



Kerikeri High School

Kerikeri, Bay of Islands
New Zealand

P.O. Box 92
Kerikeri 0245
Phone: +64 9 407 0163
Emergency: +64 0 27 407 0166
international@kerikerihigh.ac.nz
www.kerikerihigh.ac.nz

INFORMATION FOR INTERNATIONAL STUDENTS AND PARENTS for 2020

We warmly welcome you to Kerikeri High School. We are proud of our school and we strive to create a caring environment. Our school has a fine record of providing opportunities for all students to enjoy life and learning and to achieve success. The school roll is about 1500 students. About 60 of these students are international students who come from a variety of countries.

We believe in the Four Cornerstones of a balanced education. We strongly encourage each student to take full advantage of the many opportunities, Academic, Sporting, Cultural and in Leadership and Service that are offered at Kerikeri High School.

We strive to base all behaviour in our school on these important values;

- W We are Learners
- A Act with Respect
- K Keep ourselves Safe
- A Always Proud

Location

Kerikeri is in the Bay of Islands in Northland, New Zealand. The Bay of Islands is the birthplace of the New Zealand nation. It was here in 1840 that the Maori chiefs and representatives of the British government signed the Treaty of Waitangi which created New Zealand as we know it today. The oldest wooden house and stone building in New Zealand are in Kerikeri.

However, it was not until the 1920s that modern Kerikeri began to grow. At that time the citrus orchards, which are such a feature of modern Kerikeri, were established.

The school was established in 1974 on 9 hectares of land. Since that time, extensive planting of trees and gardens has made the environment attractive with spacious recreational areas and sports fields. There has always been strong community involvement with the school and community use of the facilities.

Today Kerikeri is a growing rural town with about 15,000 people in the area. The district has full medical facilities and amenities including a professional theatre and cinema complex. There are frequent concerts, recitals, drama productions, art exhibitions and many cafes and restaurants.

The Bay of Islands provides opportunities for sailing, scuba diving, fishing or just enjoying the natural beauty of the area. Other activities include hiking in large conservation reserves, playing golf, horse riding, surfing and many other sports. There are sports complexes offering football, rugby, netball, tennis, squash, and in-line skating among others. The Bay of Islands is a tourist centre and there are many excursions and activities developed for tourists and young people. The people of Kerikeri welcome visitors and enjoy offering hospitality.

Course Details

We are a state co-educational secondary school and we help international students study a full course of academic subjects including English. English language support is offered across the curriculum where necessary. There is a minimum of 4 hours of tuition in English for Speakers of Other Languages per week.

There is a full range of academic subjects offered including Mathematics, Sciences, Social Sciences, Art, Technology including Computer Technology and Food Technology, Music including instrumental tuition, Drama, Performing Arts, Hospitality, Tourism and Physical Education. Students may choose to enter for New Zealand qualifications (NCEA). Please view the curriculum guides to assist with subject choices.

Junior, Year 7-10: www.kerikerihigh.ac.nz/info/kkhs_international_enrolment_cg_junior.pdf
Senior, Year 11-13: www.kerikerihigh.ac.nz/info/kkhs_international_enrolment_cg_senior.pdf

When selecting subjects, please keep in mind the mandatory subjects that are prescribed by the school system in your home country, as these requirements must be fulfilled during your time in New Zealand. Also consider the career that you are aiming for. Subject choices will be made during orientation to the school.

If an International fee-paying student is required to continue to study a particular subject which is not offered at Kerikeri High School, the International Department will endeavor to provide supervised study time in order to meet this requirement.

It is possible to be in different year level subjects according to individual student needs. For example a Year 11 student may be enrolled in Year 12 Maths and Calculus if they are very able in mathematics.

We would appreciate knowing of any specialist areas or learning difficulties that students have so that we can inform subject teachers. Please email this information to intadmin@kerikerihigh.ac.nz

Please note: Some subjects may incur extra fees to pay for items or material that students use and these are shown in the Curriculum Guides. These are NOT included in the Tuition Fees and are charged to each student account for payment.

English Language Requirements

Each student's level of English, prior learning and personal goals are considered when a course of study is selected. A course of study cannot be finalized until the student enters the school. Some modification of goals may be necessary. All students need basic English skills.

Students who wish to enrol in the Academic Plus courses should be confident they can study in English.

Academic Plus

A special feature of Kerikeri HS is the extra programmes offered: **Sailing Academy, Academic Plus Surfing, Academic Plus Equestrian and Mountain Biking Academy**

- **The Sailing Academy** covers boat handling, chart reading, meteorology, dinghy and keel boat sailing, racing and events.
- **Equestrian** offers a wide range of horse-riding skills, jumping, dressage, eventing and farm trekking.
- **Surfing** covers basic techniques, wave reading, weather reports, water safety and surfing.
- **Mountain Biking Academy** is for beginners and experienced adrenaline seekers. This activity happens on Thursdays. Please note that a good level of fitness is beneficial for this programme.

Extra-Curricular Activities

There is a wide range of activities available. We have a strong tradition in sailing, debating, drama and public speaking. You need no experience to take part in these activities. The school Jazz Band has performed in The Bay of Islands, in Jazz Festivals and in Japan. The Sailing team has won national and international competitions. All major sporting codes are played. International students have participated in these activities and have become involved in kapa haka.

For a comprehensive list of extra-curricular activities see:

www.kerikerihigh.ac.nz/info/kkhs_international_enrolment_cg_extra.pdf

Facilities and Services

Facilities include our Business and Enterprise Block, Computer Suites, Computer Network including the Library and Computer Pods throughout the school, Swimming and Diving Pool, Gymnasium, Performing Arts Suite, Auditorium, a fully equipped Culinary Arts Suite, a new computerized Art and Technology Block, large outdoor sports and recreational fields.

There is a dedicated International Department Office. The Director of International Students, Accommodation Manager and the International Office Manager provide personal assistance in school and accommodation situations. The Director

liaises regularly with the Principal, Deputy Principals, Deans, Guidance Staff and teachers to assist the international students adapt to the New Zealand education system and New Zealand culture.

All International Students are provided with a Kiwi Buddy and receive continuing orientation during the first few weeks at school. The orientation includes understanding of all documentation signed by the student and parents, emergency assistance and personal support, fitting into school, keeping safe in New Zealand, school rules, values and expectations, cultural differences and extra-curricular activities. Uniform is arranged and subject choices are made.

Accommodation

International students live with New Zealand families supported by the Accommodation Manager and the Director. All homestay families are police vetted, assessed and approved by the school. Students have a single room, full board and share the life of a New Zealand family.

Host families open their heart and home to students. It is not a hotel situation. Engaging with and contributing to the life of the family is important. Students are expected to participate with regular chores.

Each homestay family is unique. Some families host one student while others host two or three students. The same gender students are always placed together.

- It is essential that dietary requirements (eg vegetarian, gluten or lactose free) are communicated via the student Web Enrol application. An additional fee of \$10 per week is charged to assist the homestay family in purchasing the food that is needed for individual requirements.
- Due to the large rural expanse of the area, there is very limited public transport with no regular bus service. Students living more than 4.8 km from the school are entitled to the free school bus service. Homestay families expect to transport students to sporting or social engagements about twice a week. Students may negotiate extra transport needs with homestay families, or where possible use a bicycle or walk.
- Students are encouraged to communicate directly with the Accommodation Manager about any concerns they have. The Accommodation Manager will provide support and assist in resolving any issues. If necessary, a student can be relocated.

Application Process

Stage One

- Complete the online application, including the declaration form and submit

Stage Two

If your application is accepted, we will send you

- An Offer of Place
- a guarantee of homestay accommodation from one week before until one week after your school programme finishes
- an account for fees including insurance if selected

Stage Three

- We receive your fees payment
- We send you a receipt for the fees paid

Stage Four

You apply to New Zealand Immigration for a student visa. You will need:

- The Offer of Place
- The Receipt for Tuition and Accommodation fees paid

Codes of Behavior

Kerikeri High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the New Zealand Qualifications Authority. Copies of this Code are available on request from Kerikeri High School or from the New Zealand Qualifications Authority website at www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html?src=qs

(Please refer to attached Appendix 1)

Each student signs a Code of Conduct which is the 'Schedule One' of the Student Contract of Enrolment. If the student breaches the Code of Conduct, disciplinary procedures will apply as they would for a New Zealand student. The use of prohibited drugs, including tobacco and alcohol, may lead to expulsion from the school and/or police action.

The code of conduct is as follows:

I, _____, agree to;

1. Follow the school behavior expectations outlined in our WAKA values;
We are learners - Whaia te Matauranga
Act with respect - Manaaki te tangata
Keep ourselves safe - Tiaki tangata
Always proud - Kia manawanui
2. Obey the school rules.
3. Wear the official school uniform or Year 13 dress code.
4. Attend Kerikeri High School for at least 80% of the time unless there is an exceptional reason. If I attend less or stop attending, I understand The Director of International Students will contact my Homestay, my parents/guardians and New Zealand Immigration Service.
5. Follow the Guidelines in the Cybersafety Acceptable Use Policy For Students (AUP).
6. Obey the rules of my Host Family including curfews.
7. If I wish to stay away overnight from my Host Family, I understand that I must be supervised by an approved adult. I will complete an International Student Request to Travel Form and give to the International Department staff at least one week before travel for processing and approval.
8. Not drive a motor vehicle in New Zealand.
9. Not hitch-hike because of the danger.
10. Obey New Zealand laws including (but not restricted to) alcohol, tobacco and illegal drugs.
11. Notify the International Department of any intention to change address.
12. Not request any changes to my host family during term breaks or school holidays except in exceptional circumstances.

International Student Fees 2020 & 2021

Fees in New Zealand Dollars

	2020	2021
Tuition:		
1 Term	\$4,000	\$4,500
2 Terms (1 Semester)	\$7,500	\$8,000
3 Terms	\$11,000	\$12,000
4 Terms (1 Year)	\$14,500	\$15,000
General Administration Fee	\$1,250	\$1,250
Homestay per week (*)	\$250	\$265
Homestay Placement Fee		\$350
Special Dietary Requirements (Gluten free, vegetarian etc) per week	\$10	\$10
Uniform, Stationery & Subject Fees (approximately)	\$600	\$600
Optional Academic Plus Programmes:		
Sailing Academy – 1 semester	\$3,000	\$3,000
Mountain Biking – 1 Term	\$1,250	\$1,250
Academic Plus Surfing – 1 Term	\$1,250	\$1,250
Academic Plus Equestrian – 1 Term	\$1,250	\$1,250

**Homestay charges or refunds of less than seven days will not be charged or refunded*

Health and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

Most international students are **not** entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full 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

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 <https://www.acc.co.nz>

We can arrange insurance for you with Uni-Care Travel Insurance Service which specializes in insuring international students. It is full insurance and the full insurance policy and wording is on the Uni-Care website www.uni-care.org (this site is in many languages).

The Schedule of Benefits is below and outlines the general cover that is provided:

Schedule of Benefits

Uni-Care NZ Student Plan	Per insured Person:
Section 1 Medical & Related Expenses (including Evacuation, Repatriation & Cancellation)	Unlimited
Section 2 Luggage & Personal Effects	\$15,000
Section 3 Missed Transport Connection	\$25,000
Section 4 Death or Disablement by Injury	\$50,000
Section 5 Personal Liability	\$2,500,000
Section 6 Kidnap & Ransom	\$250,000
Section 7 Rental Vehicle Excess	\$5,000
Some Sub Limits Apply to Sections 1 & 2	
Section 1 Medical & Related Expenses	
o Alternative Medical Treatment (per year)	\$500
o Optical cover per year (applies only to policies issued for 6 months or longer)	\$300
o Treatment of Mental Illness & Counselling (includes cover for attempted suicide)	\$20,000
o Medical Expenses for temporary return to Country of Origin	\$200,000
o Continuing Treatment in Country of Origin (following permanent return home)	\$20,000
o Loss of Deposits (including non-refundable Education Provider fees)	\$100,000
o Repatriation due to Mental Illness, Suicide & Drugs/Alcohol	\$10,000
o Expatriation	\$30,000
o Accompanying Relatives (Includes cover for Pregnancy, Suicide & Drugs/Alcohol)	\$100,000
o In Hospital Personal Cash (\$100 per day)	\$10,000
o Funeral Expenses (Includes cover for Pregnancy, Suicide & Drugs/Alcohol)	\$100,000
o False Arrest	\$10,000
o Hijack Cash (\$100 per day)	\$10,000
o Emergency Rental Vehicle Return	\$1,000
o Travel Delay	\$10,000
o Search & Rescue	\$10,000
Section 2 Luggage & Personal Effects	
o Deprivation of Luggage	\$1,000
o Unauthorised use of Travel Documents	\$5,000
o Money lost or stolen	\$1,000
o Maximum Individual Item Value (unless specified and additional premium paid)	\$2,500

Medical Conditions and Medications

All medical conditions and medications are to be shared with us via the student Web Enrol application and accompanied by a Medical Report.

Students may bring prescription medications for specific conditions along with their prescription. If prescription medications arrive without a prescription, the medications will be held by the Department. If the student needs the medication for a condition but does not have a prescription or medical report, a local doctor will be visited to prescribe what is necessary.

Please note that Homestay parents are given responsibility for medications in their home and will dispense medications as per prescription instructions.

It is advised that students do not bring with them a variety of pharmacy medications. We have all that is needed to purchase in Kerikeri.

Course Commencement

Students are best to enroll at the beginning of Terms One, Two or Three. We ask that students arrive in Kerikeri no more than one week before the school start date. See below for 2020 dates.

Term One	Monday 3 February to Thursday 9 April
Term One Holidays	Friday 10 April to Monday 27 April
Term Two	Tuesday 28 April to Friday 3 July
Term Two Holidays	Saturday 4 July to Sunday 19 July
Term Three	Monday 20 July to Friday 25 September
Term Three Holidays	Saturday 26 September to Sunday 11 October
Term Four	Monday 12 October to Friday 27 November (Year 11-13 students) Monday 12 October to Wednesday 8 December (Year 7-10 students)

Visa and Arrivals

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 An application form is available to download.

Kerikeri High School guarantees homestay accommodation up to one week before the programme starts until up to one week after the programme finishes. At the end of this time, the student must return home, staying on requires a Release of Responsibility of Kerikeri High School and handover of care notification to stay on in New Zealand. This is not recommended for students under 18 years of age.

All students will be met at Auckland International Airport by a prearranged Meet and Greet Service and assisted to the Domestic Airport. This "Meet and Greet" service is free of charge if the student is arriving for Terms 1 or 3. If the student arrives outside of this time they will incur a NZ\$100 fee.

When booking International flights, **ensure that you book the domestic connection to/from Bay of Islands airport in Kerikeri** at the same time. This will ensure that your International baggage allowance is recognised for domestic flights and avoids excess baggage fees.

APPENDIX 1: SUMMARY OF 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 summary 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.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html.

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.nzqa.govt.nz/providers-partners/education-code-of-practice/signatories-to-the-code-of-practice. 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?



PROCEDURE FOR INTERNATIONAL STUDENT GRIEVANCES

1. In the event of a dispute concerning an international student, the following procedure will be followed.

Homestay:

If the student's complaint concerns the homestay, the complaint will be lodged with the Accommodation Manager who will then inform the Director of International Students. If the dispute cannot be resolved, the complaint will be made in writing to the Principal. If there is still no resolution, the complaint will be made in writing to the Board of Trustees.

Staff:

If the student's complaint concerns a member of staff, the complaint will go to the Director of International Students, who will act as an advocate for the student when the complaint goes, in writing, to the Principal. If the dispute is with the Director of International Students, the Guidance Counsellor will act as the student's advocate. If there is no resolution, the complaint will go in writing to the Board of Trustees.

Student:

If the student's complaint concerns another student, the complaint will go to the Director of International Students who will try to resolve the dispute. The Director of International Students may involve the other student, the class teacher, and the Dean. If a resolution is not found, the written complaint will be forwarded to the Principal.

Code of Practice:

If the student's complaint concerns a breach of the Code of Practice, the Director of International Student acts as an advocate for the student who submits the grievance in writing to Senior Management. If there is no resolution, the complaint will go in writing to the Principal and if there is still no resolution, to the Board of Trustees.

Code of Conduct:

If the student's complaint concerns the Code of Conduct, the student meets with the Director of International Students. If there is no resolution, the dispute is taken, in writing, to the Principal and if there is still no resolution, to the Board of Trustees.

2. If the dispute is not resolved internally, the student may make a complaint to iStudent Complaints:
<https://www.istudent.org.nz/making-a-complaint>

To summarise; 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.