



## 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 the New Zealand Qualifications Authority (NZQA). Copies of the Code are available on request from this institution or from the NZQA website at: <http://www.nzqa.govt.nz/studying-in-new-zealand/code-of-practice-for-the-pastoral-care-of-international-students/>

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 Alison Xie, is responsible for co-ordinating the pastoral care of international students.

She assists with the pastoral care of international 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 Alison Xie is available to assist with international enrolments. Her email address is: [alisonxie@kirkwood.school.nz](mailto:alisonxie@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 2018

The fees set by the Kirkwood Board of Trustees for 2018 are:

**\$12,650.00** (inc GST); or **\$4,025.00** (inc GST) per term.

Kirkwood's refund policy and refund agreement are contained in this enrolment pack.

The Board of Trustees will set the 2019 fees in June 2018.

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

- The cost of dental treatment;

- School uniform, stationery & Homestay bus fee;
- 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: [school.information@kirkwood.school.nz](mailto:school.information@kirkwood.school.nz);
  - E-mailing the International Co-ordinator: [alisonxie@kirkwood.school.nz](mailto:alisonxie@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/or 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 school 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:  
School Secretary

Kirkwood Intermediate, PO Box 29-242, Christchurch 8440, 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 Xie
--------------	------------	---------	---------------------------------

### 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
Student Visa No. & expiry	Student 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?.....

.....  
 .....



**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
----------	------------	------------------	--------------	--------------------

**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:** .....

**International Coordinator:** .....

**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 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: .....

## **1. RE: 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 (on the back of this page). Students who do not return both parts of the form signed will not be able to use the ICT for Internet or e-mail access.

Thank you for your support.

---

### **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:
  - 3.1 sending or displaying offensive messages or pictures;
  - 3.2 using obscene language;
  - 3.3 harassing, insulting or attacking others;
  - 3.4 uploading apps or programs onto a school computer or device;
  - 3.5 violating copyright laws;
  - 3.6 using another's username and/or password;
  - 3.7 trespassing in another's folders, work or files;
  - 3.8 intentionally wasting limited resources;
  - 3.9 employing the network for commercial purposes;
  - 3.10 using any disks from outside the school in school machines;
  - 3.11 publicising home addresses or phone numbers;
  - 3.12 social media including Facebook, Instagram, Twitter and Snapchat.
- 4 All computers and school devices, network equipment and printers are to be treated with respect.
- 5 Violations of the above may result in a loss of access as well as other disciplinary or, possibly legal action.

## **2. Cell phones - Invisible, Inaudible or In the Office**

As with many schools throughout New Zealand, we are being faced with many difficulties with cell phones.

We have had problems with cell phones being stolen or damaged and with students' texting threatening or demeaning messages and using phones inappropriately during the school day.

While we don't want to be heavy handed and we understand how important it is for some children to have easy access to a phone, we also don't want our children to be distracted from learning or suffer at the hands of text bullies.

### **We seek parental support**

If a child brings a cell phone to school, they have three options:

- One is to hand it in to the school office before 8.40am (please make sure it is turned off and named) and to collect it at 2:50pm;
- Put it in the classroom deposit box (which is then taken to the office for safety during the day after the 8.40am bell);
- Keep it at their own risk, turned off, in their bags all day.

If a member of the school staff sights a cell phone between the times a child arrives at school and the time they leave, it will be removed and placed in the school office to be collected by the child at 2:55.

If the same child is seen with a cell phone during school hours again, the cell phone will be removed and the child's parent or caregiver notified before the cell phone is returned.

I would ask you to consider and to discuss with your child whether they need to bring a cell phone to school at all. Children are always welcome to use our school phone if they have any major concerns they need to discuss with their parents. We do not let children phone to ask parents to bring things they have forgotten or to discuss social arrangements. If you still wish your child to bring a cell phone to school, at their own risk, would you please complete and return the permission slip on Page 4.

### **3. Bus Code of Conduct**

Many students who attend Kirkwood Intermediate School catch the bus to and from school frequently. We believe that the way Kirkwood Intermediate students behave in public, especially when wearing our uniform, influences the public perception of our school. We want our students to act in a sensible and safe way and in a manner that is consistent with the school philosophy.

#### **Because of this, we expect Kirkwood Intermediate students to:**

- 1 cross the road at the traffic lights where available;
- 2 respect the rights of other people when waiting on the footpath;
- 3 respect the safety of everyone around them by acting in a sensible manner;
- 4 when boarding the bus, allow adults to board first, and then board sensibly and in an orderly manner;
- 5 when travelling on the bus, show respect to others by sitting quietly, and by following the rules, for example, no eating or drinking, no shouting, no offensive language and by standing up and offering their seats to adults if adults are standing. I will also put my bag on the floor or on my knees, wait until bus stops before I stand up, walk quietly from the bus when I get off.
- 6 use good manners.

We want our students to be well regarded by the public, and we want them to portray our school in a positive light. Therefore, we request that Kirkwood Intermediate students adhere to this Code of Conduct in order to safeguard not only the school's reputation, but also all members of the public who are also travelling on the bus.

#### **If any of our students fail to behave in accordance with this Code of Conduct, we will:**

- 1 discuss the situation with the student(s) concerned and remind them of their obligations;
- 2 if inappropriate behaviours continue, we will contact the student's parents and ask for their support, and
- 3 if inappropriate behaviours still continue, we will request the bus company concerned to refuse to provide transport to the student who is behaving inappropriately.

***Please complete and sign the Bus Code of Conduct on  
if you child intends to bus to and from school (or in school uniform).***



## 4. BYOD (Bring Your Own Device) Agreement – Guidelines/Rules

Students and parents participating in BYOD must sign and adhere to the Kirkwood Intermediate School Internet/Computer Network Acceptable Use Agreement **as well** as this BYOD Agreement.

No student will be permitted to use personal technology devices unless these two agreements are signed and returned.

**Please read carefully and students need to initial every statement:**

		Initials
1	<i>Students take full responsibility for their devices. The school is not responsible for the security of personal technology. Personal devices cannot be left at school before or after the school hours.</i>	
	<i>Students must comply with the Internet/Computer Network Acceptable Use Agreement attached</i>	
2	<i>Devices cannot be used during assessments, unless otherwise directed by a teacher.</i>	
3	<i>Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.</i>	
4	<i>Students are not permitted to transmit or post photographic images/videos of any person on school or public and/or social networking sites.</i>	
5	<i>Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.</i>	
6	<i>To ensure appropriate network filters, students will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network.</i>	
7	<i>The school has the right to collect devices and inspect files on any device brought to school if Kirkwood is reasonably satisfied the BYOD has been used to or is likely to endanger the safety of any person (including psychological safety) or been used to detrimentally affect the learning environment</i>	
9	<i>It is the owner's responsibility for the repair of any malfunctioning/damaged devices. Kirkwood Intermediate School does not supply technical services for student owned devices and that the device has an antivirus programme.</i>	
10	<i>Students should not physically share their personal devices with other students.</i>	
11	<i>That the use of personal devices to support educational experience is not a necessity but a privilege. With respect of the rules, this privilege will benefit the learning environment as a whole. Kirkwood Intermediate reserves the right to require that a student not use a BYOD at its sole discretion.</i>	

**Note: Please complete this BYOD Policy agreement along with the Policy agreement slip on page 5. This must also be completed in conjunction with the Internet/Email access Policy Agreement.**

### Bicycles

- Pupils cycling to and from school are expected to observe the road rules – hand signals, looking behind, mounting/dismounting, keeping well left etc.
- Each pupil must wear a Standards-approved cycle safety helmet and have a roadworthy bicycle.
- Students may not “double” other pupils to school, and may not cycle in the school grounds during school hours, unless it is an organised school event.
- Pupils must place their cycles in the cycle stands

### Scooters and Skateboards

- If your child wishes to bring their scooter to school, they must be locked up in the bike stands. They are not to be stored in classrooms or cloakroom areas. We would recommend wearing a helmet when scootering to and from school.

**Please read, sign and complete the following agreements:**

1 **[Redacted]**

**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: \_\_\_\_\_

2 **Cell Phones**

I give my child \_\_\_\_\_ permission to bring a cell phone to school at their own risk and understand that it is their responsibility to ensure it is kept in their bag, turned off during the day or is handed into the school office before school begins.

Name of Parent/Caregiver: \_\_\_\_\_ Signature: \_\_\_\_\_ Parent/Caregiver

3 **Bus, Bicycle, Scooter and Skateboard Code of Conduct - Statement of consent**

I consent to comply with the conditions of this Code of Conduct and understand the consequences of any inappropriate behaviour.

Student: \_\_\_\_\_ (name) \_\_\_\_\_ (signature)

Parent/Caregiver: \_\_\_\_\_ (signature) Date: \_\_\_\_\_

4 **BYOD (Bring Your Own Device) Agreement**

I understand and will abide by the BYOD policy and guidelines. I further understand that any violation is unethical and may result in the loss of my technology privileges as well as other disciplinary action.

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Parent/Guardian:** All devices brought to school are my child's responsibility and the insurance for the device is my responsibility.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student Network Login Username: \_\_\_\_\_ Student Device: \_\_\_\_\_  
(Make and model of device)

**NB: It is recommended that you read the protocols for BYOD.**

**You will find them on the school website ([www.kirkwood.school.nz](http://www.kirkwood.school.nz)) under**

**Our School>Policies>NAG 5 Health & Safety>5304 Internet & Email Use Protocol>BYOD Protocols**

**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.**

**(Please retain the white copy for your records).**

File: Admin/Beginning of the year



## 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.
6. No refunds will be made to Students who wish to transfer to another school either in New Zealand or overseas.

### 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:



**Kirkwood**  
INTERMEDIATE SCHOOL

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

I/we designate ..... (*insert name of homestay caregiver*) 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 Alison Xie, 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 Alison Xie.**

**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 Alison Xie.**

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

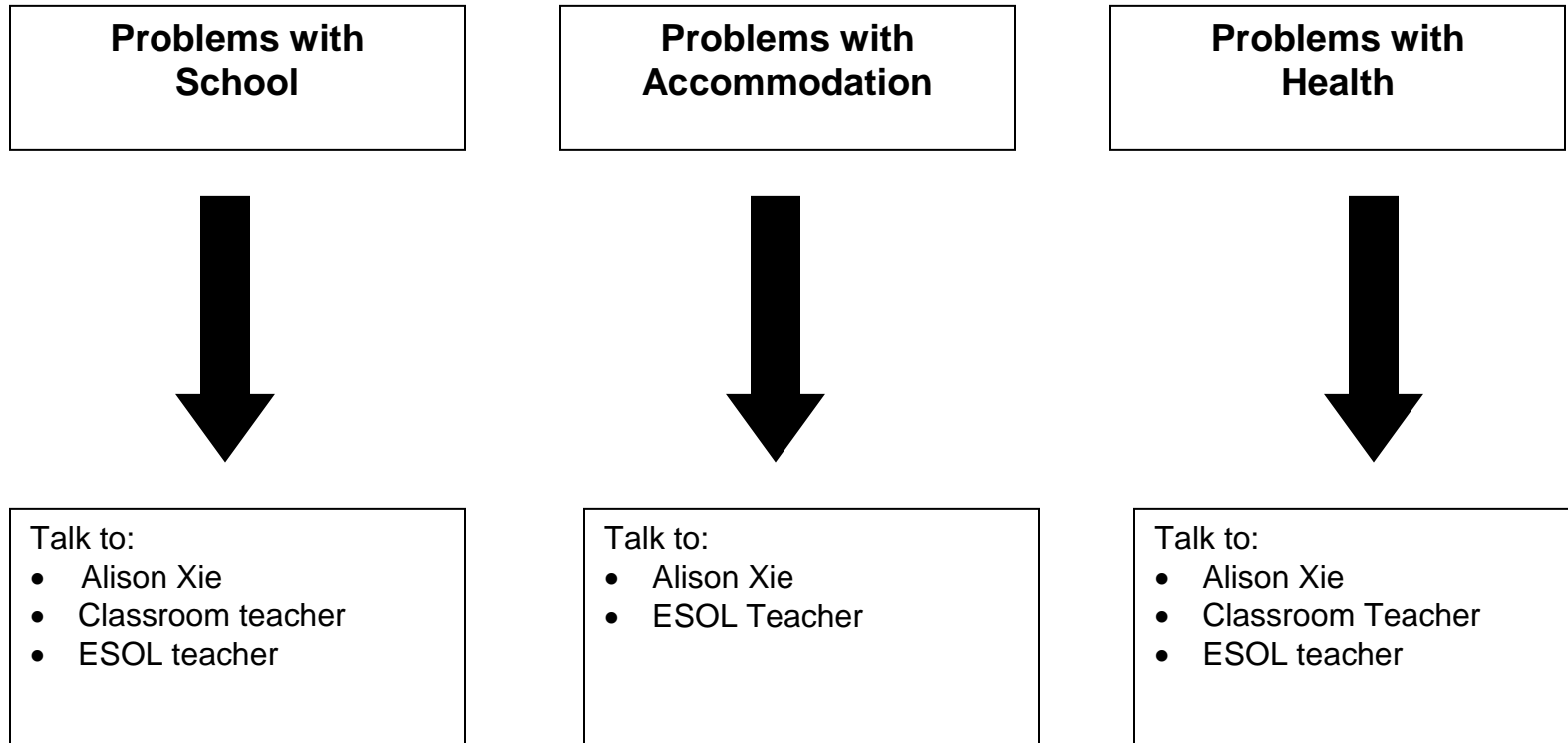
Signed (Host Parent): ..... Date: .....

Signed (Alison Xie): ..... 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.