

UPPER HUTT COLLEGE



WELLINGTON NEW ZEALAND

A high school
surrounded by nature
on the edge of the capital

**International Student
Enrolment Handbook**

Welcome to Upper Hutt College

Thank you for considering Upper Hutt College for your international secondary education. Upper Hutt College offers students a high school experience surrounded by nature on the edge of the capital. Upper Hutt College is nestled between forest covered hills and the beautiful Hutt River and is in Wellington, New Zealand's compact, cosmopolitan capital city.

Policies and Guidelines

Before you complete and sign the Enrolment Form, please carefully read the International Student Enrolment Handbook, including the Student and Parent Obligations section, and the summary of the Code of Practice (<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>). You must sign the Enrolment Form to confirm you have done so and have understood and accepted all provisions as set out in all documents.

Guidelines for all students: Topics covered

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1. Student 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 Upper Hutt 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 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.

2. Testing

The College will test International Students on arrival at the College to help determine their class and subject placement. The College will provide its own testing material.

3. 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. Quality applicants are sought whose proficiencies and career intentions are matched by the opportunities Upper Hutt College offers. The College may ask a student to undertake intensive language tuition at another institution for a period of time in the unlikely event that the student cannot cope at Upper Hutt College at an appropriate English level. Generally students are placed with their age group level.

4. Entry Criteria for International Students

- Upper Hutt College accepts students at Year 9-13 level
- The school seeks to recruit students who have some English language skills. However, intensive English language assistance is available of up to 3 class lines of ESOL per week
- It is important that students have a genuine desire to learn and they must have a good record of attendance at their previous school
- Students must be willing to sign the tuition agreement and abide by the school's rules as they apply to international students
- School reports and testimonials should accompany an application to study. The school may ask for a translation of these documents
- The school reserves the right to place the student in appropriate courses based on the student's competency in English

5. Enrolment Procedures for International Students

- The International student completes the enrolment form and supplies details relating to school record and English language ability
- An offer of place, subject to payment of fees, homestay payment and insurance is provided to the student together with an invoice for fees.
- Once the above payment is made, a Letter of Acceptance, with receipt of payments and all necessary information relating to Upper Hutt College is issued.
- Upon enrolment at the College, the student will abide by the same conditions as regards behaviour and absence as apply to domestic students.

6. Fees Protection Policy

Upper Hutt College guarantees the fees of all International Fee-paying Students in the event that the International Programme cannot continue as per the regulations of the Code of Practice.

7. Refund Policy

REQUESTS FOR A REFUND OF INTERNATIONAL STUDENT FEES

The school will consider requests for a refund of international student fees provided the request is made in writing to the school within twelve months after the final enrolment date of the student. A request for a refund must set out the circumstances leading to the refund, name the person requesting the refund, name the person who paid the fees, provide a bank account to receive any eligible refund and provide any relevant supporting documentation.

REQUESTS FOR A REFUND FOR FAILURE TO OBTAIN A STUDY VISA

If an international student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided.

REQUESTS FOR A REFUND FOR VOLUNTARY WITHDRAWAL:

If an international student voluntarily withdraws **prior to** the start date of their enrolment, a refund will be provided less an administration fee of \$1,000. If an international student voluntarily withdraws **after** the start date of their enrolment, a minimum of ten weeks' notice of withdrawal must be received by the school in writing. Where notice of less than 10 weeks is given, one full term's fees will be retained. Administration and insurance fees are non-refundable after the student has started their course. The school may in its sole discretion, request further information or evidence in support of a refund request.

REQUESTS FOR A REFUND FOR FAILURE TO PROVIDE A COURSE, CESSATION AS A SIGNATORY OR CESSATION TO BE A PROVIDER:

If the school fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the school will negotiate with the student or their family to either:

- Refund the unused portion of international student tuition fees or other fees paid for services not delivered or transfer the amount of any eligible refund to another provider

CIRCUMSTANCES WHERE NO REFUND WILL BE MADE:

No refund of international student tuition fees will be made where:

- A student's enrolment is brought to an end by the school, or
- Where a student changes to domestic student status during the period of enrolment, or
- Where a student voluntarily requests to transfer to another signatory.

REQUESTS FOR A REFUND OF HOMESTAY FEES

If for any reason, an international student withdraws **after** the start date of their enrolment, any unused homestay fees will be refunded, less two weeks' notice-period fee.

Where a student moves from a school homestay and requests a refund of any unused homestay fees, these will be refunded less two weeks' notice-period fee.

REQUESTS FOR A REFUND OF FEES UNUSED AT THE END OF ENROLMENT

Prepaid fees unused at the end of enrolment amounting to less than NZD\$500 may be refunded to the student's New Zealand bank account if the student has one and if the parents request this in writing. Sums greater than NZD\$500 will be refunded into a nominated bank account.

OUTSTANDING ACTIVITY FEES OR OTHER FEES

Any activity or other fees incurred by a student during enrolment and unpaid at the time of withdrawal, will be deducted from any eligible refund.

REVIEW AND REPORTING

REVIEW:

The school will review the conditions relating to this policy as part of the annual self-review. The school will collect and record appropriate evidence of the review.

REPORTING:

The staff member in charge of international education will report directly to the school Principal on the operation of the school's policy for the refund of international student fees.

8. Termination of Enrolment

Enrolment as an International Student at Upper Hutt College shall be terminated:

- At any time by agreement between the parties; or
- By Upper Hutt College if the student fails to abide by the conditions of the International Student Enrolment Application or the International Student Enrolment Handbook; or
- If the student ceases to hold, or ceases to be eligible to hold, a valid student visa issued by the New Zealand Immigration Service.

9. Insurance Requirements

Most 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 www.moh.govt.nz.

We require that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. We also require that you obtain insurance to cover your travel to and from New Zealand.

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 Uni-Care Insurance.

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 when 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

Students must have appropriate insurance covering medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation. "Sums insured" is the money available in the event of a claim. It is imperative that the sums insured are very high so that they will not be exceeded in any possible claim. We consider \$1,000 000 to unlimited as the minimum cover acceptable for medical and hospital expenses, and the insurance policy MUST include cover for repatriation and other costs incurred in the event of a serious injury or death

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 out by the College.

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 www.acc.co.nz.

10. Immigration and Part Time Work

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.

Permission for Year 12 or 13 students to work in New Zealand is at the discretion of the College. A Variation of Conditions to a student permit will need to be applied for.

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. Upper Hutt College requires written confirmation from your birth parents prior to applying.

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.

You are eligible for part time work only if you are 16 or older and in Year 12 or above. Immigration New Zealand allows you to work up to 20 hours a week in term time, and full time in the school holidays. **Schools recommend that you should not work more than 10 hours a week during term time.**

New Zealand law says that the minimum wage for a person aged 16 and over is \$16.50 per hour (as at May 2018 and unless they are starting out workers).

The starting-out minimum wage applies to workers who are 16- and 17-year-old employees who haven’t done six months of continuous employment service with their current employer. After six months with one employer they are not starting-out workers and must be paid the adult minimum wage. The minimum rate for starting out workers is \$13.20 per hour.

<https://www.employment.govt.nz/starting-employment/rights-and-responsibilities/minimum-rights-of-employees/>

11. Summary of the Code of Practice for the Pastoral Care of International Students



Introduction

When you come to study in New Zealand, your New Zealand education provider has an important responsibility to ensure that you are well informed, safe and properly cared for. To support this, the New Zealand government has developed an Education (Pastoral Care of International Students) Code of Practice 2016 (the Code).

What is the Code?

The Code is a document that provides a framework for service delivery by education providers and their agents to international students. It sets out minimum standards of advice and care that you can expect and provides a procedure that you can follow if you have concerns about the treatment you receive from your education provider or agent of a provider. The Code does not apply to concerns about academic standards.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with international students enrolled. The New Zealand Ministry of Education maintains a register of all education providers and exchange organisations that the Code applies to.

A Summary of the Code

The Code sets standards for education providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances.

Upper Hutt College's Commitment

Upper Hutt College has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016. Copies of the Code are available on request from Upper Hutt College or from the New Zealand Qualifications Authority website at <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>.

A new version of the Code came into effect on 1st July 2016.

12. Complaints Procedures

There are procedures for dealing with complaints you may have. Students and parents may experience a range of problems and difficulties. This is normal. Any problem should firstly be taken to the International Department staff. If you want changes to be made you must follow the procedures that Upper Hutt College has established for students who have a complaint against the school. The procedure for dealing with such an issue is:

1. International students who consider that they have a concern, complaint or grievance with Upper Hutt College should in the first instance discuss the concern with the Director of International Students.
2. If the matter is not resolved to the satisfaction of the student, the student or their authorized agent/representative should then take the matter up with the Principal.
3. If the matter is still not resolved satisfactorily, the student should put their concern in writing to the Board of Trustees of Upper Hutt College. The Board will then consider the matter and come to a decision.
4. If, at this stage, the student is still not satisfied with the outcome, you can contact the New Zealand Qualifications Authority (NZQA) by phone on 0800 697 296 or email qadrisk@nzqa.govt.nz
5. Or if it is a financial or contractual dispute, iStudent Complaints is free and independent service established by the Ministry of Education to help international students resolve financial or contractual complaints with their education providers. Financial and contractual disputes are complaints that involve the terms of your contract to study or complaints that involve money, such as refund requests.
6. Most complaints can be resolved directly with education providers, however iStudent Complaints is here to help if you cannot reach an agreement together. For more information visit www.istudent.org.nz
7. NZQA will be the first point of contact for all complaints about the Code and will investigate complaints about suspected breaches of the Code. NZQA also has the authority to apply sanctions to schools where breaches are found to have occurred.

Students can download the Complaint Form. Completed complaint forms, along with supporting evidence, can be sent to:

The Complaints Officer
New Zealand Qualifications Authority
PO Box 160
Wellington 6140

Or email or scan the completed form along with scans of any supporting evidence to schoolcode.enquiries@nzqa.govt.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.

13. General Information

Contact 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. 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.

Contact Information

It is very important that the College has up-to-date information on all students. Please inform the International Office when addresses, telephone and cell phone numbers change. This information is used by the College to contact parents and caregivers. In some cases the Director or Homestay Manager needs to contact parents or caregivers during working hours so the College requires an up-to-date contact address and telephone number for a parent's or caregiver's place of employment.

Visit to Doctor or Dentist

Students may make appointments with a doctor or dentist in school time, although it is obviously less disruptive if appointments can be made after school. The student should bring the appointment card or a letter from the parents or caregivers to the school office and collect a Leave Pass.

Sickness during the School Day

The College office can give permission for students to go home sick at any time and will normally contact host families when this occurs. Under no circumstances are students allowed to leave the school grounds without seeing a staff member first.

Other Absences

Under the Code of Practice an International student is required to have good attendance each school year. This is a requirement by the New Zealand Immigration Service 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 caregiver 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.

14. 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 Director of International Students and the Homestay Manager are always available to give assistance.

15. Internet Access

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

16. Liability, Rights, Contract

(a) 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.

(b) Nothing in this agreement limits any rights the parents and/or the student may have under the Consumer Guarantees Act 1993.

17. Agreement

(a) 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.

(b) The International Student Enrolment Application 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.

(c) It is acknowledged that all relevant provisions of the Education Act 1989 shall apply to the student in New Zealand. Any decision under these provisions to stand-down, exclude or suspend the student for a specific 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.

(d) 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.

(e) 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.

18. 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 home stay 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.

19. 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.

(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.

20. NCEA and University Entrance

NCEA (National Certificate of Educational Achievement) is New Zealand's national qualification for senior secondary students. NCEA is recognised throughout the world at many universities and high schools. For more information about these exams, please visit the New Zealand Qualification Authority at www.nzqa.govt.nz/.

Student pathways within the school are shown in the subject choice section that follows. After successful completion of Year 13 there exist pathways to tertiary institutions. International Department staff and Careers staff can advise students of these pathways.

Please refer to the International section of the school website and click on the Applications tab to read the *Course Selection Handbook 2017*.

FOR GERMAN STUDENTS

The Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) of the German states has recommended to German universities that they accept the New Zealand National Certificate of Educational Achievement (NCEA) results for entry to German universities, provided that the requirements listed on the website www.anabin.de are met. German students wishing to apply for university in Germany after studying at school in New Zealand must achieve New Zealand University Entrance and study at least five University Entrance approved subjects in appropriate combinations. Prospective students need to check the requirements for their preferred university courses before commencing their final year of study at school, to help inform their subject choice and to gain information about the grades required.

FOR THAI STUDENTS

If Thai students gain NCEA Level 2 they can receive a Matthayom 6 equivalence certificate to be eligible to apply to university in Thailand. Universities will give preference to applicants with NCEA Level 2 who have evidence of literacy and numeracy and who have achieved a minimum of 12 Level 2 credits per subject (preferably more, and the more Merits and Excellences achieved the better). ESOL credits will be accepted as part of the 80 credits required to gain NCEA Level 2.

21. Subject Choices

	YEAR 9	YEAR 10
LANGUAGES	ESOL or ENGLISH	ESOL or ENGLISH
	FRENCH JAPANESE MAORI	FRENCH JAPANESE MAORI
MATHS	MATHEMATICS	MATHEMATICS
SCIENCE	SCIENCE ELECTRONICS	SCIENCE
SOCIAL SCIENCES	SOCIAL STUDIES HISTORY	SOCIAL STUDIES HISTORY
		ENTERPRISE STUDIES
PHYS-ED / HEALTH	PHYSICAL EDUCATION and HEALTH OUTDOOR EDUCATION	PHYSICAL EDUCATION and HEALTH
ARTS	ART	ART
	DRAMA	
	MUSIC	MUSIC
	DANCE	DANCE
TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY
	FOOD TECHNOLOGY	FOOD TECHNOLOGY
	TEXTILES TECHNOLOGY	TEXTILES TECHNOLOGY
	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION
	METALWORK	METALWORK
	WOODWORK	WOODWORK
	<i>All Year 9 options are half year courses</i>	<i>All Year 10 options are whole year courses</i>

Subjects in bold are core subjects. They are compulsory. In Year 10 students choose ESOL as an option and one other option subject.

Year 11-13 Subjects

	YEAR 11	YEAR 12	YEAR 13
LANGUAGES	ESOL English for Academic Purposes(EAP) ENGLISH	ESOL English for Academic Purposes(EAP) ENGLISH	ESOL English for Academic Purposes(EAP) ENGLISH
	JAPANESE MAORI	JAPANESE MAORI	JAPANESE MAORI
MATHS	MATHEMATICS 101 or MATHEMATICS 102 or MATHEMATICS 103	MATHEMATICS 201 or MATHEMATICSS 202	MATHEMATICS with CALCULUS 301 MATHEMATICS with STATISTICS 302 MATHEMATICS 301
SCIENCE	GENERAL SCIENCE 101 or INTERNAL SCIENCE 102 or HUMAN BIOLOGY	PHYSICS CHEMISTRY BIOLOGY	PHYSICS CHEMISTRY BIOLOGY
SOCIAL SCIENCES	GEOGRAPHY HISTORY	GEOGRAPHY HISTORY TOURISM	GEOGRAPHY HISTORY TOURISM CLASSICAL STUDIES
	ECONOMICS ACCOUNTING	COMMERCE FINANCIAL LITERACY	COMMERCE
PHYS -ED / HEALTH	PHYSICAL EDUCATION 101 PHYSICAL EDUCATION 102 HEALTH	PHYSICAL EDUCATION or SPORTS LEADERSHIP HEALTH OUTDOOR EDUCATION	PHYSICAL EDUCATION or SPORTS PERFORMANCE COMMUNITY SPORTS LEADERSHIP HEALTH
ARTS	ART	ART PHOTOGRAPHY	PAINTING DESIGN PHOTOGRAPHY
	DANCE DRAMA	DANCE DRAMA MEDIA STUDIES	DRAMA MEDIA STUDIES
	MUSIC	MUSIC	MUSIC
TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY COMPUTING	DIGITAL TECHNOLOGY COMPUTING
	HOSPITALITY & CATERING or FOOD TECHNOLOGY	HOSPITALITY & CATERING or FOOD TECHNOLOGY	HOSPITALITY & CATERING or FOOD TECHNOLOGY
	TEXTILES	TEXTILES	TEXTILES
	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION
	METALWORK	METALWORK	MATERIALS TECHNOLOGY
	FURNITURE MAKING	FURNITURE MAKING	MATERIALS TECHNOLOGY

22. Orientation

Upper Hutt College runs an orientation programme for all new students on their arrival. Each student receives a copy of the orientation information which includes the following:

- English language testing.
- Introduction to Upper Hutt and Wellington City and amenities near the school.
- Orientation to local systems: travel and shopping.
- Familiarisation with New Zealand laws, culture and learning.
- School rules, procedures, counselling, support systems.
- Organising the photograph for the Student ID.
- Academic planning and class placements, issuing of a timetable.
- Living environment and what students should expect from their accommodation.
- Routine activities of daily living.
- Surrounding rural or urban environment.
- Banking information and how to open a bank account.
- Information about cultural, recreational, and sporting activities.
- Transport arrangements.
- Student rights: how to make a complaint and how to access support.
- Management of finances.
- Acceptable behaviour.
- Health and Medical treatment.
- “Keeping safe” information.
- 24-hour contact name and number for use in case of emergency.
- Management of emergency situations, including emergency numbers.

This programme will take slightly different forms depending on whether there is a group of students starting together or an individual student arriving during the term.

23. Upper Hutt College International Student Rules

International students are bound by the same rules that apply to all Upper Hutt College students. *Most of the rules are simple:*

- Students must attend classes and be on time
- Students must show courtesy, respect and co-operation to teachers and other students
- Students must complete all work assignments
- At Upper Hutt College, drugs and alcohol are absolutely forbidden and students who break these rules are liable to be expelled from the college
- The school does not allow smoking in or near the school or on any school related activities
- Body piercing and visible piercing (other than earrings) are not to be worn at school. This applies to all students

24. Homestay Accommodation Policy

All students who study at Upper Hutt College must stay with homestay families and are expected to follow the rules of the homestay parents. The school has this as a requirement because it believes it is in the best interests of the students. Academic progress is enhanced when students are continually exposed to the use of the English language and greater study time is available within a homestay environment. It is a safer environment.

International students pay a weekly homestay fee. This covers the payment to homestay carers and a portion of this fee also covers homestay administration by the College, including selection and monitoring of quality homestay families.

The Homestay Manager will carry out ongoing monitoring of the homestay families. This involves a physical visit to each student's home at least twice a year and an assessment of the suitability of the accommodation.

Homestays are arranged for the student by the Homestay Manager employed by Upper Hutt College. Students must provide information prior to their arrival in New Zealand to assist the Homestay Manager in finding a suitable family.

If there are problems in a particular homestay the student must first discuss the situation with the Homestay Manager or the Director of International Students. Should the problem persist the Homestay Manager may arrange for a change of homestay.

Where a homestay student wishes to withdraw from a homestay, this must be done in agreement with the Homestay Manager, and normally two weeks' notice must be given to the homestay carer unless the Homestay Manager determines that it is in the best interests of the student to move the student earlier than this. The college can charge an additional fee of up to two weeks' homestay fee for repeated changes.

Students are expected to exhibit appropriate behaviour. Where a student's behaviour or demands are such that homestay hosts cannot reasonably be expected to have the student continue in their care, the enrolment may be ended. Students are bound by the conditions of the International Student Accommodation Agreement. The school will make every reasonable attempt

to provide approved accommodation for the student and the student agrees to comply with all expectations and conditions for living in school approved accommodation.

25. Driving Policy

Upper Hutt 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 and safety and the complexities of financial and legal matters surrounding owning and driving a car. Approval for a student to sit their driver's licence must be obtained from the Principal. Approval, which will only be granted under special circumstances, may be granted on a case by case basis and cannot be assumed.

26. Student Travel in New Zealand

It is necessary to inform the International Office and Host Family of any travel plans. In special circumstances permission may be given to travel unaccompanied. This is up to the discretion of the school and parents – travel authorisation documents will need to be sent to, and signed by, the parents.

27. International Student Fees and Term Dates 2019

Tuition Fees:

NZ\$15,000 for one year

NZ\$12,250 for 3 terms

NZ\$8,250 for 2 terms

NZ\$4,250 for 1 term

Administration Fee: NZ\$1,000.

Homestay Fees: \$273 per week

Homestay for one year is approximately 273 x 45 weeks = NZ\$12,285

Insurance: NZ\$525 (approximately) per year

Extra costs not covered are:

Uniform – approximately NZ\$400

NCEA Exam fees – approximately \$385 for students who choose to sit these exams

Stationery – approximately NZ\$150

School sports – from \$10 to \$100 per sport

Pocket money – approximately NZ\$200-300 per month

School subject trips and field trips e.g. Outdoor Education trip \$300

Travel to, from and within New Zealand

Term Dates 2019

Term 1	Wednesday 30 January	To	Friday 12 April
Term 2	Monday 29 April	To	Friday 5 July
Term 3	Monday 22 July	To	Friday 27 September
Term 4	Monday 14 October	To	Friday 6 December

28. Student and Parent Obligations

Students and parents or legal guardian agree to the terms and conditions outlined in Part Two and Part Three and Schedule One of the International Student Enrolment Application.

29. Quality Assurance Results

Education Review Office (ERO) – Upper Hutt College – 07/08/2015

Provision for international students

The school is a signatory to the Code of Practice for the Pastoral Care of International Students (the Code) established under section 238F of the Education Act 1989. The school has attested that it complies with all aspects of the Code.

English for Speakers of Other Languages (ESOL) and other learning and programmes are responsive to students' individual needs and aspirations. Students' wellbeing is well supported and monitored. They receive good quality and responsive pastoral care and are effectively integrated into the school and wider community.

Experienced staff use a range of information to monitor the provision for international students. The director reports to the board on the provision several times during the year. Further development of self-review using evidence of outcomes for students, should make this process more robust for the evaluation of the quality and effectiveness of provision across the school.

How effectively does this school's curriculum promote and support student learning?

Leaders and teachers have developed and refined some responsive programmes to cater for the learning needs and aspirations of diverse groups of students.

A positive tone and relationships support student wellbeing and engagement, reflecting the college's mission for community, pride and participation. Lessons are focused on learning with students able to work collaboratively and supportively. Models of achievement, success and excellence are celebrated across the school.

A shared strategic priority appropriately focuses on use of the new, purpose-built classrooms, learning spaces and technology to enhance teaching and improve learning outcomes. The integration of digital technology into teaching and learning promotes student engagement in interactive and independent learning in many classrooms. These initiatives contribute positively to a culture of sharing and foster student-led learning.

To read the full report, please visit:

<http://www.ero.govt.nz/review-reports/upper-hutt-college-07-08-2015/#4-sustainable-performance>

30. Facilities

The college is set in approximately 9 hectares of grounds, encompassing rugby, cricket and football fields. Upper Hutt College has completed a \$20 million property development. This sees the school now redeveloped into a modern 21st century learning environment.

The facilities at Upper Hutt College include

- Creative Arts Centre, including:
- Music Room and practice suites
- Media Studies room with high end computers
- Two Art teaching rooms and a senior Art room
- Drama room
- Dance studio
- Student cafeteria and a barista coffee shop
- Administration Block, housing 8 state-of-the-art classrooms
- Deans Centre
- Student and visitor reception areas
- Administration offices and staffroom
- Sports Centre incorporating two gyms and a weights room
- Astroturf courts for all weather sports
- Hard courts for netball, basketball and volleyball
- Library with a comprehensive range of books and student access to computers and internet
- Refurbished Science classrooms including specialist Science laboratories
- Two new blocks with a total of 24 modern classrooms
- Five specialist computer classrooms supplemented by computer pods and classroom computers
- Specialist technology rooms for Graphics, Wood Metal, Food and Textiles Technology
- Parirau, the college marae



Upper Hutt College

A high school
surrounded by nature
on the edge of the capital

For more information visit our website:

www.upperhutt.school.nz

OR email:

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Greg Mutch

Director of International Students