



## ENROLMENT INFORMATION FOR INTERNATIONAL STUDENTS

Welcome to Kirkwood Intermediate School.

Thank you for requesting the Information Package for Enrolment.

International students have been part of our school for many years. We welcome the opportunity to have students from different cultures and believe we provide an excellent learning environment for students from other countries.

In general we offer places to approximately twenty five students. We ensure that each class has an even distribution of students for whom English is their second language.

Kirkwood Intermediate has agreed to observe and be bound by the **Code of Practice for the Pastoral Care of International Students** published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education Website at <http://www.minedu.govt.nz/goto/international>

Kirkwood has programme approval from the Code Administrator to enrol students who have come to New Zealand without a parent. This has been a new requirement for schools enrolling students in Year seven and Year eight from 1 July 2004.

The International Student Co-ordinator, Mrs Amelia Jang, is responsible for co-ordinating the pastoral care of international students.

She assists with the pastoral care of Korean students and communication with parents and caregivers.

ESOL teaching support is available as is first language support and first language counselling where required.

All enrolment enquiries and applications go to the International Student Co-ordinator, or to the Principal. Mrs Amelia Jang is available to assist with international enrolments. Her email address is: [ameliajang@kirkwood.school.nz](mailto:ameliajang@kirkwood.school.nz).

Procedures for enrolment and orientation of students when they first arrive at Kirkwood are contained in this enrolment pack

### Fee Structure for 2012

The fees set by the Kirkwood Board of Trustees for 2012 are:

**\$11,000 plus GST (\$1,650) per year;** or \$3,500 plus GST (\$525) per term.  
Kirkwood's refund policy and refund agreement are contained in this enrolment pack.

The Board of Trustees will set the 2013 fees in June 2012.

### **Other charges you may have to meet include:**

- The cost of dental treatment;
- Specialist Support Services, e.g. Speech Therapy, Occupational Therapy, Psychological Services or any other additional learning support;
- Truancy Service in case of prolonged, unexplained periods of absence from school;
- Payment for extra curricular activities such as school excursions, camps, transport for sports etc.

### **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>

If a place is available for your child at Kirkwood, you may be offered a place. You will then be required to collect the 'Offer of Place' form for international students, which is required by New Zealand Immigration for the issuing of a student visa or permit.

See Procedures for Enrolling at Kirkwood contained in this information package.

### **Medical and Travel Insurance:**

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

- At Kirkwood we require the Medical and Travel Insurance Policy for the student to be New Zealand based (e.g. Southern Cross or Unicare). These are contained in this information package.
- The two policies mentioned above will give unlimited medical coverage and cover travel from the time of departure from your home country to arrival home.

### **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 cost 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>

- Students from the age of twelve from certain countries, studying in New Zealand for longer than three months, will require full medical examinations/ and or x-rays in order to qualify for a visa.

### **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>.

## Enrolment Procedure

1. Contact the school with a request for enrolment by:
  - Visiting in person;
  - E-mailing the school office: [kirkwood@xtra.co.nz](mailto:kirkwood@xtra.co.nz);
  - E-mailing the International Co-ordinator: [ameliajang@kirkwood.school.nz](mailto:ameliajang@kirkwood.school.nz);
  - E- mailing the Principal: [phil\\_tappenden@kirkwood.school.nz](mailto:phil_tappenden@kirkwood.school.nz);
  - Phoning the school: 64 03 3487718.
2. You will be sent the information package for enrolment, or introduced to the International Co-ordinator or Principal if you visit in person, and given the enrolment package.
3. If there are spaces available, we require the parent/s or legal guardian to complete the following documentation and provide:
  - Comprehensive information about your child and your family on the International Enrolment Form;
  - Passport of your child;
  - Living accommodation arrangement if your child is to live with a homestay caregiver in Christchurch;
  - Sign a Tuition Agreement;
  - Sign an Indemnity Document if your child is living with a homestay caregiver;
  - Sign a Student Internet/Computer Network Acceptable Use Agreement;
  - A deposit of \$1000.
4. As soon as possible you will be required to:
  - Pay fees in full;
  - Provide evidence of your child's Medical and Travel Insurance details;  
Or provide, if your child is to live with another family member:
    - A signed Homestay Caregiver Agreement;
    - A copy of passport and visa of caregiver;
    - An Indemnity Document for Student's Homestay Caregiver;
  - Tuition document signed by a parent.
5. An 'Offer of Place' and a receipt for school fees will be given if all documentation is correct. You can then take this to Immigration.
6. Receipt of application for student visa from Immigration is sighted and copied, and then when issued, the student visa must be sighted and copied by school before the student starts school.
7. The homestay caregiver's residence is visited and approved for your child by the International Student Co-ordinator and the ESOL teacher. Please note, all adults over eighteen are police vetted in the designated caregiver's home.

## **Orientation Programme**

- Students will be provided with an Orientation to the Kirkwood programme at the beginning of the year.
- Students will be provided with an Orientation pack to help familiarise them with Kirkwood and our city.
- Class teachers will arrange a buddy for your child and every attempt will be made to ensure your child will be placed in a classroom with one other native speaker of their first language.

## **Pastoral Care of International Students**

- Students are monitored regularly to check they are in communication with parents in their home country.
- Students are visited two times per year if living with designated caregivers.
- Students are monitored regularly by the International Student Co-ordinator, class teacher and the ESOL teacher.
- Refer to policies in package on accommodation, holiday trip details, complaints and internal grievance procedures.
- Students have an emergency card with phone numbers of the International Student Co-ordinator and the school Principal.

## **Parent Caregiver Meetings**

- The International Student Co-ordinator will arrange meetings once a term to ensure that our international community at Kirkwood feels informed, valued and has a voice. Translators will be available.
- Parent/caregiver meetings with class teachers are arranged two times per year and upon request.

## **Circumstances in which Tuition may be Terminated**

- Failure to comply with school rules.
- Gross misconduct.
- Breach of visa requirements.
- The school reserves the right to cease tuition if it receives false or misleading information on enrolment.
- If tuition ceases the school will notify New Zealand Immigration Service.



## APPLICATION FOR ENROLMENT AS AN INTERNATIONAL STUDENT AT KIRKWOOD INTERMEDIATE SCHOOL

To apply for enrolment at Kirkwood Intermediate, please complete this application form and forward it to:

The School Secretary

Kirkwood Intermediate, P.O. Box 29-242, Christchurch 8540, New Zealand

**Please ensure that all the information is complete and correct. Failure to properly complete the form may result in a delay in processing, or rejection of your application. Failure to provide correct information may result in your child's enrolment being terminate**

**For Official Use Only:**

Enrolment No	Year Level	Room No	Cc: Teacher/Office/ESOL/Mrs Jang
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**PART ONE: PERSONAL INFORMATION**

**Student Details:**

Student's Family Name	Official First Name/s
Preferred First Name	Gender ( <i>please circle</i> ) Male / Female
Birth Date (dd/mm/yy)	Country of Origin

Living in NZ with:	
Please Circle one: Homestay Caregiver / Guardian Caregiver / Agent / Parent / Relation	
Student's Address in NZ	
NZ Home Phone Number	NZ Mobile Number
Email address	
NZ Emergency Contact Name	NZ Emergency Phone number
NZ Doctor's Name	
Phone Number	
Can parents/guardian attend school meeting once a term? <input type="checkbox"/> Yes <input type="checkbox"/> No – Reason? .....	

<b>Overseas Contact Information</b>	
Mother's name & address	Home Phone Number
	Mobile Number
	Work Phone Number
	Email Address
Father's name & address	Home Phone Number
	Mobile Number
	Work Phone Number
	Email Address
<b>Home Country Emergency Contact Information</b>	
Name	Home Phone Number
	Work Phone Number

Enrolled by (name)	Relationship to child
Phone Number	Mobile Number

Passport Number	Passport Expiry Date
Std Visa No. & expiry	Std Permit No. & expiry
Date of Entry to NZ	First Language
Passport Number of Parent	Permit & expiry

**Medical & Travel Insurance** - Medical and travel insurance is compulsory for international students coming to New Zealand. Please provide your medical and travel insurance details:

Insurance Company	Policy Type
Policy Start Date	Policy End Date

**OR (tick)**

- I have not yet taken out medical and travel insurance, but agree to do so and will provide proof of this to the school on acceptance of this application for enrolment.

**School Fees:**

Fees (including GST) \$

Payable yearly Term:

This fee excludes costs for school uniform, dental and medical expenses, needs assessments, social events, music tuition, cultural performances, school trips and school camps.

**PART TWO: LIVING SITUATION IN YOUR HOME COUNTRY**

What type of home do you live in? (Apartment, House, etc).....  
 Where is your home located? (City, Town, Countryside, etc) .....  
 How do you get to school? (Walk, Bus, Train,etc).....  
 Do you have any brothers or sisters? Yes / No (please circle one)  
 If Yes, please list their names and ages and indicate whether they live at home:

Name	Age	Male/Female	Living at Home (Yes/No)

Who usually looks after you? .....  
 What work do your parents do? (Mother) .....  
 (Father) .....

**PART THREE: HOBBIES, INTERESTS, SPORTS**

**What sports do you play?** (Please list your level of experience next to each sport – e.g. social player, school team, regional representative, etc)

Sport: .....Level of Experience .....

Sport:.....Level of Experience:.....

**Do you sing or play any musical instruments?** (Please state how long you have been playing for next to each instrument)

Sing: Yes / No If Yes, how long for: .....

Instrument played:.....How long for.....

Instrument played:.....How long for .....

**Are you in a band or a choir?** (If yes please state) .....

.....  
**What are your interests** (e.g. astronomy, environmental issues etc)

.....  
**What are your hobbies?** (e.g. model trains, collecting stamps etc)

.....  
**Are there any other sports or hobbies that you would like to be involved in while you are in New Zealand?** (Please state):

.....  
**Do you have any other particular talents, dislikes, or problems:**

**PART FOUR: HEALTH INFORMATION (PARENTS TO COMPLETE)**

For students aged 12 and over, a completed medical and x-ray form is required to be attached to the visa application

Does your child have any pre-existing medical conditions or concerns? Yes / No

If yes, please state : .....

New Zealand children are vaccinated against the following diseases. Please circle the ones your child has been vaccinated against:

Whooping cough	Diphtheria	Tuberculosis	Tetanus	Measles
Mumps	Rubella (german measles)		Polio	Hepatitis b

If your child has not been vaccinated against any of the diseases above, and the opportunity arises for your child to be vaccinated at school, do you consent to your child being vaccinated?

Yes / No Please state which diseases vaccination consent is given for:

.....  
 .....

Does your child have any allergies? (e.g. **food allergies** like peanuts or wheat, or **medical allergies** like penicillin or bee stings?)

.....  
 .....

Does your child carry any medication for this allergy?.....

Name any other medication your child requires:.....

Has your child had any of the following illnesses? (please circle)

Measles	Rubella	Chickenpox	Mumps	Polio	Malaria
Tuberculosis	Rheumatic fever	Meningitis	Hepatitis	HIV	Diphtheria

Are there any other family medical conditions that we should know about to ensure the safety of your child? .....

Does your child have any other special health or medical needs?.....

.....  
 .....

**PART FIVE: STUDY INFORMATION**

**Parents to complete**

Please attach your child's most recent school reports. **(Please tick)**

Does your child have any specific learning needs or difficulties that could affect their progress?

.....

What is your estimate of your child's level of English? *(Please circle)*

Beginner	Elementary	Pre-Intermediate	Intermediate	Upper Intermediate
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**Student to complete**

What are your favourite subjects at school:.....

.....

What do you find the most challenging about school: .....

.....

What do you enjoy most about school? .....

What are your dreams and ambitions? .....

What are you hoping for, or looking forward to, in your New Zealand school?

.....

What worries you about living and studying in New Zealand?

.....

**PART SIX                      OTHER INFORMATION**

Have you travelled to other countries before? (*Please state which ones*).....  
.....

Have you lived away from your family before?.....

What is your religion: .....

Do you need to attend church or another place of worship on a regular basis? (*Please circle*)

Yes / No                      If yes, please state which church.....

Do you plan to return home in the term holidays? (*Please circle*)                      Yes / No

Is there a particular part of your culture that is very important to you that we should know about?  
.....  
.....

Are there any special items you plan to bring with you?.....

What is your favourite food?.....

Is there any particular food that you cannot eat?.....

Do you have any special dietary requirements? (*E.g. vegetarian, don't eat chicken or pork, etc*) .....

Is there any particular New Zealand food that you are looking forward to eating?  
.....

**I acknowledge all the information I/we have given is true and correct and that the school has no liability for any injury, loss, theft or misadventure.**

**Student:** .....                      **Parent:** .....

**Principal:** .....                      **Date:** .....



## TUITION AGREEMENT FOR INTERNATIONAL STUDENTS

This agreement is between the School and the Student and it shall be signed on behalf of the international student by a parent or legal guardian of the Student.

### Terms and Conditions

1. The School shall provide tuition to the Student in accordance with the New Zealand Ministry of Education Code of Practice and the laws of New Zealand in return for a fee per year.
2. The Student shall comply with the rules and policies of the School and with the reasonable instructions from the teachers of the School.
3. The parents or guardians of the Student (the Parents) authorise the staff of the school to provide consents for school activities, travel outside the school and medical emergency where it is not reasonably practical to contact a parent.
4. The Parents authorise the staff of the school to relocate the Student to alternative accommodation if the Student's safety or wellbeing is in any way compromised and where it is not reasonably practical or possible to contact the Parents.
5. The Parents agree to provide the School with academic, medical or other information related to the wellbeing of the Student.
6. The Parents give permission for any previous education provider to be contacted.
7. The School shall agree to use its best endeavours to ensure the safety, health and wellbeing of the international student. The School shall have no responsibility for the Student outside of school hours, if not advised beforehand in writing, of the caregiver's relinquishing of care or change of venue.
8. Under the Privacy Act, I understand that all personal information provided to the School is collected and will be held by the school.
9. It is acknowledged that all relevant provisions of the Education Act 1989 shall apply to the international students in New Zealand. Any decision under these provisions to expel or suspend the Student for a specified period shall terminate this agreement and the Refund Policy shall apply. The Parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
10. The School must be notified of any changes to accommodation or international student status.
11. Either party may terminate this agreement at any time upon two weeks' written notice being given to the other party. If the agreement is terminated the Refund Policy shall apply.

12. 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 any other circumstances beyond its reasonable control. The Refund Policy will apply.
13. 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.
14. 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.
15. This agreement contains all terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
16. If the Student/Parents fail to provide any information requested in the application for tuition, the School may be unable to process the application.
17. 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 School concerning them.
18. The school will not continue to enrol any international students whose particular learning needs are not suitable for what the school can readily provide students e.g. who have special medical, learning or behavioural difficulties.
19. The School requires that the Medical and Travel Insurance Policy the Student holds must be New Zealand based and commenced prior to the enrolment of the student.
  - a. *Medical and Travel Insurance*: international students must have appropriate and current medical and travel insurance while studying in New Zealand
  - b. *Eligibility for Health Services*: Most international students are not entitled to publicly funded health services while in New Zealand. If the student receives medical treatment during his/her visit they 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>.
  - c. *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>.

20. Information on refunds for international students can be found in the Kirkwood Intermediate School Board of Trustees' Refund Policy for International Fee-Paying Students.

Guidelines:

- a. If you change your mind before coming to New Zealand, your full fees will be refunded less an administration fee of NZ\$250.00.
- b. **No refunds** will be made to students who are asked to leave Kirkwood Intermediate School because of misbehaviour or poor attendance.
- c. Refunds/partial refunds of fees paid will be made only in exceptional circumstances at the discretion of the Principal. A written application to the Principal setting out the reasons for requesting a refund/partial refund is required.
- d. Where student status changes to Permanent Residency during the course of a school year, unspent fees will be refunded as from the start of the following term.
- e. No refunds will be made to students who wish to transfer to another school either in New Zealand or overseas.

CODE: Kirkwood 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 this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>.

**Acceptance of Terms**

- I agree to abide by the rules and policies of the school at all times.
- I understand that the school will take action on my behalf in case of sudden illness or injury.
- In terms of the Privacy Act I understand that the information on this form is collected to form part of the essential information the school holds on my child.
- I have read and understood the terms and conditions detailed in this agreement.

Signature of Parent/Legal Guardian: .....

Name of Parent/Legal Guardian:.....

Principal: .....

Date: .....



## INTERNET/COMPUTER NETWORK ACCEPTABLE USE AGREEMENT

At Kirkwood we can offer our students the opportunity to have full access to Internet and e-mail facilities. With this access, however, comes the risk of students accessing, or being exposed to inappropriate and/or offensive material. Part of our teaching strategy will be to guide students to appropriate sites and teach them how to react should they be faced with inappropriate material.

We have devised a set of standards for our students, outlined below, which we ask you to read and discuss with your child. We then ask you and your child to sign the user agreement and parent permission forms and return them to school as soon as possible. Students who do not return both parts of the form signed will not be able to use the ICT room for Internet or e-mail access.

Thank you for your support.

Yours sincerely

Phil Tappenden  
**Principal**

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### SCHOOL INTERNET & E-MAIL RULES

1. The school ICT network is provided for students to conduct research and communicate with others. Access to these services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.
2. Network storage areas may be treated like school desks. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the school server will always be private.
3. The following are not permitted:
  - sending or displaying offensive messages or pictures
  - using obscene language
  - harassing, insulting or attacking others
  - damaging computers, computer systems or computer networks
  - violating copyright laws
  - using another's password
  - trespassing in another's folders, work or files
  - intentionally wasting limited resources
  - employing the network for commercial purposes
  - using any disks from outside the school in school machines
  - publicising home addresses or phone numbers
4. Violations of the above may result in a loss of access as well as other disciplinary or, possibly legal action.



## INTERNET/E-MAIL NETWORK ACCEPTABLE USE AGREEMENT

### Student Agreement

As a user of the Kirkwood Intermediate School Network I have read the rules regarding Internet and e-mail access and discussed them with my parent(s)/caregivers. I understand the terms and conditions of use. I am aware that failure to comply with them may result in a loss of access as well as other actions.

Name: (print) .....

Signature: .....

Date: .....

### Parent Agreement

I have read the conditions of use for Internet and e-mail access at Kirkwood Intermediate and my child and I have discussed appropriate behaviour. We are aware that there is objectionable and offensive material on the net and accept that it would be impossible for Kirkwood to screen all material.

I accept the terms and conditions of use and give permission for my child to use the Internet at Kirkwood in line with these.

Name: (print).....

Signature: .....

Date: .....

This form should be returned to the school office as soon as possible. Students will **NOT** have access to the Internet until this form is returned, signed.



## REFUND AGREEMENT

Further information on refunds for international students can be found in the Kirkwood Intermediate School Board of Trustees' International Fee-Paying Students' Policy.

### Refund Agreement Explanation

1. If you change your mind before coming to New Zealand, your full fees will be refunded less an administration fee of NZ\$250.00.
2. If you wish to withdraw after arriving in New Zealand, no refund will be given, except in the case of:
  - returning home because of student's serious illness;
  - returning home because of death or serious illness of a close member of the student's family.In these cases, under New Zealand law, Kirkwood Intermediate School must retain amounts to cover costs already incurred. The balance of fees received may be returned. Medical evidence (i.e. a certified Doctor's Medical Certificate, in English) must be provided.
3. **No refunds** will be made to students who are asked to leave Kirkwood Intermediate School because of misbehaviour or poor attendance.
4. Refunds/partial refunds of fees paid will be made only in exceptional circumstances at the discretion of the Principal. A written application to the Principal setting out the reasons for requesting a refund/partial refund is required.
5. Where student status changes to Permanent Residency during the course of a school year, unspent fees will be refunded as from the start of the following term.

### Execution

By signing below, I acknowledge that I have read and fully understand the terms and conditions of refund of school fees set out in the Kirkwood Intermediate School Refund Agreement.

Parent/Legal Guardian Signature:
Name of Parent/Legal Guardian:
Address of Parent/Legal Guardian:
Date:



## INDEMNITY DOCUMENT FOR A STUDENT LIVING WITH A HOMESTAY CAREGIVER

I/we designate .....(*insert name of homestay caregiver who should be from the **same cultural background***) to provide accommodation for my/our son/daughter, to attend Kirkwood Intermediate School as an international student from (*date*).....

to ....., subject to the approval of Kirkwood Intermediate prior to enrolment.

Student's name (*as it appears on the passport*): .....

Student's preferred name: .....

Homestay caregivers name: (print) .....

Relationship to student: .....  
(*i.e. Uncle/Aunt/Grandparent/homestay caregiver*)

Address: .....

.....

Phone: ..... Mobile: .....

I/we understand that Kirkwood Intermediate School will:

- Recommend the student to stay with the homestay caregiver from the same cultural background at least for the first 6 months for his/her emotional and physical welfare;
- Visit the home of the homestay caregiver prior to enrolment to determine that the living conditions are of an acceptable standard;
- Assess whether the homestay caregiver will provide a safe physical and emotional environment for the student;
- Determine that the accommodation is not a boarding establishment (*i.e. does not have 5 or more international students staying in the home*);
- If the accommodation designated by the parents is a boarding establishment, the school will follow the provisions relating to boarding establishments as set out in the Code of Practice;
- Meet with the homestay caregiver/s and establish communication with the caregiver;
- Meet the student at least quarterly to ensure the accommodation is suitable;
- A Police vet will be undertaken of every adult over 18 years living at the address.

Should this arrangement change, I/we undertake to inform Kirkwood Intermediate School immediately. Further, I/we understand that should Kirkwood Intermediate School have any concerns regarding the welfare of my/our child, they may refer him/her to the relevant welfare authorities, or any other appropriate agency in New Zealand.

I/we understand that Kirkwood Intermediate School will make any endeavour to ensure the safety and welfare of my/our child while studying in their school.

Kirkwood 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 this institution or from the New Zealand Ministry of Education website at <http://www/minedu.govt.nz/goto/international>.

Signature of Parent or Legal Guardian.....

Name of Parent:.....

Contact Telephone Numbers in Home Country: .....

Contact address in Home Country: .....

.....

.....

E-mail Address: .....

Principal: .....

Date: .....



## INTERNATIONAL STUDENT HOMESTAY CAREGIVER AGREEMENT

### **Kirkwood Intermediate School expects Homestay Caregivers to:**

- Be a 'bona fide' adult relative, close friend of the student's family or a homestay caregiver.
- Provide a warm, caring environment, where the physical and emotional well-being of the student can be nurtured.
- Provide 3 meals a day.
- Care for the student as you would your own family.
- Provide a warm, comfortable room for the student, including study facilities.
- Set reasonable rules and boundaries and discuss expectations of these with the student.
- To ensure safety for students under the age of 14, they should not be left alone in the house without adult supervision.
- Attend parent/teacher conferences/interviews when held.
- Ensure that the school has up-to-date information of parents' addresses and student's address and contact numbers at all times.
- Contact the school immediately if there are any concerns whatsoever concerning the welfare, health and safety of the student.
- To inform the school in advance if the caregiver is going to be absent, so that alternative arrangements can be made.
- Maintain regular contact with the parents about the student's educational progress and welfare.

### **The Homestay Caregiver can expect Kirkwood Intermediate School to:**

- Provide a safe learning environment for the student.
- Ensure the student's safety and emotional well-being is taken care of during school hours.
- Provide an ESOL programme for the student (if applicable).
- Maintain regular contact with the designated caregiver on matters relating to the progress of the student.
- Provide school reports.
- Provide support and quick action in case of problems.
- Provide an interpreter for liaison with the school (if applicable).
- Interview the child once a term.

Should there be a concern about the welfare of the student, Kirkwood Intermediate will consult the International Student Co-ordinator and will discuss the concern with the homestay caregivers and parents of the student. If necessary, the school may relocate the student to an approved homestay. Kirkwood Intermediate may also refer the matter to the New Zealand Police or any other appropriate welfare agencies.

I understand and accept the above conditions as a homestay caregiver for:

Name of Student:.....

Signature of Homestay Caregiver: .....

Name of Homestay Caregiver:.....

Principal: .....

Date: .....

## CHECKLIST FOR ENROLMENT

Have you completed the following:

- International Student Enrolment Form
- Copy of receipt of Travel and Medical Insurance for your child
- Tuition Agreement
- Student Internet and E-Mail Use Agreement
- Refund Agreement
- Indemnity Document for a Student Living with a Homestay Caregiver
- International Student Homestay Caregiver Agreement
- Arranged payment of \$1,000.00 deposit or payment of full school fee
- Copy of student's passport
- Copy of parents' passport
- Receipt of application for student visa from Immigration, or
- Copy of Student visa



## INTERNATIONAL STUDENTS HOLIDAY TRIP DETAILS

Are you planning to go travelling during the holiday? Please complete this form so that your homestay/school knows where you are going so that you can be contacted in any emergency.

It is important that your parents' know that you are travelling away from Christchurch. Your parents must give permission for you to travel if you are under 18 years. It is your responsibility to inform your parents' about your travel plans and obtain their permission, in writing.

Please pass this form, together with your parents' permission in writing, to Amelia Jang, International Student Co-ordinator.

STUDENT NAME: .....

DESTINATION: (Where I am going) .....

TRAVEL DATES: (Leaving Christchurch) .....

(Returning on) .....

NAME/CONTACT DETAILS OF WHERE I AM GOING TO STAY:

Name: .....

Address: .....

Telephone Number: ..... Cell Phone No: .....

People I am travelling with: .....

Method of transport: (bus, plane, car etc.) .....

If car give name of driver: .....

**Students under 18 years please sign and ask your New Zealand host parent to sign this form before returning to Amelia Jang.**

**I have told my parents about my travel plans and they have given me permission to travel out of Christchurch. I have given this written permission slip to Amelia Jang.**

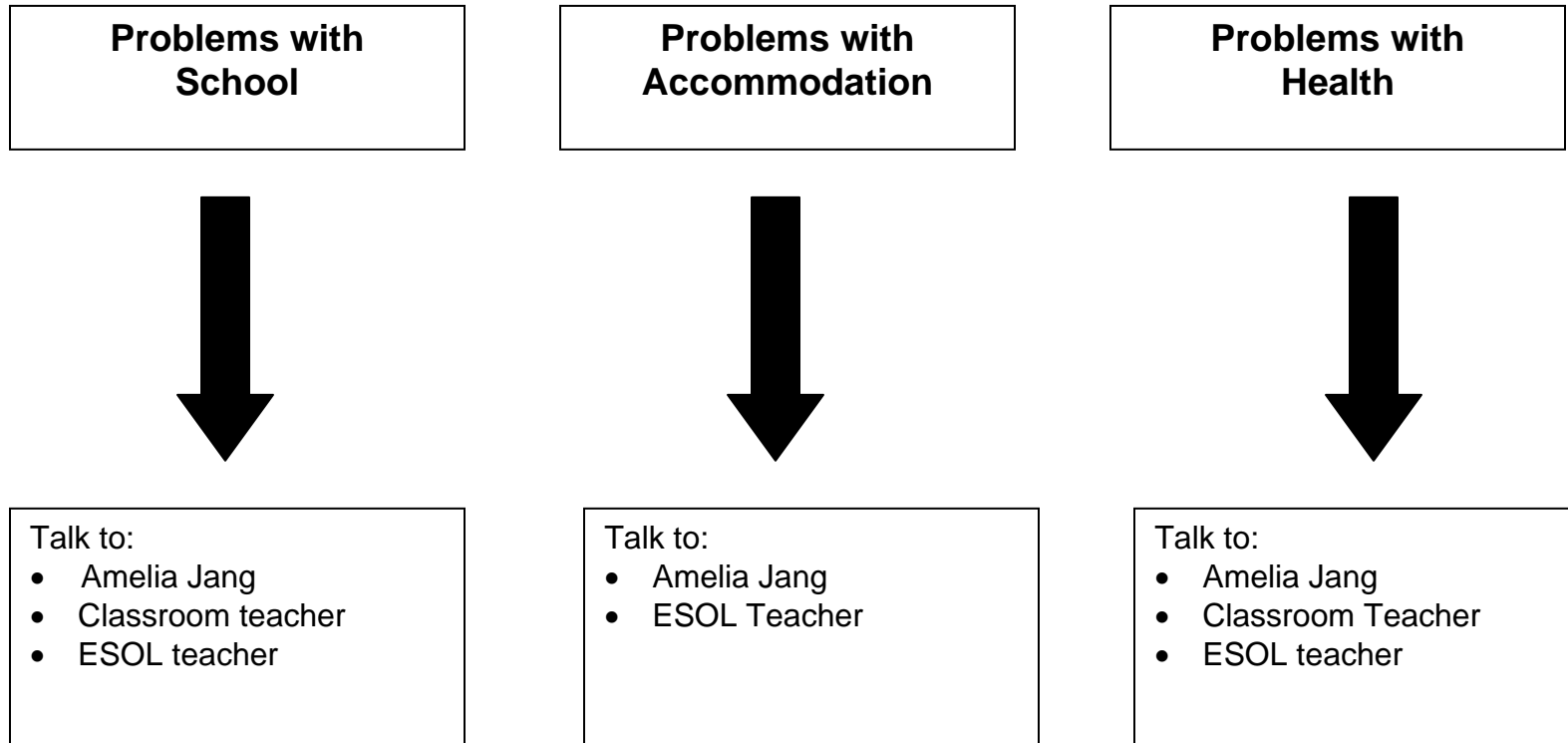
Signed (student): ..... Date: .....

Signed (Host Parent): ..... Date: .....

Signed (Amelia Jang): ..... Date: .....

## Internal Grievance Procedures

### *What to do if you have a problem*



If you have a big problem and have spoken to these people, but you are still not happy, you/your parents can make an appointment to speak to the Principal (Mr Tappenden) and then the School Board of Trustees. If, after contacting the Principal/Board of Trustees your problem is still not solved, you can contact the IEAA at the International Education Appeal Authority, C/- Ministry of Education, P.O. Box 1666, Wellington, New Zealand.