom Programmes

- ◇ English – writing, reading, listening, oral, visual
- ◇ Mathematics
- ◇ Creation Studies
- ◇ Science
- ◇ Social Studies
- ◇ Health/Physical Education
- ◇ Information and Communication Technology
- ◇ Library Information Skills

### Cultural Programmes

- ◇ Music Instrument Tuition
- ◇ Choir
- ◇ Orchestra
- ◇ Drama
- ◇ School Productions
- ◇ Community Service

### Extended Education Programmes

- ◇ Language/reading extension programmes
- ◇ National/international English/Mathematics/Science competitions
- ◇ Science and Technology challenges
- ◇ Science Fair
- ◇ Art
- ◇ Gifted and Talented Education (GATE)

### Technology /Arts Programmes

- ◇ Food Technology
- ◇ Biotechnology
- ◇ Electronics Technology
- ◇ Materials Technology
- ◇ Media Studies
- ◇ Music, drama, dance
- ◇ Art
- ◇ Information and Communication Technology (ICT)

### Sports Programmes

- ◇ Lunchtime Sports
- ◇ Skilled programmes in rugby, soccer, hockey, netball, cricket, squash, badminton, softball, swimming
- ◇ Competitive Interschool Sports including swimming, athletics and cross country

### Learning Support Programmes

- ◇ English for speakers of other languages (ESOL)
- ◇ Reciprocal reading programme
- ◇ Teacher Aides working alongside children in classrooms
- ◇ Booster programmes in Numeracy and Literacy

## **.ORIENTATION PROGRAMME AND SUPPORT SERVICES**

Westminster Christian School provides students with a comprehensive orientation programme. The monitoring of a student's welfare is an on-going process and is overseen by the Principal, the ESOL Team and other appropriate staff.

### **A Student Orientation Programme includes:**

- Placement of the student into their mainstream class.
- Mainstream class teacher assigning a buddy (a classmate) to the student. The buddy's role is to befriend and help the new student to settle into school life and provide first language assistance.
- An introduction to the English for Speakers of Other Languages (ESOL) Department and its staff. This visit will help establish a point of connection and understanding of the student's needs. An assessment to determine the student's English ability and level will be undertaken.
- You will receive the Important Information for New Families booklet upon arrival at school which details our management team, Board of Trustees, Board of Proprietors, staff and all other information relevant to a successful integration at Westminster Christian School.
- Introduction to New Zealand way of life including cultural, safety, idioms, food, play and expectations etcetera.
- Access to first language support.

### **Orientation Process for accompanying Parents and Legal Guardians:**

- Kiwi morning tea
- Information brochures made available about living in New Zealand, English classes for adults and other local information
- Discuss New Zealand education system e.g. national standards and English Language Learning Progressions (ELLP)
- The ESOL Department provides an open door policy for the discussion of concerns and needs both for their child and family
- Linked to Birkenhead Citizens Advice Bureau (CAB) Manager, Rana Summers, regarding issues such as tenancy/accommodation, employment, legal, immigration/visa. Phone: 00 64 9 418 0032

Westminster Christian School recognises the need for student support particularly in the initial days of school life. A new culture, new language and new school can be overwhelming, therefore, the orientation programme is an important factor in assisting the student to settle.

### **Support Contact Details**

Parents/legal guardians/caregivers may make an appointment with teachers to discuss any queries or concerns that they may have. Interviews for non-urgent matters are held on Tuesdays after 3.00pm. However, for matters requiring immediate attention, please contact the school Secretary.

The following staff members are available for assistance, support and in an emergency on a 24/7 basis:

Name: Mr Kent Wilson, Principal

Tel: 00 64 9 444 1983 / Mobile: 021 029 39647 / Email: [wilson@westminster.school.nz](mailto:wilson@westminster.school.nz)

Name: Lee Bennison, International Co-Ordinator

Tel: 00 64 9 444 1983 / Mobile: 021 128 4289 / Email: [leebennison@gmail.com](mailto:leebennison@gmail.com)

Name: Mel Burtenshaw, International Co-Ordinator

Tel: 00 64 9 444 1983 / Mobile: 022 033 7576 / Email: [esol@westminster.school.nz](mailto:esol@westminster.school.nz)

Name: Nichole Gillanders, Secretary

Tel: 00 64 9 444 1983 / Mobile: 022-043-2608 / Email: [admin@westminster.school.nz](mailto:admin@westminster.school.nz)

**Student Welfare**

- In the event of a student experiencing difficulties at school or in the designated accommodation, a meeting will be set up between all parties concerned, to discuss the issues and put support structures in place. A translator will be made available, if required. If deemed necessary, other appropriate support agencies may be contacted.
- The laws of New Zealand relating to the supervision of minors also applies to international students. Students under the age of 14 should not be left alone in the home at anytime. Designated caregivers should notify the school if they will be away overnight if the international student will not accompany them. Alternative arrangements should be made.
- Please inform the school as to the students travel details to and from school.
- Westminster Christian School is a smoke free zone as required by the New Zealand Ministry of Education. Smoking is not permitted on school property at any time.

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

Westminster Christian School endeavours to do its best in providing students and their families with a safe and positive environment. There are times however, when problems do arise and these are some suggestions to rectify matters:

### 1. Grievances with a teacher

- First call is to talk with your classroom teacher about your concern. If you feel you are unable to speak with the teacher concerned directly, then make an appointment with the Team Leader or the Principal.

### 2. Grievances with school friends

- Talk with your classroom teacher, duty staff member or any other staff member about your concern. Your concern is important and will be dealt with in an appropriate manner.

### 3. Grievances with your Designated/Appointed Caregiver

- Discuss your grievances with your designated caregiver, as your grievances may be rectified at this level.
- If you need further assistance, then contact the International Coordinators (*p. 12*) who will act as your liaison, in consultation with other pastoral staff.
- If your grievance is of a serious nature and cannot be resolved, then Westminster Christian School may immediately rehouse you to an approved caregiver, if it deems it necessary to do so. Furthermore, Westminster Christian School may refer matters to Child, Youth and Family Services (CYFS), the New Zealand Police or other appropriate Government agencies.

The grievances and the procedures undertaken will be recorded.

If your grievances are unable to be resolved having followed the procedures above, then the New Zealand Qualification Authority (NZQA) and Dispute Resolution Scheme (DRS) may be contacted.

The Complaints Officer  
New Zealand Qualification Authority  
PO Box 160  
Wellington 6140

**Or**

Email or scan the completed form, along with scans of any supporting evidence to:  
[schoolcode.enquiries@nzqa.govt.nz](mailto:schoolcode.enquiries@nzqa.govt.nz)

For more information on the complaint process, students can contact NZQA:

Phone: : 0800 69 72 96

Email: [gadrisk@nzqa.govt.nz](mailto:gadrisk@nzqa.govt.nz)

iStudents complaints:

Phone: : 0800 00 66 75

Email: [complaints@istudent.org.nz](mailto:complaints@istudent.org.nz)

## FREQUENTLY ASKED QUESTIONS

1. **When is Westminster Christian School open?**
  - Teaching hours are between 9.00am-3.00pm, Monday to Friday, during term time. It is recommended that students arrive at least ten minutes prior to 9.00am.
  - School term dates, including public holidays are on the school's website <http://www.westminster.school.nz/>
2. **What if I am unable to come to school?**
  - All absences must be reported prior to the start of school. Please call the school office on 00 64 9 444 1983 and leave a message on the absentee line.
3. **What if my address or phone number changes?**
  - Please inform the school office immediately of any change of details.
4. **What do I need for class?**
  - To be in correct uniform, including PE shirts and shorts when required.
  - Your own pencil case with pencils, sharpener, pen, ruler and eraser included.
5. **When is morning tea and lunch?**
  - Morning tea is from 10:40 am to 11:00 am and lunch from 12:40 pm to 1:30 pm. Students will need to provide their own food.
6. **What do I do if I am bullied?**
  - Westminster Christian School's policy towards bullying is that it is unacceptable behaviour and it will not be tolerated. However, if you are bullied, you must contact your classroom teacher or other staff member immediately and procedures will be put in place to rectify the matter. (Code of Conduct p.17).
7. **May I use my e-mail at school?**
  - Please refer to the Cybersafety User Agreement for Westminster Christian School Students.

# SCHOOL RULES

## 1. GENERAL

- Students must arrive at school on time so as not to disrupt teaching, or interrupt the learning of other students. Students need to come prepared for a day's learning.
- Students are required to stay on school premises between 9.00am and 3.00pm. Permission to leave school within school hours must be gained from the school Secretary. For safety and security reasons, the student must be signed out by the parent/legal guardian on the electronic device located at the front office.
- All car park areas, drains and bush are out of bounds to all students.
- Running is not permitted on pathways or decks.
- When there is wet weather, special rules will apply and students will be informed.
- Front entrance and foyer are out of bounds to students, unless accompanied by parent/legal guardian/caregiver or when given permission by a staff member.
- Students are to remain in their classroom during lesson time, unless permission to leave is given by their teacher.
- Students must be responsible for and adhere to the rules of computer usage (*refer to Cybersafety User Agreement for Westminster Christian School Students*).
- All damages must be reported to a staff member immediately. Parents of student/s responsible for damage to school property will be liable for costs incurred.
- Bullying, inappropriate language and behaviour is unacceptable and will not be tolerated.

## 2. UNIFORM

- As a condition of enrolment at Westminster Christian School students are required to wear the prescribed school uniform.
- Uniforms must be maintained to a good standard, with all items being clearly named.
- Additional clothing e.g. raincoats, jackets, hair ties must be in school colours and without logos.
- Makeup, nail polish and excessive fashion expressions are not acceptable.
- Long hair must be tied back.
- Jewellery is limited to a wristwatch and one pair of stud earrings.

### **Uniforms can be purchased from:**

The Uniform Shop  
Unit F, 19 Orbit Drive  
Albany

Telephone: 00 64 9 477 6300

Website: <http://www.nzuniforms.com/>

## 3. BEFORE and AFTER SCHOOL CARE

- Creation Station - on site provision for before and after school care.  
For more information, please contact Glenys Fuchs:  
Mobile: 021 210 5221  
Email: [creationstation777@gmail.com](mailto:creationstation777@gmail.com).  
Website: <http://www.westminster.school.nz/before-after-school-care/>
- All other students must remain within school grounds until collected by an approved adult.

# CODE OF CONDUCT

Westminster Christian School upholds the values of RESPECT, SERVICE, and COURTESY.

“Do to others as you would have them do to you.” (Luke 6:31)

Therefore I will:

- Abide by the school rules
- Use appropriate language and be courteous to others
- Be thoughtful and considerate to others' needs
- Endeavour to do my best, both in the classroom and when at play
- Show respect to my teacher/s, staff, each other and myself
- Not tolerate bullying
- Know my worth in Christ

## **We are all custodians:**

Therefore I will:

- Take responsibility for the state of my desk, classroom furniture and equipment
- Take good care of all books supplied, which includes all library books and school texts
- Use sports and PE gear for the right purpose; look after them and return them
- Do my share of keeping our classroom, passage, and grounds clean and tidy

## **Every student has a RIGHT TO LEARN and every teacher has a RIGHT TO TEACH:**

Therefore I will:

- Respect and listen to my teacher
- Respect my fellow classmates so that they may have the opportunity to learn without disruption
- Be prepared for the day's learning
- Be responsible for completing all learning tasks, including homework
- Do my very best in all activities
- Encourage others to achieve

## **Every student has the right to a SAFE ENVIRONMENT in which to learn and play:**

Therefore I will:

- Not be involved in bullying of any kind
- Report any incidences of bullying that I witness, or hear about, to my teacher immediately
- Be an encouragement and support to others
- Be a tidy Kiwi and be proactive in cleaning up
- Act in a responsible and sensible manner so as not to hurt myself or others

## **PROCEDURES THAT APPLY WHEN A STUDENT IS ABSENT OR IS WITHDRAWN FROM ATTENDING SCHOOL**

### **If a student is absent:**

1. The parent/caregiver must follow the normal school procedure:
  - i. In the morning of the first day of the student's absence, the school must be notified.
  - ii. In the morning of the first day of the student's return to school, a written note explaining the student's absence must be given.
  - iii. If an absence can be foretold e.g. a Doctor's appointment, then the school must be informed, in writing, at least one day prior to that appointment.
2. If a student is absent without a reason being given, then the school will contact the parents/caregivers for an explanation. If a student is truant from school, a meeting will be held between the parents/caregivers and the school, to discuss the situation and how to rectify it. If truancy continues, then a further meeting between all parties will be held. If the situation remains unresolved, then the student's enrolment may be terminated, with the New Zealand Immigration Service being notified.
3. If a student does not attend school for more than twenty consecutive school days then the school will, in writing, notify the parents/caregivers that the student's enrolment will be terminated and the New Zealand Immigration Service notified. However, in the event that the parents/caregivers give a full written explanation as to why and for how long the student will be absent, a place will be held for that student, providing all the student's fees have been paid in full.
4. In any event, if a student is withdrawn from, or ceases to attend Westminster Christian School, then Westminster Christian School's Board of Trustees will notify the New Zealand Immigration Service of the student's change of circumstance.

### **If a student is withdrawn from attending school:**

1. A letter must be sent to the Principal, stating the last day of the student's attendance and the reason/s why he/she is leaving. The New Zealand Immigration Service will be notified as required by law.
2. Refer to Westminster Christian School's Refund Policy for International Students number 51.

## **CIRCUMSTANCES IN WHICH TUITION MAY BE TERMINATED**

1. Where a student is absent or who is consistently truant from school, then Westminster Christian School may 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/caregivers, warning of the danger of termination of the student's 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 (*refer to Refund Conditions for International Students p.9 in this Handbook*).
3. An 'acceptable level of behaviour' is one that adheres to Westminster Christian School Rules and Code of Conduct. (*p.17*)
4. If any information provided by the parents/legal guardians in the student's enrolment application is found to be inaccurate, false or misleading, then the contract of enrolment between Westminster Christian School and the parents/legal guardians of that student may be terminated at the school's discretion.
5. Also, where non-disclosure leads to placing a student at risk, it is important to understand the consequences of such non-disclosure which may include the termination of contract if appropriate.
6. Upon termination of the student's enrolment, Westminster Christian School will notify the New Zealand Immigration Service immediately.

## CHECKLIST FOR A STUDENT ENROLLING AS AN INTERNATIONAL STUDENT

Student's name as in passport: \_\_\_\_\_ Surname/Family name: \_\_\_\_\_

Preferred name: \_\_\_\_\_

Date of enrolment: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Start date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ End date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

When enrolling, the Principal, Secretary or designated school liaison person will discuss each of the documents below. Please check that these are completed, understood and given to the school office prior to start date:

- International Student Application for Enrolment Form
- Conditions of Enrolment
- Agreement to Provide Tuition Services between Westminster Christian School and the Applicant, including any schedules annexed thereto.
- International Student Designated / Appointed Caregiver Agreement (if applicable)
- Indemnity Document for a Student living with a Designated Caregiver (if applicable)
- International Student Information Form.

### Other documentation / fees required from applicants

- Student's passport and appropriate visa
- Parent's passport and appropriate visa
- Proof of relationship (if under 10 years old)
- Student's immunisation certificate
- A copy of the student's latest school report with verified English translation
- Evidence of adequate medical and travel insurance in English as outlined in this document
- Cybersafety User Agreement for Westminster Christian School (will be provided once tuition starts).
- Have read Westminster Christian School's Summary Statement of Faith