

2018 School Calendar

Term Dates 2019

	<u>Term Start</u>	<u>Term End</u>
Term 1	24 January	12 April
Term 2	29 April	5 July
Term 3	22 July	27 September
Term 4	14 October	5 December

NB: The orientation program for new International Students at the beginning of Term 1, will be held over the period 24 January – 30 January. All returning students are to be in New Zealand ready to start school by Thursday 31 January.

FEES

2019 International Student Fees

ONE YEAR

Tuition Fee	\$16,500
Administration Fee	\$1,500
Caregiver Support Fee	\$500
Weekly Homestay Fee	\$290 (per week)
Medical and Travel Insurance	\$575

ONE SEMESTER

Tuition Fee	\$8,250
Administration Fee	\$750
Caregiver Support Fee	\$500
Weekly Homestay Fee	\$290 (per week)
Medical and Travel Insurance	\$288

ONE TERM

Tuition Fee	\$4,500
Administration Fee	\$500
Caregiver Support Fee	\$300
Weekly Homestay Fee	\$290 (per week)
Medical and Travel Insurance	\$158

We recommend that if students attend for only one term, they come in either Term 1, 2 or 3, as Term 4 is always very short due to New Zealand students sitting external exams. However we do offer an exciting range of activities (at no cost) for our International Students during Term 4 while the NCEA exams are taking place in November. There are usually 8 activities over a period of 2 weeks.

Fees include: GST, textbooks on loan, ESOL tuition if required, airport pick-up on first arrival

NB: *Southern Cross International Student Insurance cover quoted. Insurance fees are subject to change by the Insurance Provider
Increases in the homestay fee dictated by the market may occur and will be advertised accordingly*

Additional Fees

National Examinations:	You must pay the entry fees for NCEA Levels 1 to 3 (Years 11-13) International students \$383.30 Scholarship subjects \$100 per subject
Subject Fees:	Some practical subjects have a charge for materials used, eg Food Technology, Hospitality, Art, Photography, Outdoor Education.
Extra-Curricular Sports Teams:	If students play at National Tournaments which involve overnight stays, then there will be additional costs to cover these.
Competitions:	Students will have the opportunity to enter national competitions. Typically these are in Mathematics, Science, English, and Chemistry. These competitions will have their own entry fees.
School Trips:	Students are expected to pay for all school trips such as sports trips, day field trips to art galleries, historic sites, Geography trips.
School Camps incl. Outdoor Education camps and activities:	Some subjects have extended camps as part of their field work, eg Geography, Sports Leadership and Outdoor Education. Costs for these will vary. If trips are overnight or last several days, then costs may be substantial.
Stationery:	Approximately \$100 (dependent on chosen subjects), plus scientific calculator for Mathematics (approx. \$30).
Uniform:	For Years 9-12 students. Approximately \$400 for girls, slightly less for boys.
Textbooks:	Supplied on loan free of charge (<i>but there will be a charge if books are lost or damaged</i>).
Work books / Homework books:	These are dependent on the subjects chosen and are approximately \$24 each.

SUBJECTS

Students must choose some of their subjects and other subjects (in *** Compulsory Subjects Years 9 & 10**) are compulsory at that year level. Entry to some subjects depends on availability and students starting in Terms 2 & 3 may have limited subject choices if classes are full.

Year 9 students must choose four extra subjects. Year 10 students must choose two extra subjects.
Year

Year 9	Year 10	Year 11	Year 12	Year 13
Art Band Chinese Dance Drama English * English : ELL English : Foundation German Health & PE * Japanese Literacy Mathematics * Music Science * Social Studies * Spanish Technology Te Reo Maori * Compulsory - Yr 9 Choose up to 10 Subjects Minimum of 8	Art Chinese Computer Studies Dance Design & Visual Commun. Drama Electronics English * English : ELL English : Foundation German Health & PE * Japanese Literacy Mathematics * Music Product Design Technology Science * Science Extension Social Studies * Spanish Technology Fabric Technology Food Te Reo Maori * Compulsory - Yr 10 Total of 7 or 8 subjects Subjects	Applied Science Art Accounting Business Economics Chinese Computer Studies Tech Computer Systems for Bus. Construction & Allied Trades Dance Design & Visual Commun. Drama Engineering English English : EAP English : Foundation Geography German Health Studies History Hospitality Human Biology Japanese Mathematics Media Studies Music Numeracy Outdoor Education Physical Education Product Design Robotics : Digital Tech Science Spanish Sports Leadership Technology Fabric Technology Food Te Reo Maori Urban Digital Music Choose 5 subjects	Accounting Applied Science Art Art History Automotive Repair & Maint. Biology Business Studies Calculus Chemistry Chinese Classical Studies Computer Aided Design Computer Studies Tech Computer Systems for Bus. Construction & Allied Trades Dance Design Design & Visual Commun. Drama Early Childhood Education Earth & Space Science Earth & Space Science Economics English English : EAP English : Foundation English : Alternative English : Multi Level Geography German Health Studies History Hospitality Japanese Mathematics Media Studies Music Outdoor Education Photography Physical Education Physics Product Design Robotics : Digital Technology Spanish Sports Leadership Statistics Te Reo Maori Technology Fabric Technology Food Tourism Studies Urban Digital Music Choose 5 subjects	Accounting Applied Science Art History Biology Business Studies Calculus Chemistry Chinese Classical Studies Computer Aided Design Computer Studies Tech Computer Systems for Bus. Construction & Allied Trades Dance Design Design & Visual Commun. Drama Early Childhood Education Earth & Space Science Economics English English : EAP English : Foundation English : Alternative English : Multi Level Geography German Health Studies History Hospitality Japanese Mathematics Media Studies Music Painting Photography Physical Education Outdoor Education Physics Product Design Robotics : Digital Technology Sculpture Sports Leadership Statistics Technology Fabric Technology Food Te Reo Maori Tourism Studies Urban Digital Music Choose 5 subjects

At Pakuranga College we aim to provide opportunities in sport by delivery a quality sports programme catering for the diverse needs of all our students. The focus on the Sports Department is to increase the overall participation in sport and to raise the level of achievement across our sports codes. This can only be achieved by providing a quality programme with consistently high standards of coaching through the grades.

The Sports programme comprises close to one hundred teams across 30 codes of sport. We have recruited the services of high quality coaches across a range of sports. The sports facilities at the school comprises of :

- 4 Netball Courts
- 2 Football Fields
- Heated Swimming Pool
- Floodlit Hockey Turf
- Rugby Field
- 5 Tennis Courts
- Weights Room
- Cricket Pitch & Nets
- 3 Gymnasiums (one of which accommodates 2 basketball courts)

List of sports offered:

Athletics	Orienteering
Aussie Rules	Rock Climbing
Badminton	Rugby
Baseball	Sailing
Basketball	Softball
Cricket	Swimming
Cross Country	Table Tennis
Cycling	Tag
Dragon Boating	Tennis
Football	Touch Rugby
Gymsport	Triathlon
Hockey	Ultimate Frisbee
Kilikiti	Volleyball
Multisport	Waka Ama
Netball	

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ACCOMMODATION

As per the Code of Practice and Guidelines (revised 2016), upon or before enrolment the International Students Office of the College will determine and verify which category of accommodation the student will live in, regardless of age, ie

Homestay
Designated Caregiver
Parent

No International student of Pakuranga College can live independently, in a boarding establishment or in temporary accommodation.

Police vetting will be required of all caregivers and all residents of a household aged 18 or over excluding International Students (excluding parents). The College will provide guidelines to the caregivers and the students and outline the divisions of responsibility between the College and the caregiver.

The parents and the student agree that the student shall remain in accommodation arrangements either organised by the College for the term of this agreement, or are approved by the College according to The Code of Practice guidelines on accommodation. Any changes must be negotiated with the Accommodation Co-ordinator beforehand. Failure to comply with this requirement may lead to a cancellation of the student permit. All caregivers who are not New Zealand citizens must provide copies of their passports and valid visas.

Homestay

All homestays are carefully selected and monitored to ensure that appropriate standards are maintained. Breakfast, lunch, dinner and snacks are provided by the host family.

Homestay payment is payable in advance to Pakuranga College (a minimum of 1 term is required). Pakuranga College can only guarantee accommodation for visa purposes for the number of weeks homestay fees have been paid for. The College will pay the homestay caregiver each fortnight, account for all money received and payments made from homestay money.

The homestay fees invoiced may be an estimate cost only. Exact costs will be determined when final departure date is confirmed. On written request Pakuranga College will refund any balance left over at the end of the student's placement. If this refund is to be made to a student's account written permission from the overseas parents will be required.

One week's notice must be given by either party (homestay or student) prior to a student being placed in another homestay.

Designated Caregiver (DCG)

The parents of the student must fill out and personally sign the International Student Application and include all details of the DCG on the application form when submitting the application. The College will decide if the caregiver will be verified as a Designated Caregiver and will ask for a police vet, further supporting information and/or evidence of nature of the close relationship or friendship.

The home of the proposed DCG will be visited and assessed, the same as for a homestay caregiver. The home will be visited subsequently to substantiate and verify the DCG's living situation.

At no time can a DCG leave the student unsupervised overnight or for any length of time without first informing the College and seeking approval for a temporary caregiver to take their place. This will probably necessitate a new DCG being appointed for the period, as per all DCG regulations.

The DCG arrangement cannot change until Pakuranga College is informed, and agrees to the change. The parents take full responsibility and accept the decisions made by their DCG about the day-to-day requirements of their child and understand that Pakuranga College will make every endeavour to

provide care and welfare for their child while studying in their school. Should you have any concerns regarding the welfare of your child, Pakuranga College may refer your child to the relevant welfare authorities or any other appropriate agency in New Zealand.

Parent

Students living with parents must still be monitored by the College. Birth Certificates and copies of passports and visas are required to verify parent status.

At no time can a parent leave the student unsupervised overnight or for any length of time without first informing the College and seeking approval for a temporary adult caregiver to take their place. If a parent leaves a student unsupervised in New Zealand that student will lose their place at the College and New Zealand Immigration will be informed.

If students are living with a parent, then the parent has full responsibility for the pastoral care of the student outside tuition hours, and may be called up to the school at short notice on school matters. Parents must follow all the policies of the College at all times.

APPLICATION INFORMATION

To apply to study at Pakuranga College, we need to receive the following documents by email (tmccrindle@pakuranga.school.nz).

1. Completed application form including subjects the student would like to study and an introduction letter to the host families (additional photos are welcomed)
2. Copy of the student's passport
3. Translated copy of student's school report / academic transcript

Selection

Selection will be made by the Director of International Students. Students from as wide a range of countries as possible will be recruited so that many cultures are represented. Offers are based on an assessment of the extent to which Pakuranga College can meet the needs of the prospective student.

The College reserves the right to cancel an Offer of Place and refund fees paid hereunder in the event it ascertains any adverse comment from the previous schooling of the applicant or any of the applicant's recommendation letters.

The College reserves the right to cancel an Offer of Place and refund fees hereunder in the event the level of English and/or prior learning in the subject area is not verified in testing at enrolment. Failure to disclose relevant information or the provision of false information may result in termination of enrolment.

Placement

The College will issue an Offer of Place to a selected student but the level of study offered is an indicator only. The College has the right to place the student in appropriate subjects and year levels; selection and placement are conditional upon the College being able to meet the needs of the student. Students entering the College as International Students must have the prior learning necessary and the intellectual and emotional capacity to cope with study in New Zealand in English at the level enrolled in.

The College may ask a student to undertake intensive language tuition at another institution for a period of time if it is ascertained the student cannot cope at Pakuranga College at an appropriate English level. Generally students are placed with their age group level.

Testing

The College will test International Students on arrival at the College to help determine placement. The College may also require testing in a student's own home country before selection. The College will provide its own testing material.

ARRIVAL AND ORIENTATION

New students must give the school their flight arrival details so we can arrange their free airport pickup. Students are met at the airport by either a member of the international staff or their host family.

We recommend students arrive three days before school starts to give them time to settle in to their new home.

The College will provide a comprehensive programme to help students adjust to College life. All students must attend an orientation at enrolment – this happens over the first one or two days of school. Refusal to participate in an orientation will lead to cancellation of enrolment.

ENROLMENT CONDITIONS

Upon enrolment at the College, the student will abide by the same conditions as regards behaviour and absence as apply to domestic students.

Enrolment as an International Student at the College shall be terminated:

- a) At any time by agreement between the parties; or
- b) By Pakuranga College if the student fails to pay fees in advance, or fails to abide by the same conditions as for domestic students, or fails to abide by the conditions of the International Student Tuition Agreement; or
- c) If the student ceases to hold, or ceases to be eligible to hold, a valid student visa issued by the New Zealand Immigration Service. 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 www.immigration.govt.nz.

Change of Status

International Students are able to change to domestic status while enrolled at Pakuranga College. If students change to domestic status, all normal conditions of enrolment must be met, including living permanently in zone. To make the change from International to Domestic status, students will need to complete a domestic enrolment application which is either available from the main school reception.

Documentation verifying details for regular student status will be required and proof of regular student eligibility must be forwarded to the College, including copies of all relevant visas, passport details, and all relevant dates and conditions.

A student with domestic status who loses that status must then apply immediately for an International Student place and follow all normal procedures. Failure to do so will mean the New Zealand Immigration Service will be informed, and the student may have no place at the College.

REFUND POLICY

1. Pakuranga College has fee protection insurance to safeguard international students' fees in the unlikely event of the school being unable to deliver the programme due to insolvency.

Eligibility

2. If the Student needs to withdraw prior to coming to New Zealand, the fees paid will be refunded in full minus the administration fee.
3. If the Student wishes to withdraw after arriving in New Zealand and commencing the subject, course or programme, no refund will be made except:

- where the Student returns home due to serious illness of the Student;
- where the Student returns home due to a death or serious illness of a close family member;
- where a parent gains Permanent Residence and the college is notified by the first day of Term 3.

In these circumstances, the refund will be calculated in accordance with paragraphs 4, 5 and 6.

- 4 If the Student leaves the school after completing part of a school term, and is eligible to claim a refund, there will be no refund of fees for that term.
- 5 In order to be eligible for any refund the parent or designated caregiver must apply in writing to the Board of Trustees setting out the special circumstances of the claim. Any refund will be based on the date that the letter of application for a refund is received.
- 6 Where the Student withdraws from a subject, course or any programme at the School and is eligible to receive a refund, the Board of Trustees may refund to the person who paid the fees in respect of the subject, course or programme any amount of the fees it thinks appropriate but any such amount will not exceed the sum of the following amounts:
 - (a) the Board's best estimate of the cost to the School of providing tuition in the subject, course or programme for one student up to that time;
 - (b) an amount that in the Board's opinion reflects the use made by one student in the subject, course or programme of the School's capital facilities;
 - (c) the appropriate proportion of the amounts paid by the Board in respect of fee paying students; and
 - (d) all other fees prescribed by the Board.

NB. No refunds will be made:

- where students are asked to leave the School because of misbehaviour, poor attendance or violation of the rules regarding motor vehicles;
- where students wish to leave the school or transfer to another school for whatever reason;
- where students return home for any reason other than the student's serious illness or death or serious illness of a close member of the family;
- where students' parents acquire Permanent Residence, Work Permits or Long Term Business Visas after the first day of Term 3;
- where fees have been paid for less than one whole year.

Agreement

- a) It is acknowledged that all relevant provisions of the Education Act 2003 shall apply to the student in New Zealand. Any decision under these provisions to standdown, exclude or suspend the student for a specified period shall terminate this agreement and the no refund policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
- b) Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other force of major circumstances beyond its reasonable control.
- c) This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.
- d) Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.

- e) This document contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.

Authority and Information

The parents of the student authorise staff of the College to:

- a) Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information;
- b) Receive financial information relating to the student including bank account details.
- c) Provide consents in respect of any activity carried out and authorised by the College
- d) Provide necessary consents on the student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the parents.
- e) The parents irrevocably authorise the Director of International Students to advise the student's caregiver of all matters and information required to be provided to parents of any student under the laws of New Zealand. The parents irrevocably authorise the College to obtain information regarding the student from the homestay or caregiver. The parents agree to appoint the homestay or caregiver as their representative in New Zealand to receive and provide such information in substitution for the parents where it is not possible or practical for the parents to receive and provide such information.
- f) The parents agree to provide the College with academic, medical or other information relating to the wellbeing of the student as may be requested from time to time by the College.

Privacy and Information

The parents and the student acknowledge that:

- a) Personal information disclosed in the International Student Application will be held by the International Office and will be used for communication to the parents. If any information i.e addresses change, please notify the International Office accordingly.
- b) All personal information provided to the College is collected and will be held by the College at Pigeon Mountain Road, Half Moon Bay, Auckland, New Zealand.
- c) If the student/parents fail to provide any information requested in the International Student Application, the College will be unable to process the application.
- d) The student/parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the College concerning them.

INSURANCE REQUIREMENTS

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>.

Accident Compensation Corporation

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>.

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. This is a requirement under The Code of Practice for the Pastoral Care of International Students. The College offers a Southern Cross Insurance policy at a cost of approximately NZ \$575 per twelve months.

If International students wish to purchase their own insurance elsewhere, the College needs to be provided with a copy of the insurance certificate and policy wordings so we may determine whether the insurance provides sufficient cover for the student's medical, travel and potential repatriation needs.

It should be noted that costs such as medical treatment in New Zealand and medical evacuation or repatriation can be prohibitive. It is therefore imperative that sums insured for these benefits should be set at an appropriately high figure – ideally, this figure should be unlimited although the College will allow figures that it deems to be sufficiently high. Below is the suggested minimum content for appropriate insurance policies according to the Code of Practice for Pastoral Care of International Students. The policy should:

- a. Commence the minute the student leaves home for the airport on their way to New Zealand.
- b. Apply while in transit.
- c. Apply while the student is in New Zealand.
- d. Cover the student for any trips to other countries during the period of study.
- e. Cover the student for any holidays back to their home country during the period of study.

High Sums Insured and Medical Benefits

“Sums insured” is the money available in the event of a claim. It is imperative that the sums insured are very high so they will not be exceeded in any possible claim. Current policies range from \$600,000 to “unlimited cover”. In order to “futureproof” policies, sums insured of one million dollars plus are recommended.

Emergency Evacuation / Repatriation

Repatriation represents the costs of getting the student home. The benefit works two ways:

1. If the student becomes seriously ill or injured and needs to be accompanied home (either alive or deceased) with medical professionals, these costs are met by the insurance.
2. If members of the student's immediate* family living overseas become critically ill or die, the policy will fly the student home, and then back to New Zealand to complete their studies. (*immediate family is the mother, father, brother or sister).

Ideally, the policy should have “unlimited cover” as very large sums can be incurred in these situations. Insurance policies for International students should be obtained from companies with a credit rating no lower than A from Standard and Poors, or B+ from AM Best. If the insurer is an overseas company, the College requires students to provide policy details in English so that it may ensure that all the necessary requirements are met. If, prior to enrolment, it is decided that a student does not have adequate insurance, the student will be required to take out additional cover to meet the standards set down by the College.

GENERAL INFORMATION

INTERNATIONAL

ACADEMIC

The College reports fully on academic progress once a year, with progress reports issued every term. The College expects all International Students to make reasonable academic progress and try their best.

National Certificate of Educational Achievement (NCEA)

NCEA is New Zealand's national qualification for senior secondary students. NCEA is part of the National Qualifications Framework, along with approximately 1,000 other qualifications. At Pakuranga

College all long-term senior international students are required to sit NCEA exams. For more information about these exams, please go to: www.nzqa.govt.nz/ncea

Support Services

Many staff provide support and help for International Students. Counsellors and Careers Counsellors help students with personal and career issues, choices and applications. The International Department has seven staff members including first language support for Chinese students.

Additional Needs

If at any time it is believed that an International Student is at risk the matter will be referred immediately to the Guidance Department, where all appropriate policies and procedures will be followed.

Internet Access

Students are provided with Internet access (with parental consent) as part of the enrolment process. The Internet is only to be used for educational purposes. Whilst the College has taken precautions to eliminate controversial material, it is not possible to restrict access to all such material and hence access remains the individual student's responsibility. Internet use and sites visited are monitored closely.

Education Outside the Classroom

As part of the education system in New Zealand, students will often go on supervised class trips outside of school to places of interest for topics they are studying. Before a class trip can take place, permission must be granted by the senior management of Pakuranga College and Risk Analysis Management forms completed.

As part of this process, we must obtain signed permission from the parents of each international student before they can participate in a school trip.

Travel and Holidays

Parents are welcome to visit their child while studying in New Zealand. The International Office can assist with documentation required.

We do not recommend a return to the home country in the short holiday breaks, however, international students are encouraged to travel within New Zealand in holiday time.

International students are not allowed to travel independently while they are studying at Pakuranga College. It is a condition of enrolment that students can only travel:

- with their host families
- with school-organised groups
- on trips and activities organised by their agents or by approved student travel companies
- with their parents

International students must ensure they are in NZ in time for the start of each term and are not permitted to leave school before the end of term.

All holiday/travel arrangements must be approved by the International Department and permission must be given by parents. All Code regulations must be met. Forms are available from the International Office.

If students travel away from the homestay for up to two weeks, the homestay family will be paid as per usual. If Students travel away from the homestay for longer than two weeks then families will be paid \$10 per night after the initial two weeks. This excludes the long Christmas holidays.

Driving Policy

Pakuranga College does not allow international students to purchase, own or drive a motor vehicle while studying in New Zealand. This is due to consideration of health & safety and the complexities of financial and legal matters surrounding owning and driving a car.

Absences

Under the Code of Practice an International Student is required to attend 100% each school year. This is a requirement by New Zealand Immigration to re-apply for a student visa. The Education Act does not allow for holidays in school time, shopping or looking after other members of the family. The school attempts to meet any reasonable requests from parents or caregivers for leave, but senior students need to be aware of the restrictions associated with internal assessment. The full support of parents and caregivers in these matters is an important factor in preventing truancy and in keeping young people out of trouble.

Work

Pakuranga College will give written permission for part-time work (a maximum of 20 hours per week) for year 12 and 13 students only. A Variation of Conditions to a student permit will need to be applied for. Go to www.immigration.govt.nz to view the detailed requirements of the New Zealand Immigration Service.

Students will need to show they are making and maintaining excellent academic progress, have excellent attendance and have made satisfactory transport arrangements to and from work. Pakuranga College requires written confirmation from both the overseas caregiver prior to applying. Pakuranga College staff may visit the work-place.

A breach of any of these guidelines will place a student's visa and/or study permit at risk and/or will lead to disciplinary action by the College.

Contact Information

The College appreciates having up to date information for all students. Students must inform the international office when addresses or telephone numbers change. In some cases the International Dean or Nurse needs to contact parents or caregivers during working hours so the College requires an up-to-date contact address/telephone number for a parent's or caregiver's place of employment. We wish to avoid embarrassment by sending incorrectly addressed mail so would also appreciate being informed in cases where marital status change.

Quality Assurance (Education Review Office comments)

Pakuranga College is a high performing secondary college. Students achieve very well academically and benefit from the focus the school places on the wellbeing of young people. The curriculum offers many enriching educational opportunities and experiences. Learning is tailored to the chosen pathway for each individual student. <http://www.ero.govt.nz/review-reports/>

Communication, Complaints and Concerns

The College welcomes direct communication from parents via phone, email, letter or visits. The College will communicate with parents via letters, newsletters and the website.

If there are concerns about a student's treatment then, under the terms of the Code, the Director of International Students should be contacted in the first instance so that the school's internal grievance procedures can be implemented. If you feel your problem is not being solved by the school, you can contact the New Zealand Qualifications Authority (NZQA) www.nzqa.govt.nz Phone 0800 697296 or gadrisk@nzqa.govt.nz

If it is a financial or contractual dispute, you can contact iStudent Complaints by phone on 0800 006675. More information is available on the iStudent Complaints website: www.istudent.org.nz 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.

Students are advised of this at orientation and a "where to complain to" chart is included in their orientation booklet.

Liaison with the College

The International Office welcomes contact with parents. Parents may contact the appropriate International staff member about any school matters that concern them, and the Deputy Principals

and Guidance staff are also available for consultations. Teachers are available on Parents' Evenings held throughout the year. Regular newsletters are sent home with students. These contain information about College activities, term and examination dates, Parents' Evenings and other matters of interest to parents or caregivers.

Liability, Rights, Contract

In any event, the College's liability in relation to the supply of tuition services to the student is limited to the amount of fees paid by the student for the provision of the services in respect of which liability arises. Nothing in this agreement limits any rights the parents and/or the student may have under the Consumer Guarantees Act 1993.

UNIFORM

INTERNATIONAL

UNIFORMS POLICY

Girls' Uniform Code

- Students in years 9 to 12 are expected to be neatly dressed in correct uniform when at school and when coming to and from school. Students wearing uniform on any other occasion are expected to wear it properly and behave in a manner that brings credit to the school.
- All undergarments worn by students must not be seen – beneath or through the school uniform. For example, students may not wear tee-shirts which can be seen underneath the collar, or through the material of a school shirt.
- If for any reason it is not possible for a student to wear part of the school uniform, then that student must bring a note from a parent or guardian requesting a one-day dispensation. This dispensation will only be given in very exceptional circumstances. The note must be countersigned before school by the Dean or the Senior Manager in charge of the House. The correct uniform is to be worn on the next day, or parents should arrange to speak with a Deputy Principal.
- Year 13 students may wear mufti in accordance with the Y13 Dress Code.
- All clothing and other possessions must be clearly and permanently named.
- School bags should be adequate for their purpose and may not be decorated with unacceptable graffiti.
- Girls may wear plain black sandals with a single back strap, or shoes that meet the following guidelines:
 - leather shoes
 - strap over the top or laces
 - a small heel
- Canvas shoes, sneakers (including leather sneakers), boots and skate shoes are not permitted.
- **All items of uniform are only available from the College Uniform Shop** A lay-by system is available.

All Students

- Indiscreet make-up and/or, coloured nail varnish is not permitted with uniforms. Hair must be clean and well groomed.
- Headbands may be worn in black or white only. No bandanas, or scarves are allowed. Students may wear Intermediate navy sunhats available from John Russell Menswear, Howick.
- **Jewellery** – A plain signet ring may be worn. Earrings are **not** permitted though one pair of plain studs may be worn in ears only. Piercing adornments in any other part of the body are not allowed. (Plaster or tape covering of piercing is not acceptable.) Tattoos are not to be visible. In the case of cultural tattoos an exemption can be made by the Principal.
- A note from home is required if a religious or cultural ornament is necessary and this should be discreetly covered by the uniform.

Years 9 & 10

- **Skirt:** Regulation ink coloured skirt, with three slim pleats, to be worn below the knee (and not to be shortened, please).

- **Trousers:** Regulation ink coloured trousers may be worn at any time. These must be Pakuranga College issue.
- **Shirt:** Regulation mallard button up, $\frac{3}{4}$ length sleeve with piping and Pegasus motif.
- **Pullover:** Regulation mallard/ink blend with Pegasus motif.
- **Jacket / Rainwear:** Regulation mallard shower-proof lined jacket.
- **Physical Education:** Regulation top and regulation ink shorts. Sports shoes must be worn at all times for Physical Education.
- **Scarf:** Regulation ink wool with mallard stripe or plain black.
- **Socks:** Below the knee regulation ink socks or opaque black pantyhose.
- **Footwear:** Plain, flat, black leather sandals with back strap kept up, worn without socks. Plain black leather shoes (lace up or with a single strap across the top). All shoes should have a raised but low heel, and be kept polished. (Skate shoes, sneakers, canvas shoes or “ankle” boots are not acceptable).

Years 11 & 12

- **Shirt:** Regulation white button up, $\frac{3}{4}$ length sleeve with piping and Pegasus logo.
- **Jacket:** Optional suit jacket in ink.
- **Sports:** Students who play in a Pakuranga College team may be required to purchase additional team uniform items. These students may also purchase the sports jacket and track pants. The sports jacket may be worn by these students as an alternative to the regulation mallard shower-proof jacket.

Boys' Uniform Code

- Students in years 9 to 12 are expected to be neatly dressed in correct uniform when at school and when coming to and from school. Students wearing uniform on any other occasion are expected to wear it properly and behave in a manner that brings credit to the school.
- If for any reason it is not possible for a student to wear part of the school uniform, then that student must bring a note from a parent or guardian requesting a one-day dispensation. This dispensation will only be given in very exceptional circumstances. The note must be countersigned before school by the Dean or the Senior Manager in charge of the House. The correct uniform is to be worn on the next day, or parents should arrange to speak with a Deputy Principal.
- Year 13 students may wear mufti in accordance with the Y13 Dress Code.
- All clothing and other possessions must be clearly and permanently named.
- School bags should be adequate for their purpose and may not be decorated with unacceptable graffiti.
- Boys may wear plain black sandals with a single back strap worn without socks, or shoes that meet the following guidelines:
 - Plain black leather shoes.
 - All shoes should have a raised but low heel and be kept polished.
- Canvas shoes, sneakers (including leather sneakers), ankle boots and skate shoes are not permitted.
- **All items of uniform are only available from the College Uniform Shop.** A lay-by system is available.

All Students

- Hair must be clean and well groomed.
- No bandanas, scarves or headgear is allowed.
- **Jewellery** – A plain signet ring may be worn. Earrings are **not** permitted though one pair of plain studs may be worn in ears only. Piercing adornments in any other part of the body are not allowed. (Plaster or tape covering of piercing is not acceptable).
- A note from home is required if a religious or cultural ornament is necessary and this should be discreetly covered by the uniform.

Years 9 & 10

- **Trousers/Shorts:** Regulation ink trousers or shorts. These must be Pakuranga College issue. Shorts to be worn properly and not loosely on the hips.
- **Shirt:** Regulation mallard button up, short sleeved shirt with Pegasus motif.
- **Pullover:** Regulation mallard/ink blend with Pegasus motif.

- **Jacket / Rainwear:** Regulation mallard shower-proof lined jacket.
- **Physical Education:** Regulation top and regulation ink shorts. Sports shoes must be worn at all times for Physical Education.
- **Scarf:** Regulation ink wool with mallard stripe or plain black.
- **Socks:** Regulation ink with mallard stripe.
- **Footwear:** Plain flat black dress leather sandals with back strap, worn without socks. Plain black leather shoes for cold weather. All shoes should have a raised but low heel and be kept polished. (Canvas shoes, ankle boots, skate shoes, sneakers or buckled shoes of any sort are not acceptable).

Years 11 & 12

- **Wear full regulation uniform as for Years 9 and 10 except:**
- **Shirt:** Regulation white button up, short sleeved shirt with Pegasus logo.
- **Jacket:** Optional suit jacket in ink.
- **Sports:** Students who play in a Pakuranga College sports team may be required to purchase additional team uniform items. These students may also purchase the sports jacket and track pants. The sports jacket may be worn by these students as an alternative to the regulation mallard shower-proof jacket.

Year 13 Dress Code

In keeping with the school's policy of promoting opportunities for students to develop skills of good judgement and taste, Year 13 students have the privilege of wearing mufti to school. Correct PE uniform is still required at all times.

- As school is a formal, work-day occasion, mufti should at all times be of a high standard while avoiding unacceptable fashion fads.
- The discreet use of make-up, nail varnish and jewellery is permitted.
- Either shoes or sandals must be worn and should be practical for school.

Please Note: All Year 13 students are required by Health and Safety Codes of Practice to wear shoes with backs on them in hazardous work areas including laboratories and technology workshops.

The Items Listed Below Are Not Permitted

- Patched, ripped, shabby or worn-out jeans.
- T-shirts and sweatshirts with objectionable or inappropriate pictures or slogans.
- Brief shorts.
- Piercing adornments in any part of the body other than the ear; (plaster or tape covering of piercings is not acceptable). Ear piercings should be discreet – stretchers are not permitted.
- Rubber jandals.
- Hats/caps are not to be worn inside.
- **For Girls:** See-through, low-cut, halter, singlet, or thin-strapped tops on dresses or as separates, or revealing a bare midriff.
- **For Boys:** Sleeveless singlets/shirts (all shirts must have sleeves).

STUDENT BEHAVIOUR

INTERNATIONAL

SCHOOL BEHAVIOUR

Students at Pakuranga College are expected to behave responsibly and accept the discipline and authority of the College. We expect students to behave with courtesy and respect towards each other and members of the College staff.

Classroom responsibilities

- Pakuranga College requires that international students maintain 100% attendance.
- Students must attend all classes and tutor periods and arrive punctually to every class.

- Students need to have all the books/equipment needed for your class ready at the beginning of each lesson.
- If absent, students must bring absence notes, written and signed by a parent or official guardian, to their Tutor Teacher on their first day back at school after illness.
- Eating in the class is not allowed unless the teacher has given permission.
- Cell phones are to be turned off and not seen during class unless the teacher gives permission to use a phone for a specific purpose. International students may be given permission to use their phone as a translator but must ask the teacher first. If students use their devices at the wrong time they may be confiscated and will need to be collected from the International Dean after school.

At School

- Students must wear correct school uniform at all times and ensure it is clean, tidy and clearly named.
- Students must report to the Dean if wearing any incorrect item.
- Students cannot leave the school grounds during the day without first getting permission from their Dean or senior staff and signing out. If students are ill, they should see the nurse. • Visitors to the College must go to the office and get permission to be in the school grounds. • If students need to bring valuable possessions or large amounts of money to school, they need to leave them in the office during the school day.
- Students cannot bring any of the following items to school: chewing gum, cigarettes, matches, lighters, firecrackers of any type, alcohol, illegal drugs, knives, weapons of any kind, laser light equipment of any kind.

TRAVEL

- Students are not allowed to travel alone or with friends.
- Students must receive signed permission from their parents and from the international office before travelling out of Auckland.
- Travel will only be approved if special conditions are met and signed permission obtained from the international office.
- International students must obtain permission from the International office to be away from their homestay.
- Host families need to know where students are at all times. Students must check with their homestay family before going out at night and on the weekend, and keep in touch with their homestay family by phone when they are out.

Driving / Transport

- International Students are NOT allowed to drive or own a vehicle whilst in New Zealand.
- If a student wishes to sit their learners and restricted driver's license in New Zealand they must see the international office for permission first.
- Skateboards are not to be used at school.
- Students must wear a cycle helmet any time they are riding a bicycle.
- Students need to obey the road crossing rules and observe safe traffic behaviour at all times.

CURFEWS

International students must always let their host family know where they are and be back home by the curfew.

Recommended Curfew Times:

AGE	SUNDAY-THURSDAY	FRIDAY	SATURDAY
Under 15 years	6 pm	Under supervision	Under supervision
15 Years	6 pm	11 pm	11 pm
16 Years	6 pm	12 midnight	12 midnight
17 Years and over	6 pm	1 am	1 am

RESPECT FOR PROPERTY

- Students must look after the classroom, furniture, equipment and grounds.

- It is important to pick up any rubbish when you leave an area.
- Staff offices, teachers' desks, cupboards etc are not to be used by students.
- Never take things that belong to other people
- Report any loss or damage immediately to the office or a senior staff member

DISCIPLINE

- School discipline applies from the time students leave home in the morning until they return home after school
- The misconduct policy applies to all international students at all times, including after school and weekends.
- The school may keep a student on detention until 4.15pm. Parents will be notified by the Deputy Principal, in advance.
- In addition, individual teachers may keep a student until 3.45pm without notice.

Misconduct Policy

The disciplinary procedures outlined in the education Act 1989 shall be applicable for all serious misconduct that is alleged to have occurred both inside and outside of the school. The designated caregiver, Homestay caregiver or Director of International Students (or their representative) shall act as the parent in the disciplinary process. Should it be deemed appropriate, the school reserves the right to:

- a) Impose a curfew or other restrictions on the student outside of school hours for a set period of time.
- b) Terminate the contract and repatriate the student with forfeiture of fees

DECLARATION

I have read the above information about student behaviour at Pakuranga College and agree to abide by these rules while I am enrolled at Pakuranga College.

Name (please print): _____

Signature: _____ Date: _____