



**ST MARY'S COLLEGE
AUCKLAND, NEW ZEALAND
CATHOLIC SCHOOL FOR GIRLS**

Information for International Students and Parents 2012

St Mary's College
11 New Street
PO Box 47003
Ponsonby
Auckland 1011
NEW ZEALAND
Ph +649 376 6568 ext 817
Fax +649 376 0206
rwallbutton@stmaryak.school.nz

CONTENTS

St Mary's College and the Code of Practice	Page 3
2012 Fees for International Students	Page 3
Accommodation	Page 4
General Information	Page 5
Curriculum	Page 8
Music	Page 10
Co-curricular Activities	Page 11
Sport and Physical Education	Page 11
Pastoral Care	Page 11
Code of Conduct	Page 13
Uniform List & Suppliers	Page 13
Code of Practice for the Pastoral Care of International Students	Page 15

ST MARY'S COLLEGE & THE CODE OF PRACTICE

St Mary's College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education (see summary attached). Copies of the Code are available on request from St Mary's College or from the New Zealand Ministry of Education website: <http://www.minedu.govt.nz>

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>

Medical and Travel Insurance

International students **must** have appropriate and current medical and travel insurance while studying in New Zealand. We also strongly recommend that students obtain insurance to cover travel to and from New Zealand. If requested, St Mary's College can arrange insurance cover on request from AIG Unicare for \$506.20 per year. If making their own arrangements for insurance, students must supply a copy to the College for approval.

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If a student receives medical treatment during their 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>

Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but International Students may still be liable for all other and medical related costs. Further information can be viewed on the ACC website: <http://www.acc.co.nz>

2012 FEES FOR INTERNATIONAL STUDENTS

Tuition fees are payable in advance and cover four terms (one year). The fees include all tuition and textbooks. They do not cover stationery, public examination fees (Years 11-13), uniform, field trips, pocket money, transport, or ID cards. Uniform costs are approximately \$450.00 to \$500.00 (see attached pricelist).

Fee	Quantity	Amount	Rate	Total
Annual Fee	1	13,832.50	per year	13,832.50
Levies	1	2535.33	per year	2535.33
SUBTOTAL				\$16,367.83
Homestay Placement Fee	1	300.00	per placement	300.00
Homestay Weekly Fee	46	230.00	per week	10,580.00
Medical Insurance	1	506.20	per year	506.20
School Magazine (optional)	1	36.00	per year	36.00
TOTAL				\$27,790.03

Fees are quoted in NZD and GST inclusive. Fees are subject to change.

OTHER FEES

Fee	Amount	Rate
Homestay Retainer Fee	50.00	per week
Homestay Administration Fee (payable after first year)	200.00	per year
Student ID Card (optional)	10.00	per year
Taxi Pickup (optional)	100.00	per pickup

ACCOMMODATION

Policy for the Accommodation of International Students

This policy has been developed over a number of years and is based on the School's experience with accommodation for International Students.

International Students under 18

International Students under 18 must live with one of the following

- their parents
- a designated caregiver or legal guardian (with written permission from their parents)
- a New Zealand home stay family arranged by the College

International Students 18 and over

- Students are encouraged to remain in accommodation as above. However, the Homestay Co-ordinator may approve alternative arrangements for older students.

Code of Practice Requirements

To ensure that Code of Practice requirements are met, the Homestay Co-ordinator will

- visit the homes of host families and designated caregivers prior to the student's enrolment, to ensure that the home and its occupants are suitable (sufficient notice will be given in order to arrange a convenient time)
- visit Year 9 – 13 students in host family accommodation at least twice a year
- visit Year 7 – 8 students in host family accommodation at least once a term
- visit students who live with their parents or a designated caregiver once a year
- interview students about their accommodation at least once a term

Homestay Information

St Mary's can arrange a New Zealand host family. These families are asked to treat their International Student as a member of the family, and often have a daughter studying at the College. Living with a host family enables integration into New Zealand society and facilitates faster English language development. It also helps the College to monitor the welfare of the student and results in a good relationship between the College, the student, the homestay family and the Homestay Co-ordinator.

Homestay applicants are invited to apply in College newsletters and local media. The Homestay Co-ordinator arranges the placement in detail, and visits the host family to ensure their suitability. The New Zealand Police vet all people living in the home over the age of 18 years old.

The current home stay charge is NZ\$230.00 per week plus a one-off placement fee of NZ\$300.00. The homestay fee includes three daily meals, laundry facilities, and a warm bedroom with study facilities. After one year of homestay an administration fee of \$200.00 per year will be charged.

Homestay changes can only be made with the approval of the Homestay Co-ordinator. Two weeks notice, or \$460.00 in lieu, is required when a change of homestay has been arranged.

A retainer fee of \$50.00 per week is payable when the student is absent for holiday periods. This fee ensures that the student can continue to stay with the family after the holiday period, and ensures safe storage of their belongings.

GENERAL INFORMATION

Affirmation

By building on success and encouraging students to participate in the many and various activities of school life we endeavour to develop and foster students' self-esteem and confidence. Affirmation Certificates issued by staff to worthy students and awarded at House Meetings. Perfect Attendance Certificates also awarded each term at House Meetings as well as full year perfect attendance rewards at the end of the year at Prize-giving. House points awarded for positive contributions and participation in school events. A healthy spirit of competition is encouraged.

Appointments During the School Day

It is not appropriate to make appointments during the school day, however at times it is unavoidable. In these cases, students must bring a dated and signed letter from their parent/guardian requesting leave and stating the reason. The note, which must be signed by the form teacher and Deans, should be left at the School Office and a Leave Pass will be issued. On return to school, the student must sign in at the office. Appointments at a hairdresser or similar cannot be approved.

Attendance

The Education Act requires that secondary school students must attend school, unless they are prevented from doing so by illness or other reasons stated in the Act or with the consent of the Principal.

- If a student is ill or unable to attend school, her parent or guardian should telephone the School Office on (09) 376 6568, before 9.00am. All absences must be explained in writing.
- For a short unforeseen absence, a dated note, written and signed by a parent/homestay parent must be brought to school on the student's first day back and given to the student's Form Teacher. The note must state the duration of and reason for the absence.
- If the absence is longer than two days, a telephone call to the School Office is appreciated. A note is still required when the student returns.
- Applications for a known, lengthy absence, such as an overseas trip, should be made in writing to the Principal as far in advance of the proposed absence as possible.

The school day begins at 8.35 a.m. and ends at 3.20 p.m. The Ministry of Education Gazette publishes the dates for all schools for each year. Students should attend school every day except in the case of illness or exceptional circumstances. Senior courses have a compulsory attendance quotient. In all cases students are expected to attend at least 85 percent of each term and failure to do so may result in tuition being terminated, and the school contacting New Zealand Immigration. Individual course requirements are issued to students at the start of each academic year and include the attendance policy. Senior students must produce a medical certificate as an essential requirement if absent for an assessment.

Buses

Students travel to St Mary's College from all over Auckland. Some students use public transport such as buses, ferries and trains. For further details on train, bus or ferry times contact Maxx on (09) 366 6400, <http://www.maxx.co.nz>

Other contacts for bus transport are:

HCD West Ph: 8278657 email: h.dickie@xtra.co.nz - covers West Auckland

Stagecoach Ph: 3096269 email: kevin.anderson@nzbus.co.nz – downtown service
Swasbrook Ph: 5708062 – covers Papatoetoe/Otahuhu/Papakura/Mangere/Howick,
Remuera/Manurewa

Canteen

Good quality lunches and other items of food are available at interval and lunchtime.

Change of Address and/or Phone Number

The school must hold up-to-date information on the current address and phone number(s) of each student. Parents or students should notify the International Student Manager or the School Office of any changes, so records are correct.

Lateness

School is the training ground for the workforce and we have a strong focus on punctuality.

Punctuality is rewarded as part of the Perfect Attendance Award.

- All lateness is recorded in the Form Class Attendance Register and is followed up by the teacher in charge.
- Three or more lateness records in close succession or a pattern of lateness results in a Level 1 detention.
- From 8.35 a.m. to 8.45 am, the prefects take a note of the names at the front gate of students who are late. After 8.45 am, a student must report to the office to receive a late pass. This must be shown to the teacher on late arrival to a class. If she does not report at the office she will be entered as absent by her form teacher.
- Form teachers monitor attendance at the start of each day and there is also a period by period check.

Discipline

In the Mercy Tradition 'love in action' is the key to the conduct and discipline which is expected at St Mary's College. Through the affirmation of positive qualities of each student, we aim to produce articulate, vibrant, confident, self-disciplined and motivated Christian women with strong leadership qualities.

Leaving School

Parents are requested to notify the Principal in writing if their daughter is leaving school either to enter the workforce prior to the end of Year 13, or to transfer to another school. A Leaver's Slip/Book Clearance form must be collected from the School Office and taken to each subject teacher to be signed on receipt of book/s. All schoolbooks and property must be returned. Refunds or documentation from school will only be followed up after these procedures have been completed.

Lost Property

All care is taken in returning lost property. There is a Lost Property Box in the staffroom, which is overseen by the Administration Assistant. Students can check the box at selected times. At the end of each term all items are displayed outside the staffroom. Unclaimed items are donated to charity. Parents should ensure that all items of personal property are clearly marked with the owner's name. The College does not accept responsibility for lost, misplaced or stolen property. Students are strongly discouraged from bringing valuable articles to school.

Newsletters

Each week every student receives a newsletter so that everyone is well informed about the College. It contains information about College activities, term and examinations dates, parent evenings, community notices and other matters of interest to parents. Students also receive a special International Student Newsletter once a term.

Orientation

Your daughter will receive a full school orientation including an information pack, timetable assistance, advice and information about living in New Zealand, and a school tour. During her first

week your daughter will meet key staff, and be assigned with 'buddy' students to help her settle into the school. She will have regular meetings with the International Student Manager and Guidance Counsellor throughout her stay.

Parents Teachers & Friends Association - PTFA

An active parent group exists and aims to promote goodwill and co-operation in all aspects of school activities among parents, teachers and Trustees. We are grateful for the excellent support we receive from a loyal and hard-working group of parents. New members are always welcome.

School Fees/Donation

School fees help to pay for sporting and cultural activities, library books, prizes and for other purposes as determined by the Board of Trustees for the benefit of the students. Students are also required to pay for the cost of materials used in certain classes, e.g. the take home component of materials used in Food Technology classes.

School Term Dates 2012

Term 1	First Day	Tuesday 31 January	Yr 12 & 13 Course Confirmation
		Wednesday 1 February	Teacher only day (no students)
		Thursday 2 February	Yr 7,8,9,13
		Friday 3 February	All Year Levels
	Last Day	Friday 5 April	
Term 2	First Day	Monday 23 April	
	Last Day	Friday 29 June	
Term 3	First Day	Monday 16 July	
	Last Day	Friday 28 September	
Term 4	First Day	Tuesday 15 October	
	Last Day	Thursday 11 December	

School Hours

The school day begins at 8.35am and finishes at 3.20pm.

- Form Class 8.35 am – 8.50am
- Morning School 8.50am - 12.40 pm
- Afternoon School 1.40pm - 3.20 pm

School Reports

Students receive a Progress Report in Term 1, and Full Reports in Terms 2 and 4. Information and report evenings occur twice a year and are advertised in our weekly newsletter. This gives parents, host parents and teachers the opportunity to discuss the progress of the students.

Term Holidays

The International Student Manager will ask each International Student before the end of the term for written advice of their holiday arrangements. The student's guardian or homestay parent must sign this.

Textbooks

All textbooks used are on loan to students. They must be kept in good order and returned at the end of the year or when requested. Students are charged for loss of, or damage to books, including library books.

Uniform Passes

On occasion a student may have a good reason for not wearing part of the school uniform. A note must be brought from home to the student's Dean and a pass will be issued for the day. However, it is unacceptable for any student to continually apply for a uniform pass. Deans will contact parents if a uniform problem persists.

Vehicles

Year 13 students wishing to bring cars or motorcycles to school must have a valid NZ Driver's Licence, and obtain the approval of the College. Unauthorised passengers will not be permitted at any time. The vehicles must not be used during lunchtime or Interval.

CURRICULUM

SUBJECTS AT ST MARY'S COLLEGE 2012

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
RELIGIOUS EDUCATION	RELIGIOUS EDUCATION	RELIGIOUS EDUCATION	RELIGIOUS EDUCATION	RELIGIOUS EDUCATION	RELIGIOUS EDUCATION	RELIGIOUS EDUCATION
ENGLISH	ENGLISH	ENGLISH Extra English	ENGLISH Extra English	ENGLISH Alternative English	ENGLISH	ENGLISH
MATHEMATICS	MATHEMATICS	MATHEMATICS	MATHEMATICS	MATHEMATICS Combined Mathematics	Mathematics Combined Mathematics	Calculus Statistics & Modelling Combined Mathematics
SCIENCE	SCIENCE	SCIENCE	SCIENCE	SCIENCE Applied Science	Biology Chemistry Physics Science	Biology Chemistry Physics Science
SOCIAL SCIENCE	SOCIAL SCIENCE	SOCIAL SCIENCE	SOCIAL SCIENCE	Geography History	Geography History	Social Studies Geography History Travel & Tourism
HEALTH & PHYSICAL EDUCATION	HEALTH & PHYSICAL EDUCATION	HEALTH & PHYSICAL EDUCATION	HEALTH & PHYSICAL EDUCATION Dance	Physical Education Health Studies Dance	Physical Education Health Studies	Physical Education Health Studies
ART	ART	ART	Art	Art	Art Painting Art History Art Design Art P:otography	Art Painting Art History Art Design Art Photography
DRAMA	DRAMA	DRAMA	Drama	Drama	Drama	Drama
MUSIC	MUSIC	MUSIC	Music	Music	Music	Music
CHINESE	FRENCH	French	French	French	French	French

LATIN ESOL	TE REO MAORI ESOL	Chinese Te Reo Maori Latin ESOL	Chinese Te Reo Maori Latin ESOL	Chinese Te Reo Maori Latin ESOL	Chinese Te Reo Maori Classical Studies ESOL	Classical Studies ESOL
			Business Studies	Accounting Economics	Business Studies Accounting Economics	Economics
				ASDAN	ASDAN Gateway	ASDAN
TECHNOLOGY	TECHNOLOGY	TECHNOLOGY* +DESIGN & VIS COM +DIGITAL TECH +FABRIC TECH *trimester programme	Design & Vis Com Digital Tech Fabric Tech	Design & Vis Com Digital Tech Fabric Tech	Design & Vis Com Digital Tech Fabric Tech Computing	Fabric Tech ICT Graphics Computing

Subjects in **BOLD CAPITALS** are compulsory at that level

*trimester programme

All courses are dependent on staffing and the number of students opting for the course.

ESOL Department

All English as a Second Language (ESOL) students are required to sit an English test to determine their English Level, and will be placed in appropriate courses. Students may also be required to sit tests in other subjects to determine the appropriate course of study.

Homework Requirements

Minimum time required, five times per week:

- Years 7 and 8 1 hour
- Year 9 1½ hours
- Year 10 1½ hours
- Years 11,12,13 2-3 hours

Each student is expected to set time aside at home to do homework on a regular basis. Homework may consist of:

- going over the day's lessons, making notes
- set work in a particular subject

- a long-term assignment which is worked on over a period of time
- study of work already completed
- preparation for tests/examinations, revision

MUSIC

Instrumental Music and Choirs

Instrumental music lessons and Band is compulsory in Year 7 & 8, and students can also join a concert band, orchestra, and choir.

In other year levels students have many opportunities to learn a musical instrument or participate in choral singing. The Stella Maris Concert Band, Orchestra, and Choir provide training for entry into our Senior Ensembles, and students are expected to have played their instruments for at least two years. The Senior Concert Band, Orchestra and Schola Choir have no age limit, but entry is by audition.

String, Wind, Brass and Vocal Chamber groups exist for all levels. Group lessons are available for Flute, Clarinet, Saxophone, Bassoon, Horn, Oboe, Trumpet, Trombone, Tuba, Violin, Viola, Cello, String Bass, Harp, Percussion, Voice, and Guitar.

Musical Events

Senior ensembles have regular overseas trips to take part in Cultural Festivals such as those run by Catholic schools, local schools, Chamber Music, National Concert Band, and Auckland Secondary Schools. We also undertake a comprehensive tour of Primary and Intermediate Schools, regular school performances, and two Proms Concerts a year. Chamber Music Ensembles are regularly invited to play in the community.

CO-CURRICULAR ACTIVITIES

All students are encouraged to take part in sports/music/clubs during the year. A wide variety of activities is offered – commitment, fair play, having fun and school spirit are considered important. Teachers are in charge of the following activities:

Amnesty International	Dance	Irish Club	Samoan Club
Asian Club	Debating	Korean Club	Soccer
Badminton	Drama	Magazine	Tennis
Basketball	Duke of Edinburgh	Maori Club	Tongan Club
Choirs	Award	Missions	Volleyball
Concert Band	Eucharist Ministers	Netball	Waterpolo
Cross Country	Fijian Club	Orchestra	
Cricket	Hockey	Peer Mediation	
		Saint Vincent de Paul Group	

SPORT & PHYSICAL EDUCATION

Physical Education is compulsory unless students are certified as medically unfit. If a student is unable to participate for medical reasons, please send a letter to the PE teacher. Parents are requested to discuss disabilities suffered by pupils at the initial interview.

The College has a strong sporting tradition and all students are encouraged to participate. Many of our teachers and parents put a great deal of time and effort into sport. As a result, we are represented in most sports and have several champion teams.

Students are expected to play for the school while they are at College and parents are urged to support school teams on Saturdays and whenever inter-school games are played.

PASTORAL CARE

International Student Manager

The International Student Manager meets regularly with students to ensure their pastoral wellbeing, and is responsible for ensuring that St Mary's College complies to the Code of Practice for the Pastoral Care of International Students.

Form Teachers and Deans

The Form teachers also play a major role in providing for the pastoral care of pupils in the form. Each Year Group has a Dean who works closely with form teachers and class teachers.

Student Support Network

The Guidance Network in the College works to ensure the care and welfare of all our students. Although all teachers in the school contribute to the well-being of students, members of the Guidance Network have particular responsibility in this area. The school has a fully trained and experienced Guidance Counsellor who is available to assist with any personal or academic difficulties. Students and parents are encouraged to make contact when they feel they need help and support.

Careers Advisor

The Careers Advisor is available by appointment to all students at any level to discuss their career planning and show them how to use the Quest Database. Parents and guardians may also contact the Careers Advisor, Mrs Maureen Putt, through the School Office if they wish to discuss their student's future. The Careers Office is open at lunchtime for students to find information.

Student Development Programmes

- A Peer Support Programme is in place to assist students to make the transition to High School a positive and enjoyable experience. Year 13 leaders are placed with small groups of Year 9 students and each week they participate in a graded series of social skills exercises.
- Leadership Training is provided for students either as part of their regular classes or in specific intensive courses as in Year 12.
- Peer Tutors - Year 13 students tutor junior students as well as acting as Peer Mediators with younger students through the Peer Mediation Programme.

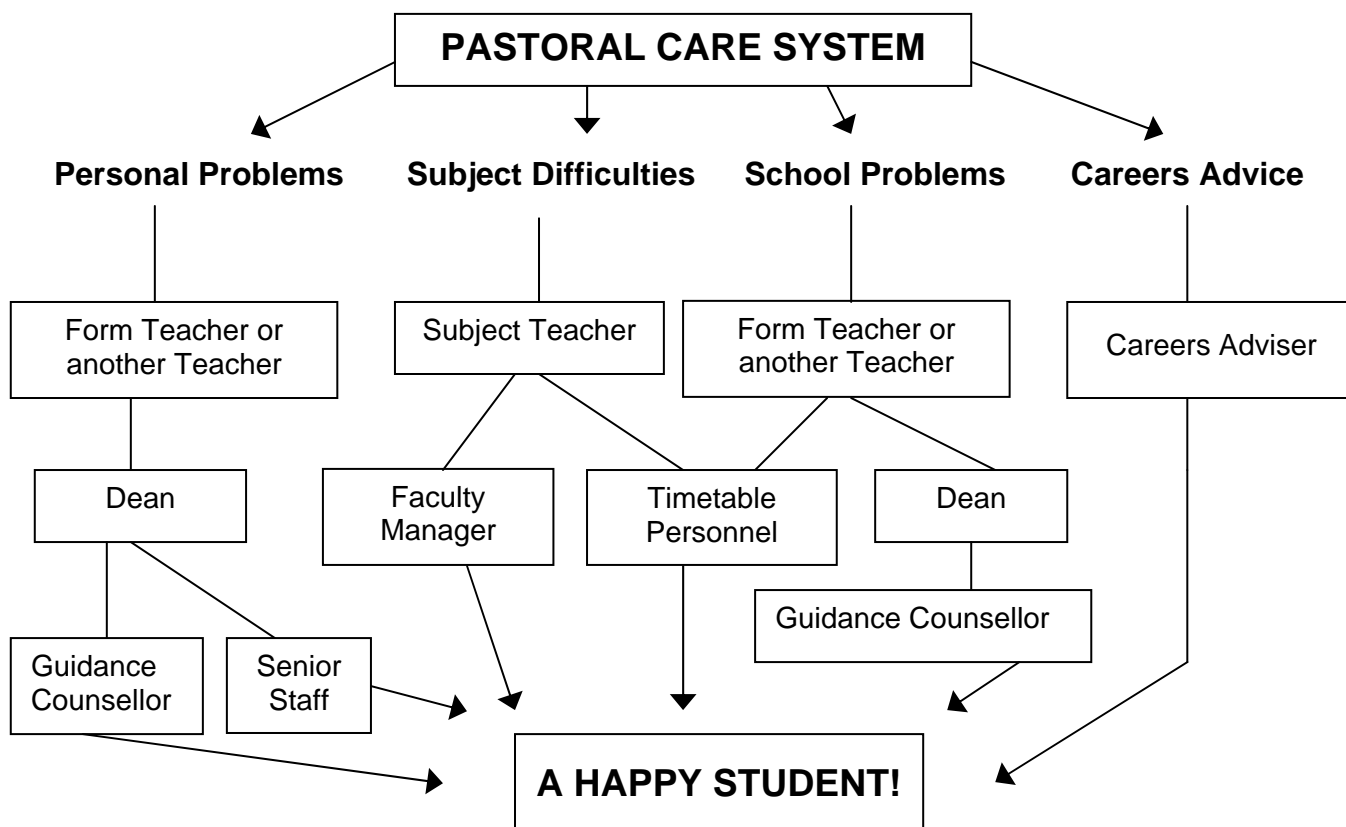
Language Needs

We have a recognised ESOL Department that provides outstanding support for non-English speakers. Our ESOL teacher offers extra help on Tuesday afternoons 3.30 – 5.00pm. She is also available to help students at lunchtime.

Medical Matters

When students report sick or injured to the School Office they are cared for by administrative staff. If discomfort prevents the student from returning to class, an office staff member will call the parent, host parent, or designated caregiver in order to have the student collected and taken home.

- No internal medication will be given without the specific written authority of the student's parent or guardian.
- If parents or guardians cannot be contacted a student may be taken to the Accident and Emergency Centre (202 Ponsonby Road) for attention by a qualified doctor. In the event of suspected fractures, or more serious matters, the student will be taken to a hospital by ambulance.
- Medical information provided by the parent at the point of enrolment is vital for the proper care of students. It is important that such information is accurate, complete and updated whenever necessary.
- Students sometimes visit the First Aid Room for very minor abrasions and bruising. The staff concerned use their discretion in considering whether these matters are reported to parents.



CODE OF CONDUCT

The Student Code of Conduct, which is published in the Student Handbook and is a condition of entry into St Mary's College, states the underlying principles that students show respect for others and do quality work.

These include the expectation that students respect staff, other students, property, the school uniform and that they attend school each day and all classes punctually. They must be equipped for all lessons, do quality work and the homework set in each subject and always behave responsibly when representing the school.

Student Code of Conduct:

1. Classroom rules:
 - a) show respect for others
 - b) do quality work
2. I will work to the best of my ability.
3. I will respect the right of others to learn.
4. I will respect the person and property of every other member of the school community.
5. I will care for the school environment.
6. I will show courtesy and respect towards all staff and I will meet their requirements in and out of the classroom.
7. I will arrive at school on time and attend all classes punctually.
8. I will wear my school uniform correctly and with pride.
9. I will be properly equipped for all lessons and do the homework set in each subject.
10. I will not bring into the school grounds or buildings, alcohol, drugs, offensive or dangerous weapons, cigarettes, lighters or matches or use them on any school occasion.
11. I will behave responsibly when representing the school and will obey the rules set for school teams and functions.

12. I will travel to and from school by the most direct route without stopping unnecessarily.
13. I will be courteous and helpful to school visitors and to members of the public on the street and in public transport.
14. I will not chew gum.
15. I will not bring personal property such as walkmans to school.

Parents are reminded that the enrolment form is a legal document and that a condition of enrolment is that the pupil is fully prepared to abide by the rules of the school.

UNIFORM LIST

Full school uniform must be worn between home and school. The uniform must be clean, ironed and mended at all times. **All uniforms should be clearly named in a least two places**, Enrolment includes an agreement to abide by the uniform requirements which are as follows:

Junior Uniform Years 7 – 11 Summer	Junior Uniform Years 7 – 11 Winter
Skirt – royal blue Shirt - Short sleeved chambray Cardigan – navy blue Blazer – royal blue with navy stripe Black Roman sandals (without socks) in terms 1 & 4 or plain black lace up school shoes with white ankle socks. Sun hat	Long sleeved blue shirt Plain black lace up school shoes with black stockings. (stockings only in terms 2 & 3) Plain navy blue or black scarf. School blazer compulsory in terms 2 & 3

Senior Uniform Years 12 – 13 Summer	Senior Uniform Years 12 – 13 Winter
Skirt – navy Shirt - Short sleeved white Cardigan – Year 12 navy blue, Y13 red Blazer – navy Year 12: Black Roman sandals (without socks) in terms 1 & 4 or plain black lace up school shoes with white ankle socks. Year 13: Black Roman sandals (without socks) in terms 1 & 4 or plain black leather shoes with covered toe and back and without decoration, or ornamentation. No stitching on the shoes in any colour other than black. No sports shoes or beach shoes are allowed.	Long sleeved white shirt Year 12: Plain black lace up school shoes with black stockings. Year 13: Plain black leather shoes with covered toe and back and without decoration or ornamentation. No stitching on the shoes in any colour other than black. No sports shoes or beach shoes are allowed. School blazer compulsory in terms II & III Plain navy blue or black scarf.
Physical Education: Pale blue shirt and royal blue shorts Plain sports shoes with non-marking soles Plain white ankle socks Swim suit – royal blue one piece; a bathing cap is compulsory A St Mary's College tracksuit may be worn.	Wet Weather: A light blue or navy raincoat may be worn in wet weather. Students are not allowed to wear their sports jacket in place of a blazer or a raincoat.

Accessories

Students are only allowed to wear one pair of small stud earrings worn individually in the lower ear lobe, and a watch. Hair that is shoulder length or longer must be tied back. Students are allowed to wear blue or black ribbons/headbands in their hair, and plain blue or black elastic hair ties. No nail polish is allowed.

UNIFORM SUPPLIERS

Elizabeth and Michael Corporate Wear Ltd
357 New North Rd, Kingsland, Auckland
Ph: (09) 358 1680 Fax: (09) 358 1685
Email: uniforms@elizabethmichael.co.nz

Shop hours

Monday - Thursday	9.00am – 5.00pm
Friday	9.00am - 4.00pm
Saturday	9.00am - 12 noon

JUNIOR UNIFORMS	NZD	SENIOR UNIFORMS	NZD
Skirt – royal blue	98.00	Skirt – navy	107.50
Summer Shirt – chambray	53.50	Summer Shirt – white	65.00
Winter Shirt	60.50	Winter Shirt – white	68.00
Blazer – royal blue and navy stripe	195.00	Blazer – navy	195.00
Cardigan – navy	100.50	Cardigan – Year 12, navy – Year 13, red	100.50
Straw Hat	40.00		
OTHER	NZD	OTHER	NZD
School Tracksuit (optional)	182.00	School Hair Tie	6.50
PE Top (sleeves)	46.00	Socks (3 packs)	13.50
PE Top (sleeveless)	43.00	Black Winter Tights (3 pack)	26.00
PE Shorts	29.50	Roman Sandals (Summer)	42.00
Sports Cap	20.00	McKinlays School Shoes (Winter)	105.00

NB: 2011 Prices shown – subject to change in 2012. Swimming Caps are sold by the school PE department. Second hand uniforms are available through Mrs Lockhart. Ask at the school office for more information.

SUMMARY CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code?

The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with international students enrolled. The Code is mandatory to these providers and must be signed by them.

What is an "international student"?

An "international student" is a foreign student studying in New Zealand.

How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand education provider. The Code is also available online from www.minedu.govt.nz/goto/international.

How do I know if an education provider has signed the Code?

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This is available online from www.minedu.govt.nz/goto/international. If the education provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong?

If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution.

The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their education provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can write to the IEAA at:
International Education Appeal Authority
Private Bag 32001
Panama Street
WELLINGTON

Fax: (06) 462 6686
Phone: (06) 462 2220
Email: ieaa@justice.govt.nz

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on education providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken. The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The education provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel. The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an education provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

A summary of the Code of Practice for the Pastoral Care of International Students

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

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.