

UPPER HUTT COLLEGE



**WELLINGTON
NEW ZEALAND**

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



**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.

The college is set in approximately 9 hectares of grounds, encompassing rugby, cricket and football fields. Upper Hutt College has completed a \$23 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 and photography computer room
- Drama room
- Dance studio
- Student cafeteria and a barista coffee shop
- Administration Block, housing 8 state-of-the-art classrooms
- Deans Centre to support student well being
- Student and visitor reception areas
- Administration offices, including an International Student office 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
- Three new blocks with a total of 32 modern classrooms
- Four specialist computer classrooms supplemented by computer pods and classroom computers
- Specialist technology rooms for DVC (Graphics), Wood Metal, Food and Textiles Technology
- Te Manawa, the college whareniui



Contents Page: Topics covered in this handbook

Enrolment Procedures

1. Enrolment Procedures
2. Student Selection
3. Entry Criteria
4. Testing
5. Placement in Classes
6. Support Services
7. Code of Practice
8. Quality Assurance: ERO statement
9. Orientation Programme
10. NCEA and University Entrance
11. Subject Choices and Pathways
12. School Rules
13. Making Contact with the school
14. Complaints Procedures

Policies Relating to Enrolment

15. Fee Protection Policy
16. Termination of Enrolment
17. International Student Fees
18. Refund Policy
19. Insurance Requirements
20. Immigration and Part Time Work
21. Homestay Accommodation
22. Attendance
23. Driving Policy
24. Students Travel in New Zealand

Enrolment Guidelines

This handbook has been designed to ensure you are fully informed and accept the terms and conditions for enrolment at Upper Hutt College. Please ensure that you read through this handbook together with the terms and conditions of enrolment in the *International Student Application and Contract for Enrolment form*. If you have any questions regarding enrolment or the student selection process please do not hesitate to contact either your education agent or the school directly at international@upperhutt.school.nz. 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.

Student and Parent Agreement

Students and parents or legal guardian agree to the terms and conditions outlined in the *International Student Application and Contract of Enrolment* including giving authority to the school to obtain information as outlined in the above contract.

1. Enrolment Procedures for International Students

- The International student completes the *International Student Application and Contract of 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, the offer of enrolment is accepted, with receipt of payments and all necessary information relating to Upper Hutt College is issued. If relevant students must then apply for their student visa to study in New Zealand.
- Upon enrolment at the College, the student will abide by the same conditions as regards behaviour and absence as apply to domestic New Zealand students.

2. 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. Failure to disclose relevant information or the provision of false information in the *International Student Application and Contract of Enrolment Form* may result in termination of enrolment.

3. 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 *International Student Application and Contract of Enrolment Form* including the code of conduct 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

4. Testing

The College will test International students on arrival at the College as part of their orientation process. This is to help determine their class and subject placement. The College will provide its own testing material.

5. Placement in Classes

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.

6. 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 Careers Advisor is able to assist students with pathways for further study in New Zealand beyond College. The Director of International Students and the International Student Manager are always available to give assistance.

7. 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 The Education (Pastoral Care of Tertiary and International Students) Code of Practice 2021 (the Code).



What is the Code of Practice?

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 of Practice

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 Tertiary and International Students) Code of Practice 2021. Copies of the Code are available on request from Upper Hutt College or from the New Zealand Qualifications Authority website at <https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Tertiary-and-International-Learners-Code-2021/Guidelines-for-Code-Signatory-Schools.pdf>

8. Quality Assurance Results : Education Review Office (ERO) – Upper Hutt College – 2018

Provision for international students - below is the statement from the 2018 ERO report

The school is a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016 (the Code) established under section 238F of the Education Act 1989. The school has attested that it complies with all aspects of the Code. At the time of this review, 13 international students attend the school. ERO's investigations confirm that the school's self-review process for monitoring the quality of provision for international students are appropriate. Staff use well-developed systems and processes to guide decision making about these students' education. Orientation to support international students integrate into the school is effective. Staff use student information to match programmes to their learning aspirations and English language needs. A range of cultural and sporting opportunities extend their learning. Close tracking and monitoring of pastoral care and achievement enables staff to support student success in relation to valued outcomes.

<http://www.ero.govt.nz/review-reports>

9. Orientation Programme on arrival at Upper Hutt College

Upper Hutt College runs an orientation programme for all new students on their arrival. This programme will provide each student with a copy of the student orientation booklet and further information on 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.

10. 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*.

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.



11. Subject Choices and Pathways : COURSE STRUCTURE YEARS 10 - 13

	YEAR 10	YEAR 11	YEAR 12	YEAR 13
ENGLISH	ENGLISH	ENGLISH 101 or ENGLISH 102 INTERNAL or ENGLISH 103 or ESOL	ENGLISH 201 or ENGLISH 202 or INTERNAL ENGLISH 203 or ESOL	ENGLISH 301 ENGLISH 302 ENGLISH 303
LANGUAGES	JAPANESE MAORI	JAPANESE MAORI	JAPANESE MAORI	JAPANESE MAORI
MATHS	MATHEMATICS	MATHEMATICS 101 MATHEMATICS 102 MATHEMATICS 103	MATHEMATICS 201 or MATHEMATICS 202	CALCULUS 301 STATISTICS 302 Internal MATHEMATICS 303
SCIENCE	SCIENCE	GENERAL SCIENCE 101 or INTERNAL SCIENCE 102 or or HUMAN BIOLOGY	PHYSICS CHEMISTRY BIOLOGY	PHYSICS CHEMISTRY BIOLOGY
SOCIAL SCIENCES	SOCIAL STUDIES HISTORY	GEOGRAPHY HISTORY	GEOGRAPHY HISTORY TOURISM	GEOGRAPHY HISTORY TOURISM CLASSICAL STUDIES
	COMMERCE	COMMERCE BUSINESS STUDIES	COMMERCE BUSINESS STUDIES FINANCIAL LITERACY	COMMERCE
PHYS-ED/ HEALTH	PHYSICAL EDUCATION and HEALTH	PHYSICAL EDUCATION101 PHYSICAL EDUCATION102 HEALTH	PHYSICAL EDUCATION or SPORTS LEADERSHIP ADVENTURE EDUCATION HEALTH	PHYSICAL EDUCATION or SPORTS PERFORMANCE COMMUNITY SPORTS LEADERSHIP ADVENTURE EDUCATION HEALTH
ARTS	ART DIGITAL MEDIA & DESIGN	ART PAINTING PRINTMAKING	ART PAINTING PRINTMAKING ART DESIGN ART DIGITAL PHOTOGRAPHY	ART PAINTING PRINTMAKING ART DESIGN ART DIGITAL PHOTOGRAPHY
	DANCE	DANCE DRAMA	DANCE DRAMA MEDIA STUDIES	DANCE DRAMA MEDIA STUDIES
	MUSIC	MUSIC	MUSIC	MUSIC
TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY 101 DIGITAL TECHNOLOGY 102	DIGITAL TECHNOLOGY 201 COMPUTING 201	DIGITAL TECHNOLOGY
	FOOD TECHNOLOGY	FOOD & NUTRITION or HOSPITALITY & CATERING	FOOD & NUTRITION or HOSPITALITY & CATERING	FOOD & NUTRITION or HOSPITALITY & CATERING
	TEXTILES TECHNOLOGY	TEXTILES	TEXTILES	TEXTILES
	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION
	HARD MATERIALS TECHNOLOGY	MECHANICAL ENGINEERING	MECHANICAL ENGINEERING	BUILDING & CONSTRUCTION
BUILDING & CONSTRUCTION		BUILDING & CONSTRUCTION		
TRANSITION	FOUNDATION SKILLS	PATHWAYS	PATHWAYS RETAILING GATEWAY FUTURE PATHWAYS	PATHWAYS RETAILING GATEWAY

12. 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:*

All students:

- Show respect, honesty, courtesy and co-operation to all staff, other students and visitors
- Attend all classes and are punctual
- Respect the school environment
- Work to the best of their ability and contribute to an orderly learning environment
- Strive to uphold the school values of excellence, responsibility, respect, resilience and manaakitanga
- Act in a responsible manner and this includes not bringing or using forbidden items at school or on any school activity or trip. Forbidden items include tobacco, drugs, alcohol and electronic smoking items
- Wear the school uniform correctly and with pride
- Respect and abide by all the school rules



International students must also abide by the following rules during their time at Upper Hutt College:

- Follow and respect the rules of their homestay family
- Students must seek permission to stay anywhere for the night outside of their homestay accommodation
- Students must seek permission from the school to travel around and outside of New Zealand
- Students must seek permission to obtain part-time work
- Students cannot purchase, own or drive a motor vehicle of any description
- Students may not live independently or get married
- Students must obey all the laws of New Zealand

13. Contact with the College

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. 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.

14. 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.

Policies relating to Enrolment Procedures

15. 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.

16. 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 Application and Contract of Enrolment Form* 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.

17. International Student Fees

Current Fees statements are published on the Upper Hutt College website under the International tab

18. Refund Policy

Requests for a Refund of International Students 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. The conditions for the refunding of international student fees are outlined in the *International Student Application and Contract of Enrolment Form – Refund Policy (schedule three)* which all parents and students must sign.

Rights of Families after a decision regarding a refund has been made by the school

A decision made by the school relating to a request for a refund of international student fees will be provided to the student or family in writing. The student and their family has the right to take a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are dissatisfied with a refund decision made by the school.

Review and Reporting

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

19. 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.

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.

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.

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 in English 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.

20. 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 \$21.20 per hour (as at April 2022 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 \$16.96 per hour.

<https://www.govt.nz/browse/work/workers-rights/minimum-wage/>

21. 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 International Student 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 International Student Manager employed by Upper Hutt College. Students must provide information prior to their arrival in New Zealand to assist the International Student Manager in finding a suitable family.

If there are problems in a particular homestay the student must first discuss the situation with the International Student Manager or the Director of International Students. Should the problem persist the International Student 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 International Student Manager, and normally two weeks' notice must be given to the homestay carer unless the International Student 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.

22. Attendance at School

Absence from School - 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.

23. Driving Policy

Upper Hutt College does not allow international students to purchase, own or drive a motor or electric 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.

24. 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.



Upper Hutt College

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

For more information visit our website:

www.upperhutt.school.nz

OR email:

vanmarenj@upperhutt.school.nz

Janetta Van Maren

Director of International Students