



# Waitaki Girls' High School

Trent Street • PO Box 42 • Oamaru • New Zealand • Telephone (03) 434 8429

## ***Greetings from Waitaki Girls' High School***

We are pleased to present to you our school prospectus and hope it will tell you something about Waitaki Girls' High School. You can find out more on our website, [www.waitakigirlshigh.school.nz](http://www.waitakigirlshigh.school.nz).

If you have any questions, please email me at [twalker@waitakigirlshigh.school.nz](mailto:twalker@waitakigirlshigh.school.nz)

I do hope to hear from you in the future.

Yours sincerely

Tracy Walker  
**Principal**





# International Education

## How to Enrol at Waitaki Girls' High School

**Student Makes Initial Inquiry**

**Waitaki Girls' High School**

- Directs student to school website for all information
- Requests application forms and copy of last school report
  - Sends copy of Code of Practice 2:5

**Student sends back to Waitaki Girls**

- Last school report including details of English ability, grades and comments (e.g. behaviour, attitude)
- Application for Admission Overseas Students Form
  - Personal & Family Information Sheet
- Boarders' Enrolment Form / Homestay Request
- Health Report for International Students Form

**School decides whether or not to accept student**

**If student accepted, WGHS sends**

- Acceptance of student
- Request for one year's fees (or less if appropriate)
  - Tuition Agreement
  - Fees Refunds & Fee Protection Policies
- Summary Code of Practice for the Pastoral Care of International Students

**Student sends back to WGHS**

- Fees
  - Tuition Agreement signed by parents and student
- Fees Refunds & Fee Protection Policies signed by parents

**WGHS sends**

- Receipt for fees
  - Offer of Place
- Tuition Agreement signed by school

**Student**

- Applies to NZ Embassy for student visa
- Sends copy of Student's Insurance Policy
- Advises WGHS of date, time and place of arrival of student

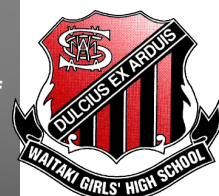
**WGHS**

- Arranges transport and informs student of collection details

# Waitaki Girls' High School

## International Students

Waitaki Girls' High School welcomes international students. As well as offering a wide range of subjects and co-curricular activities, we offer many special features to meet the needs of students from other countries.



Students from other countries are welcomed to our school, either for short-term or long-term study. We provide an excellent ESOL programme, a special system of pastoral care, and recreational activities which ensure that international students gain full benefit from their time in New Zealand.

### We Provide Individual Timetables to Suit the Needs of Each Student

For each student the Dean, in conjunction with the students, the agents / parents, the ESOL teacher, and the International Student Director, plans the timetable that best meets the needs of the individual. The ESOL programme prepares students to sit ESOL examinations. Some senior students choose to study for the IELTS, TOEFL and OCESOL examinations. OCESOL is 'Oral Communication in English for speakers of Other Languages'. Waitaki Girls' High School supplies resources and support for the students wishing to study for these examinations.

### We Provide Excellent Accommodation

We expect that all long-term overseas students will live during their first year at Waitaki House, our boarding hostel. Waitaki House, which is situated in the school grounds, operates under the supervision of the Hostel Manager and Assistant Manager who are assisted by supervisory staff. Students live in single rooms. The hostel provides all meals, supervises study and ensures the safety and well being of all its boarders. Girls living in a hostel have many opportunities to speak English, make friends with New Zealand students and adapt easily and quickly to a different lifestyle. The hostel has its own telephone, fax lines and internet facilities. Some students may choose after the first year in the hostel to move into homestay accommodation. Short-term overseas students may



sometimes stay in homestays. Every care is taken to check the suitability of these homestay placements and we meet regularly with host parents and students to check out any problems which may arise.

### We Provide Sound Health Care

Oamaru has its own hospital with full medical services available. The school has a doctor who is on call at all times. Girls who are staying in the Hostel and require medical care should see the Hostel Manager in the first instance. She will organise a doctor's appointment if required. We do require that all overseas students have current medical insurance and that evidence of this be provided when fees are paid. Alternatively we can arrange medical insurance on a girls behalf.



### We Provide Excellent Pastoral Care for our Students

We work very hard to look after all our students to the best of our ability. If problems arise, whether they are academic, vocational or personal, we have people available to provide help and support. They may include:

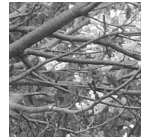
- any teacher who the student feels able to talk to
- the Guidance Counsellor
- a Dean
- the Careers Advisor
- Hostel Staff
- Homestay Co-ordinator
- International Student Director

### We Provide Opportunities for our Overseas Students

International students have opportunities to teach the rest of the school something about their countries e.g. through special school







## International



"It's not only a second home, but a second family."

### We Maintain Good Communication with Parents

Many parents, when first enrolling their daughters at our school, like to bring them to Oamaru to make sure they are settled and have everything they require. We are very happy to book accommodation for parents who come to visit our school and enjoy visits from parents at any time.

The International Student Director is responsible for the welfare of each overseas student. Because of this we ask that all contact with Waitaki Girls' High School be made to the Director. Parents will receive written reports on their daughter's progress at school in June and November, these reports cover the students' academic progress, her effort and attitude to work, and her level of participation in activities outside the classroom. However parents may request additional reports at any time during the year.



### Our Costs are Reasonable

A major feature of education in New Zealand is that costs are at least 33% less expensive than in Australia, the United Kingdom and the United States of America. It is necessary to have a receipt for payment of fees before the New Zealand Government will issue a student visa. A student cannot enter New Zealand without a student visa. Please note that school fees do not include allowances which parents may wish to give their daughter. We strongly suggest that the girls open a bank account to keep this money safe. We will provide assistance for girls to do this.

### We Set and Expect High Standards of Conduct

Although Waitaki Girls' High School prides itself on its ability to consider the needs of the individual, it is nevertheless an ordered community expecting consideration for others and disciplined conduct. Students are therefore only admitted to the school on the understanding that they (and their parents) accept the rules and regulations as laid down by the New Zealand Ministry of Education, the Board of Trustees and the Principal.

### Oamaru and New Zealand are Good Places in which to Live and Seek an Education

Waitaki Girls' High School is located in Oamaru in the South Island of New Zealand. Oamaru is 3 hours by car from the closest international airport at Christchurch. Students who inform the school of their travel arrangements will be met at the airport by someone associated with the school. There are also domestic

flights available between Christchurch and Dunedin airports.

New Zealand is a former British colony which is English speaking. The British heritage has merged with the indigenous Māori culture and other immigrant cultures to build a multicultural country. New Zealand has a democratic parliamentary government which is very stable, and is a member of the British Commonwealth of Nations.

New Zealand has a population of 4.4 million people. Of these, 13,500 live in Oamaru which is a seaside town surrounded by farmland. In the area around Oamaru, sheep, cattle, deer, goats, grain, fruit and wine are produced. Oamaru, while close to the cities of Dunedin and Christchurch, enjoys a high degree of safety and is very conducive to study.

New Zealand's education standards are recognized as some of the highest in the world. Students from Waitaki Girls' High School are accepted and achieve considerable success at universities and polytechnics throughout New Zealand. Some students choose to study at university and polytechnics overseas after their time at WGHS.

Oamaru is situated close to the mountains, lakes and ski fields for which New Zealand is known by overseas tourists. Overseas students have the opportunity during weekends and holiday times to visit and enjoy these tourist resorts.

New Zealand has a mild climate with four distinct seasons - spring, summer, autumn and winter. Summers (November - March) are warm and dry, while winters (June - August) are cooler and wetter. Snow does fall on surrounding mountains but rarely to sea level in Oamaru. A feature of the pleasant climate is the high proportion of sunshine hours throughout the year, even during winter months. Temperature in Oamaru typically ranges from 8 - 20 degrees Celsius.



Waitaki Girls' High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

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### Waitaki Girls' High School

Trent Street, P O Box 42, Oamaru, New Zealand. Telephone: +64 3 434 8429  
Website: [www.waitakigirlshigh.school.nz](http://www.waitakigirlshigh.school.nz) Email: [office@waitakigirlshigh.school.nz](mailto:office@waitakigirlshigh.school.nz)  
International Student Director: Mrs Sherilyn Hellier Email: [shellier@waitakigirlshigh.school.nz](mailto:shellier@waitakigirlshigh.school.nz)



# International Education

## Waitaki Girls' High School

Trent Street • P O Box 42 • Oamaru • New Zealand

**Telephone +64 3 434 8429**

Sherilyn Hellier (International Student Director) –

[shellier@waitakigirlshigh.school.nz](mailto:sshellier@waitakigirlshigh.school.nz)

### Student

Full Name: (underline family name) \_\_\_\_\_

State name you wish to be known by \_\_\_\_\_

Date of Birth \_\_\_\_\_

Proposed year of entrance \_\_\_\_\_ Proposed level of entrance \_\_\_\_\_

Name of present school \_\_\_\_\_

First Language \_\_\_\_\_ Years learning English \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Student lives with: tick box(es) both parents ☐ father ☐ mother ☐

other ☐ Please state \_\_\_\_\_

Email \_\_\_\_\_

### Father

Full Name: (underline family name) \_\_\_\_\_

Full Residential Address \_\_\_\_\_

Telephone Home \_\_\_\_\_ Business \_\_\_\_\_

Fax Home \_\_\_\_\_ Business \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

### Mother

Full Name: (underline family name) \_\_\_\_\_

Full Residential Address (if different from Father) \_\_\_\_\_

Telephone Home \_\_\_\_\_ Business \_\_\_\_\_

Fax Home \_\_\_\_\_ Business \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

**Other** (This section to be completed if student does not live with parents)

Full Name: (*underline family name*) \_\_\_\_\_

Full Residential Address \_\_\_\_\_

Telephone Home \_\_\_\_\_ Business \_\_\_\_\_

Fax Home \_\_\_\_\_ Business \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Relationship to Student \_\_\_\_\_

**Financial and Administrative Information**

(a) Invoices/Accounts are to be sent to: Both parents jointly ☐ Father ☐ Mother ☐  
Other ☐ (please give details) \_\_\_\_\_

(b) Reports to be sent to: Both parents jointly ☐ Father ☐ Mother ☐  
Other ☐ (please give details) \_\_\_\_\_

(c) Are there any custodial arrangements we need to know about? (e.g. with regard to legal access rights) \_\_\_\_\_

**Personal and Family Information**

Please would you be willing to tell us something about yourself?

Please enclose a photograph of yourself with your name **in English** on the back and a photograph of you and your family.

***Family and Home***

Number & age of Brothers: \_\_\_\_\_

Number & age of Sisters: \_\_\_\_\_

Type of House:   
- Apartment   
- One-storey House   
- Two-story House   
- Flat   
- Other \_\_\_\_\_

Do your Grandparents live with you? \_\_\_\_\_

Do you have a garden? \_\_\_\_\_

Do you have any pets? \_\_\_\_\_

Is there any information that you feel we should know and that would help us to make the appropriate arrangements for you?

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## Academic Information

**General:** Tell us **why you** are coming to a New Zealand Secondary School to be educated. What do you expect to achieve while at school in **New Zealand**?

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Which Subjects do you wish to study at Waitaki Girls' High School?

1st English

2nd 

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3rd 

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4th 

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5th 

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6th 

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If you wish to study at tertiary level (e.g. University, Polytechnic) which country would you like to study in?

1st Choice 

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 2nd Choice 

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What career do you think you will follow? 

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 or 

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Is it your intention to stay for:

- ☐ only **one** academic year and then return permanently to your home Country?
- ☐ **two or more** academic years and then return to your home Country?
- ☐ **two or more** years at School and then on to a New Zealand University or Polytechnic?

In your own handwriting in English describe yourself and your family and why you want to come to Waitaki Girls' High School.

<b>Hobbies &amp; Interests:</b>
<b>Sports:</b>

**Where did you learn about Waitaki Girls' High School**

Your present school:

☐

Present or past student

☐

Internet

☐

Agent

☐

Other

Please give details \_\_\_\_\_  
\_\_\_\_\_

**The information supplied on this application form is true and correct.**

**Please note:** Failure to provide relevant information or the provision of false information may result in termination of enrolment.

- We agree to comply with the rules and procedures of the school.
- We understand that this information will be stored at Waitaki Girls' High school and will not be held for longer than is required.

Signed by student: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Mother: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Father: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

Signed by Other: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_





# International Education

## Health Information for International Students

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

1. Do you have any on-going medical problems e.g. asthma, diabetes, rheumatic fever etc? If so, please give details. \_\_\_\_\_
2. Do you have any history of illness? Include operations. \_\_\_\_\_  
\_\_\_\_\_
3. Are you taking any medications? Please name: \_\_\_\_\_  
\_\_\_\_\_
4. Do you have any allergies?  
- to medicines? \_\_\_\_\_ to foods? \_\_\_\_\_  
- to insect bites, bee stings? \_\_\_\_\_ - any other allergies? \_\_\_\_\_
5. Have you suffered from depression, an eating disorder or any similar illness? Give details: \_\_\_\_\_  
\_\_\_\_\_
6. Immunisations: When was your last tetanus booster? \_\_\_\_\_

Have you been immunised against the following:

Tetanus	YES	/	NO	Diphtheria	YES	/	NO
Measles	YES	/	NO	Hepatitis B	YES	/	NO
Poliomyelitis	YES	/	NO	Rubella	YES	/	NO

### Please Note:

- If you have an on-going medical problem that may need to be referred to a doctor in New Zealand, please bring relevant medical records with you.
- All students enrolled at our school must provide evidence of current medical insurance.

### Medical Authorisation

I/We, the parents of \_\_\_\_\_ authorise accredited staff at Waitaki Girls' High School to obtain information from Hospitals or Medical Practitioners regarding the medical condition of our child so that this can be sent to us or our agents.

We expect that in the event of some serious condition or accident we will be advised immediately so that we can give permission for treatment and/or surgery.

If, in the event of an emergency or accident we cannot be contacted, we give permission to Hospitals or Doctors to take whatever action they find appropriate after consultation with the school staff concerned.

Signed: \_\_\_\_\_  
Parent

Date: \_\_\_\_\_





## Waitaki Girls' High School

Trent Street, P.O. Box 42, Oamaru, North Otago, New Zealand.

Telephone: 64 3 434 8429

E mail: [shellier@waitakigirlshigh.school.nz](mailto:shellier@waitakigirlshigh.school.nz)

## Overseas Student Fees 2018

Students Name: \_\_\_\_\_

Tuition Fees	This is an annual charge which includes: *Annual Government Levy	\$12,500.00	Tick to indicate payment
Activity Fees	The Activity Fee is to cover incidental costs such as trips, visa fees, Doctor's fees etc. Any balance will be refunded.	\$2,000.00	
Airport	Pick up/Drop off <ul style="list-style-type: none"> <li>One Way</li> <li>Return (Christchurch)</li> </ul>	\$250.00	
		\$500.00	
Accommodation	<i>Hostel Boarding:</i> School term time only and Homestay accommodation will be arranged during school holidays if required. This includes public holiday weekends and April, July and September school holidays.	\$10,500.00 (approx.) Hostel \$1,950.00 (approx.) Term breaks and public holiday weekends	
	<i>Homestay Boarding:</i> Available to students in their 2 <sup>nd</sup> year of study onwards. This includes public holiday weekends and April, July and September school holidays.	\$12,000.00	
	<i>Christmas Holidays:</i> December - January (7 weeks) This is optional as most students return home.	\$35.00 per night	
	<i>Administration Fee</i>	\$500.00	
Uniform	All students are required to wear regulation school uniform. This is an approximate cost for the complete school uniform. Any balance will be refunded to student's school account.	\$1,000.00	
Insurance	Medical Insurance is compulsory. All students are required to have insurance. This can be arranged through the school if required.	\$585 approx	
	<b>TOTAL for payment</b> <b>This amount will be invoiced</b>		

### IMPORTANT PLEASE NOTE:

- Girls will have other optional costs eg: speech and music lessons, sports club subscriptions, sports exchanges and so on. The school does not pay these additional costs. Girls must have enough money in their own bank accounts to cover these additional costs.

Bank account: ANZ Bank - Oamaru Branch – Swift Number ANZ BNZ 22

**Account Number 01-0964-0077707-00**

Please return this form completed and an invoice will be issued for payment.

A receipt will be issued once funds have been received.





## Waitaki House

Waitaki Girls' High School Boarding Hostel  
Ouse Street • P O Box 347 • Oamaru • New Zealand  
Telephone (03) 434 6587 • Fax (03) 434 6565

Margie Baird (Manager) - [mbaird@waitakigirlshigh.school.nz](mailto:mbaird@waitakigirlshigh.school.nz)

### Boarders' Enrolment Form

#### Student Details

Surname \_\_\_\_\_

First names \_\_\_\_\_ Preferred First name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

School currently attending \_\_\_\_\_ Year Level \_\_\_\_\_

Year Level at Entry (please circle) 9 10 11 12 13 Year of Entry \_\_\_\_\_

Name of sisters who have attended or are at Waitaki \_\_\_\_\_

#### Contact Details

Parents / Caregivers Names \_\_\_\_\_

Postal Address (including postal code) \_\_\_\_\_

Address (if different from postal) \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone Numbers:

Home \_\_\_\_\_ Work \_\_\_\_\_

Fax \_\_\_\_\_ Cell phone \_\_\_\_\_

Parents / Caregivers Names \_\_\_\_\_

Postal Address \_\_\_\_\_

Address (if different from postal) \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone Numbers:

Home \_\_\_\_\_ Work \_\_\_\_\_

Fax \_\_\_\_\_ Cell phone \_\_\_\_\_

How many years is student likely to remain at Waitaki House? \_\_\_\_\_

Will your daughter be enrolled as:

(a) A full-time Boarder \_\_\_\_\_

(b) A Monday to Friday Boarder \_\_\_\_\_



**To be signed by Parents or Caregivers and Student:**

1. We have read and understood the rules and regulations of Waitaki House and agree to abide by them.
2. We give permission for staff to search our daughter's room and belongings if they have reasonable cause for concern.
3. We authorize staff to access and share information about our daughter in the interests of her physical or emotional wellbeing.

**Parents / Caregivers**

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Student**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**To be filled in and signed by either Parents or Caregivers:**

To the Waitaki Girls' High school Board of Trustees

In consideration of Board reserving a place in the Boarding Hostel of the Waitaki Girls' High school for our daughter/ward we agree to either give a term's notice in writing of her withdrawal from the Boarding Hostel or alternatively pay the fees for five weeks of a term in lieu thereof.

We acknowledge that if for any reason our daughter/ward is expelled or suspended from the hostel we shall not be entitled to a rebate or a refund of hostel fees paid or due for the balance of the term in which she may be expelled or suspended.

We enclose the sum of \$500.00 which is refundable when the girl leaves school; provided that the parents have at all times fully met all their financial obligations to the Board.

We undertake to pay all fees in accordance with the attached policy on accounts. All costs incurred in collection of overdue accounts will be payable by the parents / caregivers.

Parents / Caregivers (Please Print) \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_



## Waitaki House

**Waitaki Girls' High School Boarding Hostel**

Ouse Street • P O Box 347 • Oamaru • New Zealand

**Telephone (03) 434 6587 • Fax (03) 434 6565**

Margie Baird (Manager) - mbaird@waitakigirlshigh.school.nz

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### Health Report

**Full name** \_\_\_\_\_  
(Christian Names) (Surname)

**Date and Year of Birth** \_\_\_\_\_

**Name of Parent / Guardian** \_\_\_\_\_

**Address of Parent / Guardian** \_\_\_\_\_

**Telephone** \_\_\_\_\_  
(Home) (Work)

**Mobile** \_\_\_\_\_

**Name and Address of Family Doctor** \_\_\_\_\_

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This Information will be passed onto Central Medical who look after the boarders at Waitaki House.

**1/ Medical problems (including significant past medical history):**

**2/Allergies (Including type of reaction if known):**

**3/ Current Medications –**

**4/ Immunisation Record (Please List):**

**Date** \_\_\_\_\_ **Signed** \_\_\_\_\_  
(Parent / Guardian)



## Waitaki House

**Waitaki Girls' High School Boarding Hostel**

Ouse Street • P O Box 347 • Oamaru • New Zealand

**Telephone (03) 434 6587 • Fax (03) 434 6565**

Margie Baird (Manager) - mbaird@waitakigirlshigh.school.nz

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### Boarders' Visiting List

**Name** \_\_\_\_\_

Has my permission to visit –

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

(Parent / Guardian)

## Information Disclosure Form for Hostel Applications

Before considering whether to accept responsibility for the welfare of your daughter, it is essential that we have all relevant information on her. This information will be treated in the highest confidence.

Yes	No	Has your daughter ever
( )	( )	been stood down from school?
( )	( )	been suspended from school?
( )	( )	left school to avoid being suspended?
( )	( )	been charged with any offence by the Police?

Please give further information if applicable.

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Has your daughter been in trouble with school or Police for –

Yes	No	
( )	( )	drinking?
( )	( )	drugs?
( )	( )	truancy or running away from home?
( )	( )	theft?
( )	( )	sexual behaviour?
( )	( )	violence or threatening behaviour?

Please give further information if applicable.

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Yes	No	
( )	( )	Does your daughter suffer from ADHD, depression, or any other condition that can impact negatively upon her learning or behaviour? Has there been an official diagnosis? (If so, we need to see it).
( )	( )	Has she regularly seen a counsellor or psychologist? (If so, for what reason and with what outcome?)
( )	( )	Does he regularly take medication for any behavioural condition. (If so, please outline below)

Please give further information if applicable.

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**This form has been completed honestly, and I / we accept that our daughter may lose her enrolment if it has not.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_







# International Education

## An A - Z for International Students and their Parents

### Academic Programme

- (a) International students will receive ESOL tuition as required. The school will assess a new overseas student's level of English in the four main language areas: speaking, listening, reading and writing.
- (b) Students will provide their own stationery at their own expense.
- (c) Textbooks are provided free of charge.
- (d) Reports will be sent home to parents and if required to the agent.
- (e) Overseas students wishing to sit the TOEFL or IELTS examinations are encouraged to inform the school by the end of April. Tuition fees do **not** cover the examination enrolment fees for TOEFL or IELTS. Students will also have the opportunity to sit the ESOL (English for Speakers of Other Languages) exam, a Speech New Zealand qualification.

### Accommodation

Overseas fee-paying students are expected to stay in the School's Hostel for at least the first year. Homestays will be arranged during the school holidays as required.

### Attendance

Students are expected to attend school every day except when they are sick. In the event of illness, the hostel staff or the homestay caregiver will contact the school each morning to indicate the reason for absence.

If an international student is truant, parents will be notified (through the agent where appropriate). School staff, such as the Dean, International Director and Guidance Counsellor will try to address the causes for the truancy and avoid repetition. If the international student continues to be wilfully truant, the school will follow the Ministry of Education's attendance procedures as set down in Circular 99/03 Rules for Student Enrolment Records. The New Zealand Immigration Service will also be advised.

### Behaviour

Students are required to observe all School and Hostel regulations under the same conditions as New Zealand students. In cases of serious breaches of the rules students may be sent home at the parents' expense.

### Care and Control

While the student is at Waitaki, the Principal and staff accept responsibility for the student's general welfare and safety, to the extent expected of a "reasonable parent".

### Changes of Address - Parents

If you change your address while your daughter is under the care of the school, or if your phone, fax or e-mail address changes, please let us know immediately. It is important that we are always able to contact you.

### Conditions of Acceptance

In deciding whether or not to accept new international students the following factors will be considered:

- age
- academic record
- number of students from the same country already enrolled
- appropriateness of course chosen and likelihood of success
- potential to benefit from our school environment

The principal has the final decision on which students will be accepted at Waitaki Girls' High School.

The Board of Trustees has limited the enrolment of international students at Waitaki Girls' High School (excluding adults, exchange students and permanent residents) to twenty five.

## **Contact Persons**

Enquiries from parents are welcome at all times. In all matters relating to the student's progress and comfort, enquiries should be addressed initially to the International Student Director, Mrs Sherilyn Hellier. [shellier@waitakigirlshigh.school.nz](mailto:shellier@waitakigirlshigh.school.nz)

## **During the Holidays**

At holiday times, it is important that the school knows where every girl will be at any given time and has an address and contact phone number. The school will require parents to give permission for holiday plans if girls are leaving Oamaru. The homestay co-ordinator will contact the holiday hosts and will monitor all holiday plans. All arrangements must be finalised three weeks before the end of term.

## **Fees**

- (a) All tuition and accommodation fees as set by the Board of Trustees are payable in advance annually.
- (b) Fees are non-refundable in all cases of withdrawal or expulsion of the student.
- (c) Accounts for incidentals/expenses incurred by hostel students will be settled promptly after invoicing. Failure to settle accounts promptly will result in loss of attendance privilege.
- (d) The school's bank account for transfer of funds is Oamaru Branch, ANZ Bank Account Number 010964:0077707:00 SWIFT ANZBNZ22

## **Health and Safety Requirements**

Students must at all times be under the oversight of a responsible adult.

Students are not permitted to smoke, drink or use drugs.

Students may not visit hotel bars.

Students may only travel in a car driven by a responsible adult (over the age of 25).

Students may not own or drive a car (unless they are having lessons with a registered instructor or have a licence, plus parents and school have given permission).

## **Health and Travel Insurance**

Most students are not entitled to publicly funded health services while in New Zealand unless they are:

- a resident or citizen of Australia; or
- a national of the United Kingdom in New Zealand; or
- the holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. You are required to have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand and also your travel to and from New Zealand.

Students are required to have their own personal medical insurance prior to arrival and to deposit the documents with the school authorities. (Copies must be in English) If this is not possible, insurance can be arranged with Unicare through the school.

## **Accident Insurance**

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

## **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>

We are only able to enrol a student for more than three months if they hold a student visa endorsed with the name of our school. Failure to obtain a visa will result in the termination of the student's enrolment. The New Zealand Immigration Service will be advised.

The school will help students to renew visas that fall due during the school year.

**Language**

Usually at Waitaki there are several girls from different countries. Opportunities exist therefore for students to use their native language among themselves, but it is expected that they will converse in English as much as possible.

**Long Holidays**

Students will usually return to their home countries for the long December/January school holidays. The school will arrange home and return travel for students if this is desired by parents. Prompt settlement of travel expenses is expected. In extraordinary circumstances, a homestay may be arranged.

**Sport and Cultural Activities**

It is the School's expectation that all students will be active in sport or a cultural activity of their choice.

Waitaki Girls' High School has agreed to observe and be bound by the New Zealand Education (Pastoral Care of International Students) Code of Practice 2016, published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <a href="http://www.minedu.govt.nz">http://www.minedu.govt.nz</a>
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