

# Taradale Intermediate School



## International Student Information



Phone: 0064 6 844 7264

Fax: 0064 6 844 6822

E mail: [admin@taradaleint.school.nz](mailto:admin@taradaleint.school.nz)

Internet: [www.taradaleint.school.nz](http://www.taradaleint.school.nz)

Principal: Mr Dennis Coxon

Thank you for considering Taradale Intermediate School for your child.

This booklet will provide information you need to know about International fee paying students enrolling at Taradale Intermediate School. Our prospectus and handbook contains information on School curriculum , facilities and programmes.

School staffing , rules and other relevant Information is available in our yearly handbook/diary.

Taradale Intermediate 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 Taradale Intermediate School or from the Ministry of Education website at : [www.minedu.govt.nz](http://www.minedu.govt.nz)

For further information and application forms please contact:

Principal Mr Dennis Coxon  
Deputy Principal Mrs Di Taylor

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## FEES

	NZ\$
<b>ACADEMIC TUITION FEE</b>	
\$260.00 per week	
\$2,600.00 per 10 week term	
\$10,400.00 per year	
<b>ACCOMMODATION</b>	
Homestay @ \$200.00 per week	
<b>INCIDENTALS</b>	300.00
i.e. Stationery /education outside the classroom/ contingency (refunded if not used fully)	
<b>ADMINISTRATION</b>	
School based	300.00
Homestay Placement	100.00
<b>INSURANCE</b>	
1 year Uni-Care (approximate cost)	450.00
<b>POCKET MONEY</b>	
@ \$30.00 per week (at your discretion)	
<b>BANK CHARGES</b>	20.00
<b>TOTAL</b>	

Uniform costs are extra to above.

Tuition fees include GST.

Optional school activities:

The school offers private music tuition and tuition with the Computer Aided learning programme Successmaker. These if applicable will be additional costs.

Conditions of acceptance:

All International students will be accepted subject to availability of space and meeting visa requirements.

## APPLICATION PROCEDURES

Taradale Intermediate School accepts students in Year 7 & Year 8 ( approx 10 - 13 years)

### Step 1

All applications and enquiries should be sent to:

The Principal

Taradale Intermediate School

6 Murphy Road

Napier

Fax: 0064 6 8446822

E mail: [admin@taradaleint.school.nz](mailto:admin@taradaleint.school.nz)



### Step 2

If your application is successful you will be sent an Offer of Place, a Tuition agreement, and an invoice for tuition for the term required.

### Step 3

You should accept the Offer of Place in writing or e mail and send the fees to the school.

Fees should be paid directly to our bank account:

Westpac Trust, Napier , New Zealand

Account No 030631 0174330 00

Bank statement details: Student's name

Or pay directly to :

Taradale Intermediate School

6 Murphy Road, Napier, New Zealand



### Step 4

The school will send you a receipt for your fees, an assurance that accommodation can be arranged (if this is a requirement of your application) and information necessary for you to obtain a Student Visa.

### Step 5

When your student arrives, they will have their Tuition Contract (signed by parents) and health insurance (unless organised through Taradale Intermediate School) and passport with them.

Attendance at Taradale Intermediate School is compulsory and will be monitored.

Once the tuition agreement is signed, students must be willing to abide by the school' rules and homestay contract.

## ORIENTATION AND SUPPORT SERVICES

Taradale Intermediate School aims to make the students feel as comfortable and secure as possible while they are away from home. We have an International student manager who will be available for students.

An orientation programme is available which will ensure an easy transition into school life.



Students will be placed in a class with a form teacher who will also monitor their progress and help with pastoral care. Students will be buddied up with a student of a similar age and gender to ease them into their new environment. A programme will be set up to show them around the school and introduce them to particular facilities and activities.

ESOL programmes as well as computer aided learning programmes are available for students.

Students are encouraged to participate in the many school activities offered such as sports and cultural activities.



Students will receive an academic report at the beginning of the year and end of year. At mid term a 3 Way conference is held with the student, teacher and parents. We welcome contact with parents and like to meet with them if they have the opportunity to visit us. It is important to notify us of any change

of address. If e mail contact is available, form teachers can set up regular informal reporting.

## GRIEVANCE PROCEDURES

If an International student has issues with class-work or teachers, they can make an appointment to see the Deputy Principal.

If the student has issues with fellow students, they can see the Deputy Principal or the school Pastoral Care worker.

If the student has issues with their homestay , they can see the International student Manager or Deputy Principal.

If issues are not being resolved, the following steps can be taken:

	Internal
Step 1	See Home stay manager or Form teacher
Step 2	See Deputy Principal
Step 3	See principal
Step 4	Write to the Board of Trustees

After there has been an internal process the student may wish to take the matter further. The student may go to the Board of Trustees and an advocate will be provided. The student will be given every assistance to access the IEAA.

Note:

Student's parents will be contacted once the matter is past Step 2. Homestay caregivers will be kept informed.

## REFUND CONDITIONS

Taradale Intermediate School will make every effort to ensure the student's stay in New Zealand is successful and rewarding. If a decision is made to withdraw, it must be in full consultation with parents and guardians. Full details are available on request.

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

If the withdrawal is made prior to the student coming to New Zealand, a full refund shall be made less \$300 administration fee. (See separate policy)

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

## FEE PROTECTION

Taradale Intermediate School Board of Trustees guarantees to hold and reserve sufficient funds to meet all refund requirements should the school not be able to continue tuition. E.g. natural disaster or emergency.

## HEALTH AND TRAVEL INSURANCE

"Most students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. We strongly recommend that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand" MOE 2002

## IMMIGRATION

The Code of Practice states: " 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" This can be viewed on their website:

[www.immigration.govt.nz](http://www.immigration.govt.nz)

## WITHDRAWAL OF INTERNATIONAL STUDENTS AND ATTENDANCE REQUIREMENTS

International students who wish to withdraw from Taradale Intermediate School must:

1. Provide written approval from their parents
2. Complete the schools leaving form.
3. Give homestay parents two weeks notice if this involves terminating their homestay arrangements.

Attendance requirements:

1. The school treats international students as it does domestic students and the school's policies apply.
2. The office will contact the homestay parents in the event of an unexplained absence.
3. Discipline procedures will be applied in the case of truancy or continuing truancy and the student's parents will be notified. These can involve:
  - Visits to the home by the school's truancy officer
  - Suspension procedures where truancy is deemed to be gross misconduct which is a harmful example to other students
4. Parents of international students who are failing to meet course requirements will be contacted promptly.
5. The New Zealand Immigration Service (NZIS) to be informed if the student is withdrawn.

## **INTERNATIONAL STUDENTS TERMINATION OF TUITION PROCEDURES**

Once a student has enrolled at Taradale Intermediate School, they will have the same rights as a domestic student.

**Tuition may be terminated for any of the following reasons:**

1. If a student is asked to leave the school because of misbehaviour, violation of school rules or the Education Rules 1999 in regard to stand downs, suspensions, exclusions and expulsions.

Reference: International Student Policy and Pupils Behaviour , School Rules, [www.minedu.govt.nz](http://www.minedu.govt.nz)

2. If a student fails to attend school without just cause  
Reference: Taradale Intermediate School Attendance Policy

3. If NZIS revoke the student's permit for any reason.  
Reference: [www.immigration.govt.nz](http://www.immigration.govt.nz)

4. A student returns to their home country because of serious illness .  
Reference: Taradale Intermediate School Refund Policy

5. A student returns to their home country because of a serious illness of a close member of the student's family and cannot return within a reasonable time.  
Reference: Taradale Intermediate School Refund Policy

6. Criminal Acts  
Reference: International student policy

7. The school is not being advised if there is a change of Contract details.  
Reference: Taradale Intermediate School International Student Policy

8. False or misleading information on enrolment may lead to termination of tuition.

9. Should special needs become apparent, parents will be responsible for any costs incurred.

**The school will notify the New Zealand Immigration Service ( NZIS) if tuition is terminated.**

## CHARACTERISTICS OF HOMESTAY

All students must stay in a school-approved homestay or with a family designated by their parents. High quality homestays are organised by the school and are within our school zone.

Homestay fees will provide the student with full board. They will generally have their own bedroom and three meals per day will be provided.

Homestay caregivers will encourage the student to speak English as much as possible in their home and will also encourage the student to feel at home and to treat him/her as a member of the family rather than as a paying guest.



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