

2023/24 Information Booklet For Parents of International Students



Selwyn Ridge Primary School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the New Zealand Qualifications Authority. Copies of the Code are available for download from this institution or from the New Zealand Ministry of Education website at:

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

Selwyn Ridge School welcomes students from all over the world.

International students are placed in mainstream classes across Years 1 to 6, as appropriate to their current learning level, and will learn alongside students of similar age. We provide individual and small group English as a Second Language (ESOL) teaching during class time each week. The nature of the lessons are developed to best meet the individual learning needs of each student.



www.selwynridge.school.nz

School Hours

8.00 - 8.30am	Playground open (Road Patrol commence 8.15am)
8.30 - 10.00am	Learning Block 1
10.00 - 10.45am	Morning tea (eat from 10.30-10.45am)
10.45 - 12.15am	Learning Block 2
12.15 - 1.00pm	Lunch (eat from 12.45-1.00pm)
1.00 - 2.30pm	Learning Block 3
2.30pm	Classes end for all students

Students should arrive at school between 8.15- 8.30am to allow for a well organised start to the day.

Students should be collected no later than 3.00pm, any child remaining at school after this time need to wait in the School office

School Terms Dates 2024

Term 1: (10 weeks)

Thursday 1st February - Friday 12th April 2024

Waitangi Day - Tuesday 6th February 2024 (school closed)

Easter - Friday 29th March, 1st and 2nd April 2024 (school closed)

Term 2: (10 weeks)

Monday 29th April - Friday 5th July 2024

King's Birthday - Monday 3rd June 2024 (school closed)

Matariki - Friday 28th July 2024 (school closed)

Term 3: (10 weeks)

Monday 22 July - Friday 27th September 2024

Term 4: (10 weeks)

Monday 14 October - Tuesday 17th December 2024

Labour Day - Monday 28th October (school closed)



Orientation and Support Services

When an International fee paying student is enrolled at Selwyn Ridge Primary this is what can be expected:

- a meeting with the principal or deputy principal at which procedures, support systems and expectations will be explained
- an opportunity to have a guided tour of the school
- to be given a booklet outlining a code of practice for international students, and containing useful information about Selwyn Ridge Primary
- there will be support to settle into school with a 'buddy' or friend who will help during the transition period
- all children have access to English Language support by qualified tutors
- support agencies such as Children Youth and Families (CYFs), Truancy Officer, Special Needs Co-ordinator (SENCo) are available should there be a need. The welfare and safety of the student is paramount. There will be ongoing monitoring of progress and attendance. If the student leaves Selwyn Ridge Primary before the designated course of study is completed the Immigration service will be informed.
- ongoing monitoring of the student will ensure the student has settled well and is able to follow through on an appropriate curriculum programme that meets his or her needs

Procedure to ensure the maintenance of course requirements

- Ongoing monitoring of progress/needs of student
- Assessment/evaluation as part of a teaching/learning cycle
- Surveys/testing as designated in the Selwyn Ridge Primary assessment programme

A programme of parent consultation will be followed and a written report of learning progress and achievement issued during the second and fourth term.

If there are any concerns, parents will be contacted.



Leaving Procedure

All applications for withdrawal must be made in writing.
If a student leaves before a designated course of study is completed the New Zealand Immigration Service will be notified.

Non Attendance

If attendance is not regular, parents will be contacted and the Truancy Officer, depending on circumstances.

If a student ceases to attend for 20 days or more without notification, the student will be withdrawn from the roll and the school will notify the New Zealand Immigration Service.

Circumstances under which tuition will be terminated

- failure to comply with school rules
- gross misconduct
- the imparting of false or misleading information on enrolment

Costs for international students at Selwyn Ridge Primary

As stated in the Selwyn Ridge Primary International Students Policy, the fees are set by the Board of Trustees for a set term and reviewed regularly.

Fees will be **\$13,000** per year, to be paid in full, plus **\$200** administration fee and **\$300** Registration Fee, to be paid upon on enrolment.

This covers: * Tuition
 * Stationery
 * Activity Fees (day trips, visits etc)

Additional costs:
 * Uniform (price list attached)
 * School camp (when applicable)
 * Overnight trips

Our bank account for electronic transfer is: - **010475 0114642 00**

**ANZ
53 Spring Street
Tauranga**

Application requirements and procedures/conditions for acceptance

International students who meet the requirements for enrolment with correct documentation will be accepted at Selwyn Ridge Primary as long as there is a place available not required for a New Zealand child.

Correct documentation includes parents and children having a valid student visa and medical insurance.

We will only accept students who are living with their parents or a relative who is designated as guardian.

An enrolment application will be filled out with the help of administration staff if necessary. This will be signed to show acceptance of the policies and practices of Selwyn Ridge Primary.

A tuition agreement between the parents/caregivers of the student and Selwyn Ridge Primary must be signed.

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>



Refund policy

If the student withdraws prior to the course of study being started, an 80% refund will be made minus an administration charge of \$200 and Registration charge of \$300. Should the student leave Selwyn Ridge Primary before the period of study ends for which payment has been made, 80% of course fees for the terms for which the student has not had tuition will be repaid to the parents.

If the student begins, but does not complete the designated length of time at the school, there will be a refund depending on the time remaining. If the student is still within the first half of the course the tuition fees may be paid less the following charges:

- an administration fee of \$200 and registration fee of \$300
- the cost of the course up to the time of withdrawal and including the remainder of the current term. There will be no refund for the part/remainder of the term in which the student leaves.
- the government charges that apply
- any commission that has been paid (on a pro rata basis)
- any money that is owed by the student to the school or to a New Zealand business

If the student is in the second half of the course:

the tuition fees may only be refunded if there are special reasons for the student leaving such as becoming seriously ill or serious illness in the student's family or some other special reason.

If a refund is to be claimed there must be a letter explaining the reasons.

The Principal will make the decision about giving a refund in these circumstances.

If the student is withdrawing because of poor attendance, the rules have been broken or there has been gross misconduct, there will be no refund.

The Board of Trustees will make no refund to a student who is excluded from the school.

Fees Protection

Selwyn Ridge Primary school Board of Trustees guarantees to hold in reserve sufficient funds to meet all refund requirements should the school not be able to continue tuition (a natural disaster).



Facilities, equipment, staff

Selwyn Ridge Primary has a brochure of information about the school which is given to all students on enrolment. We are a lead school for Information and Communication Technologies and offer a wide range of skills to other schools as well as our own staff and students. Many learning opportunities are available for children at Selwyn Ridge School. A staff list is to be found in the prospectus.

What will be studied?

An international student who is enrolled at Selwyn Ridge Primary will be fortunate to receive an education that covers the following curriculum areas

- English
- Mathematics
- Science
- Social Studies
- Technology (including Information and Communication Technology)
- Arts
- Physical Education and Health

Essential skills, attitudes and values and knowledge are covered through an integrated curriculum based on the needs of each child. There are many opportunities for extra curricula activities in the arts and sports.

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.moh.govt.nz>

Medical and Travel Insurance

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

A copy of their current travel and health insurance will be kept with the student's records by the school.

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://www.acc.co.nz>

International Student Grievance Procedures

We want your time at Selwyn Ridge Primary to be successful. We hope your stay will be a happy one.

If you have a problem at Selwyn Ridge Primary talk to the class teacher as quickly as possible so that the problem can be sorted out.

Even if your problem is a little one, get help and have it resolved. Act before the problem becomes a bigger one.

If you think that your English is not good enough you can bring a friend with you to help.

First Step:

Problems with your class or with teachers or school friends

1. Speak to the teacher or International Tutors about it.
2. If that does not fix the problem, see Shelley Handley or Kim Abbot Associate Principals or Tanya Healy, Deputy Principal or check through the office.

Second Step:

If you are still unhappy and think that the problem has not been solved you can speak to the Principal, Mr Craig Price, about it.

You can also write to the Principal about the problem.

Third Step:

If you still feel that the problems have not been solved then you may contact a group of people set up by the Government specially to help fix these problems. They are called:

The International Education Appeal Authority
Tribunals Unit, Level 1,
86 Custom House Quay
Private Bag 32001
Wellington
phone (04) 462 6660 fax (04) 462 6686
email: ieaa@justice.govt.nz
www.justice.govt.nz

You must have tried to sort out the problems at school first. They will consult the school about what has been done before they help you.



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.

What is the Code?

The Code is a document that 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.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with international students enrolled. 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 education provider. The Code is also available online from www.nzqa.govt.nz under tab "Studying in NZ".

How do I know if an education provider has signed the Code?

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This is available online from www.nzqa.govt.nz. If the education 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 education provider, the first thing you must do is contact the principal, the international student director, or another person that has been identified to you as someone you can approach about complaints at your institution.

You need to go through your institutions internal grievance procedures before you can take the complaint any further.

If your concerns are not resolved through the internal grievance process, you can contact the independent body (International Education Appeal Authority) established to deal with complaints from international students about pastoral care.

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their education provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can write to the IEAA at:
International Education Appeal Authority
Tribunals Unit, Level 1,
86 Custom House Quay
Panama Street
Private Bag 32001
Wellington 6146

Phone: (64) 04 462 6660
Fax: (64) 04 462 6686
email: ieaa@justice.govt.nz
website: www.justice.govt.nz

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on education providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The education provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an education provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

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

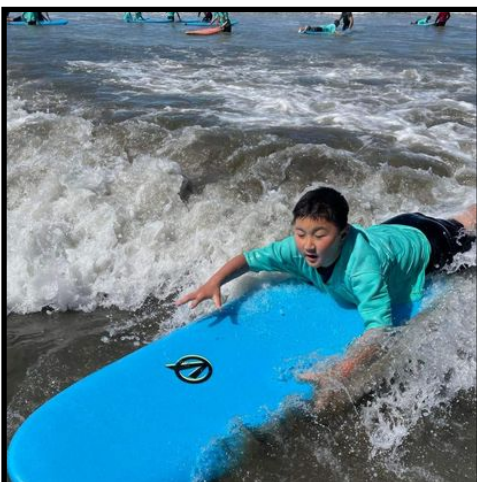
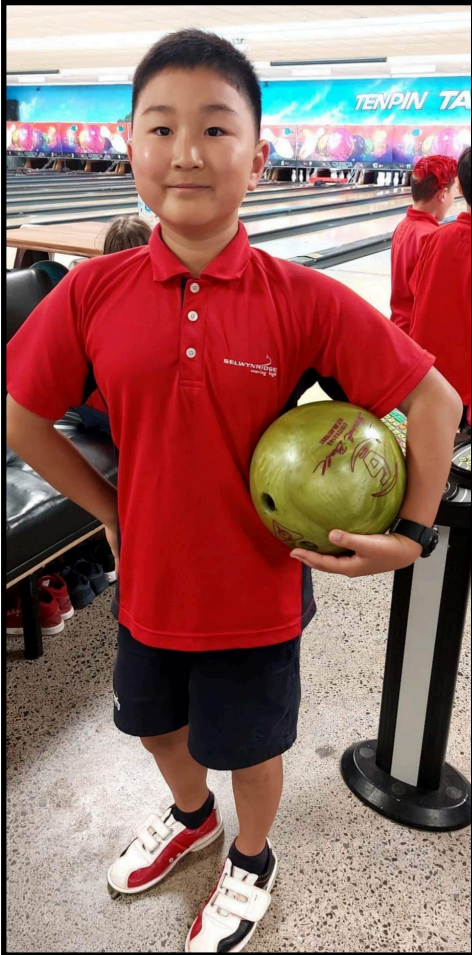
The Code sets standards for education providers to ensure that:

- 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 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.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

International students enjoying their time at Selwyn Ridge School.



Absences

An explanation is required from a Parent whenever their child is absent from school the following options are available to report an absence

- send an email via our website www.selwynride.school.nz
- send an email to srp@selwynridge.school.nz
- Phone 07 544 1088

If no notification is received, the School will make contact to ascertain reason for absence and ensure the safety of the Student.

Lost Property

Please check the lost property boxes kept in the left hand corner at the rear of the school hall. All unclaimed, unnamed uniform items will be washed and re-sold by the school after the end of each term

Lunch

We encourage packed lunches from home to include healthy eating choices, as we know this supports optimum learning in the classroom. Please only send water to school in drink bottles, and save juice etc for treats at home. There are drinking fountains at school should your child forget their drink bottle

Medical

Accidents and illnesses of a minor nature are treated at school. Our policy is to contact Parents to take home children who are too ill to return to the classroom. Serious head clashes/injuries will be reported to the parents.

If a child requires medication at school, please complete an Administration of Medication form (available from school office). We do hold Pamol on site but this will only be administered with a Parents permission

Parking

When visiting the school for any reason please park safely and legally on the surrounding streets Holmburn, Langstone or Victory Streets or use the Tennis court carpark on Victory Street and walk up the stairway

Uniform

Please ensure all garments and other belongings are named. All children must wear the agreed school uniform items.

During Terms 1 & 4 sunhat must be worn at all times when children are outside. Jewellery is not allowed other than watches and plain stud earring (Taonga must be worn under clothing). All school uniform is available for purchase from the school office



UNIFORM PRICE LIST 2024

Jacket	\$70.00
P.E. Shirt	\$50.00
Polar Fleece	\$55.00
Polo Shirt	\$40.00
Trousers	\$55.00
Trousers (Heavy)	\$65.00
Shorts	\$35.00
Skorts	\$40.00
Hat: Sm/Med/Lge	\$15.00
Beanies: One size	\$15.00

Socks not available here, but should be black or navy blue
Shoes should be comfortable and easy to put on and take off,
there is no set requirement in colour or style

WASHING INSTRUCTIONS:

Hat: Gentle hand wash in warm water.

All other garments: Hand or machine wash in either
warm or cold water, and dried away from direct
sunlight and hung inside out.

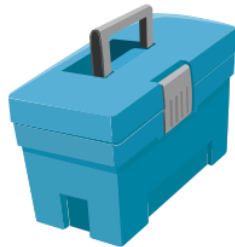
**School uniform items are available for purchase
from the school office, at any time.**

Learning @ Selwyn Ridge Primary

Key competencies are the capabilities people have, and need to develop, to live and learn today and in the future. The 5 key competencies at the centre of the New Zealand Curriculum are the foundation of our school vision to grow **Heart, Mind and Toolbox**. They guide our mission to ensure all our kids on the ridge can soar high now and in the future.

Learning at SRP is designed to develop these competencies through a wide range of local curriculum experiences.

Growing Mind, Heart and Toolbox



toolbox

kete



heart

manawa



mind

whakāro

Our Curriculum

We create powerful learning through the use of a conceptual curriculum and meaningful learning contexts, and to create a positive and challenging learning environment with excellence in core curriculum areas of literacy and mathematics. The Selwyn Ridge Curriculum is infused with the principles, values and beliefs of the New Zealand Curriculum. As a learning community, we promote a values and vision-based approach. Decisions about learning are based on rich concepts and enable students to make connections and see real purposes for their learning.

Another of the key principles of teaching and learning at Selwyn Ridge is personalising learning for our students. With our school vision firmly in the centre, we aim to consider readiness, interest and learning styles of our students when planning what we teach, how we teach and how we assess.

At Selwyn Ridge, we celebrate learning and achievement. We are committed to providing an ethical learning community that promotes a safe place for all to thrive, where heart matters and we recognise the importance of an holistic approach to learning.