

INTERNATIONAL STUDENT HOMESTAY HANDBOOK

Revised July 2018



Physical Address

Postal Address

NEWLANDS COLLEGE
68 BRACKEN ROAD
NEWLANDS
WELLINGTON 6037
NEW ZEALAND

NEWLANDS COLLEGE
PO BOX 26079
NEWLANDS
WELLINGTON 6442
NEW ZEALAND

CONTACT FOR HOMESTAY MATTERS:

Homestay Counsellor

Ms Robyn Charlton-Kelly (Miss Robyn)

Office Phone: 64-4-473-4136 (ext. 708) mornings
Email: overseasdean@newlands.school.nz
Home Phone: 479-6928
Emergency Only Phone: 021-202-6349

Assistant Homestay Counsellor

Mrs Barbara Nishizawa (Ms Barbara)

Office and email contact same as above
Home Phone: 970 1254
Emergency Only Phone: 022 425 9451

CONTACT FOR SCHOOL MATTERS:

Dean of International Students (academic concerns):

Ms Sacha Waller

Phone: 64-4-473-4136 (ext. 748)
Email: overseasdean@newlands.school.nz

International Student Director

Ms Deb Mills

Phone: 64-4-473-4136 (ext. 713)
Email: overseasdean@newlands.school.nz
dmills@newlands.school.nz

Contents

| | |
|---|-----------|
| HOMESTAY HANDBOOK..... | 3 |
| WELCOME | 3 |
| CODE OF PRACTICE..... | 3 |
| PEOPLE TO HELP YOU | 3 |
| ARRIVING IN A NEW COUNTRY – NEW HOME AND NEW SCHOOL | 3 |
| ENGLISH LANGUAGE..... | 3 |
| TIREDNESS AND HOMESICKNESS..... | 3 |
| YOUR HOMESTAY..... | 4 |
| MEAL TIMES..... | 5 |
| YOUR BEDROOM..... | 6 |
| THE BATHROOM | 6 |
| TOILET..... | 7 |
| LAUNDRY | 7 |
| KEEPING WARM..... | 7 |
| PERSONAL POSSESSIONS..... | 7 |
| ACTIVITIES, OUTINGS, CURFEWS AND OVERNIGHT STAYS..... | 8 |
| DAILY MATTERS | 8 |
| WEEKDAYS | 8 |
| WEEKENDS | 8 |
| OVERNIGHT STAYS | 8 |
| TRAVEL..... | 8 |
| TRAVEL AWAY FROM WELLINGTON..... | 8 |
| STAYING BEYOND THE END OF TERM | 9 |
| FINANCIAL ARRANGEMENTS FOR STUDENTS GOING AWAY DURING THE YEAR..... | 9 |
| FAMILY OUTINGS..... | 9 |
| ALCOHOL, SMOKING AND PARTIES | 10 |
| MOBILE PHONE USE | 10 |
| INTERNET USE..... | 10 |
| DOWNLOADING COPYRIGHT MATERIAL ON THE INTERNET | 11 |
| TRANSPORT | 11 |
| CULTURAL DIFFERENCES..... | 11 |
| FAMILY DISAGREEMENTS..... | 11 |
| TEENAGE DISAGREEMENTS..... | 11 |
| OTHER CULTURAL DIFFERENCES..... | 11 |
| FRIENDSHIPS | 12 |
| DOCUMENTS, RETURN/TRAVEL DATES, VISAS..... | 12 |
| HOME COUNTRY ADDRESS | 12 |
| RETURNING HOME FOR CHRISTMAS HOLIDAYS | 12 |
| STUDENTS RETURNING TO THE SAME HOMESTAY | 13 |
| VISAS | 13 |
| INSURANCES..... | 13 |
| AT SCHOOL | 13 |
| STANDARDS OF BEHAVIOUR..... | 13 |
| SCHOOL LOCKERS | 13 |
| SCHOOL ACTIVITIES | 14 |
| TIMETABLE AND KAMAR | 14 |
| HOMEWORK..... | 15 |
| OPTIONAL PROGRAMMES FOR STUDENTS NOT SITTING NCEA EXAMINATIONS..... | 15 |
| SCHOOL EXAMINATIONS | 15 |
| NCEA EXAMINATIONS..... | 15 |
| FREQUENTLY ASKED QUESTIONS..... | 15 |
| LEAVING THE COLLEGE AT THE COMPLETION OF YOUR EDUCATION..... | 16 |
| UNIFORM RESALE..... | 16 |
| EXCESS BAGGAGE FOR FLIGHT HOME | 16 |

| | |
|---|-----------|
| STUDENTS LEAVING COLLEGE PERMANENTLY | 16 |
| SCHOOL RULES..... | 17 |
| CHECK LIST | 18 |
| COMPLAINT PROCEDURES..... | 19 |
| <i>Internal Procedures</i> | 19 |
| WITHDRAWING FROM NEWLANDS COLLEGE | 20 |
| INTERNATIONAL STUDENT REFUND CONDITIONS..... | 21 |
| FORMS AND CONTRACTS..... | 22 |
| CIVIL EMERGENCY | 26 |

WELCOME

Welcome to New Zealand and to Newlands College. We hope you will enjoy your time with us.

This booklet has been especially prepared for International Students who live with host families selected by Newlands College. It will help you to understand how to live with a New Zealand family. **Please read it carefully** and ask for help if you need things explained.

All information should also be read by students staying with Designated Caregivers.

CODE OF PRACTICE

Newlands College strictly observes the “Code of Practice for the Pastoral Care of International Students” produced by the Ministry of Education. This code ensures that you will be well looked after at our school.

PEOPLE TO HELP YOU

- **THE HOMESTAY COUNSELLOR IS MISS ROBYN CHARLTON-KELLY (MISS ROBYN).** She will look after your Homestay arrangements, support you and try to help you. She will meet with you regularly, and talk to your Homestay to see if there are any concerns. Please come to see her in the mornings at school if you need help.
- **THE ASSISTANT HOMESTAY COUNSELLOR is Mrs Barbara Nishizawa (Ms Barbara).** She will do as above.
- **YOUR HOST FAMILY.** They will be interested in your daily life.
- **THE DEAN OF INTERNATIONAL STUDENTS IS MS SACHA WALLER.** She will look after your academic programme and school issues.
- **THE ESOL TEACHERS.** You will see them most days to begin.
- **THE DEPUTY PRINCIPAL.** Ms Deb Mills is the senior manager for the International students.

ARRIVING IN A NEW COUNTRY – NEW HOME AND NEW SCHOOL

ENGLISH LANGUAGE

When you first arrive you may forget most of your English. This is normal. You may not understand what people are saying. Do not worry – this will improve. You could try to write things down or use an electronic translator. If people speak too quickly, you could politely ask them to slow down.

TIREDDNESS AND HOMESICKNESS

It is normal to feel tired when you first get to New Zealand. The climate and food are

different, the customs are different, and you must work all day in a new language. This makes you tired.

Do not worry about this. It will get better.

Do not have long afternoon sleeps or you will not sleep well at night.

Homesickness is natural, too. You will miss your home and everything you know. The worst time is usually during the winter. You will feel better when the weather gets warmer. If you feel very homesick, talk to your host family. Talk to the ESOL teachers or the Homestay Counsellors. They all understand and will help you.

YOUR HOMESTAY

International students must live in a Newlands College Homestay or with a Designated Caregiver. These have been carefully selected, and are visited twice a year by a school representative. You cannot change these living arrangements by yourself.

Your Homestay will be happy if you keep to these rules:

- Be part of your host family. Be friendly and join in family activities. They will treat you the same way as you treat them. Communication is very important to build good relationships.
- Always be honest with your homestays so they can trust you at all times.
- Respect the home - it is not a hotel. Personal and private property of your family is not your property. Always ask before you borrow or use anything that is not yours.
- People in New Zealand do not have servants and they have busy lives. Boys and girls in New Zealand have family tasks to do to help such as washing the dishes, setting the table, taking the dog for a walk. You should help too, so you feel part of the family. Try to do your job cheerfully. Your host family will be pleased.
- Ask permission to go out and always tell your family where you are going. They will tell you what time you need to be home. Your family will worry about you just as they worry about their own children. If you must be late, telephone or text your family to tell them.
- Tell your family if you will not be home for dinner, or for lunch on the weekends. You must give at least three hours' notice. They will expect you to be home at the stated time during the school week. **Your safety is very important so you must accept the curfew times set by them. If you ignore these curfews, you will probably be grounded.**
- Make sure you have all contact phone numbers keyed into your phone.
- Some things will be done differently from in your own home in your country. Please listen and follow the advice given by your Homestay.
- Ask for permission to invite friends to your house, before they go there. It is bad manners if you do not do this. Do not speak in your language in front of your homestay. This is also bad manners.
- Always finish your homework. Homework is important at high school and all students must do homework.

- The more you speak in English, the better your English will be. Talk with your family. You and your family can learn from each other.
- **Try to talk about any concerns or questions you may have with your Homestay family as soon as they arise** - they would like you to do this. Problems are usually easily fixed by discussing them. If there are any big problems about your Homestay, talk to the Homestay Counsellors. Remember to be honest.
- If your Homestay takes you somewhere or does extra things for you, please take the time to say 'thank you.' They will like that.

MEAL TIMES

A New Zealand family usually eats meals together when possible. Some foods may be very different from in your country but please try all meals as this can be fun and interesting.

Breakfast

At breakfast, most family members get their own food at a time to suit themselves. You need to get up early enough to eat breakfast so you can concentrate properly at school.

Lunch

Most New Zealand students take lunches to school. Many New Zealand students eat sandwiches, fruit, vegetables or yoghurt. Tell your family what you like and what you don't like. You may be asked to make your own. You can buy food at school but you should bring lunch from home. Do not waste your lunch by throwing it away.

After School Snacks

You will probably want to have something to eat when you get home after school. Ask your family what to eat. The choice might include noodles, fruit, biscuits and other foods, but you will be expected to eat the evening meal.

Dinner

You should always eat the evening meal with your family. Do not go into your bedroom to eat.

IF YOU ARE NOT GIVEN ENOUGH FOOD, PLEASE TELL THE HOMESTAY COUNSELLORS.

Meal Time Customs

Many New Zealand families talk at the table. They talk about what they did during the day or interesting things they have seen. They will talk to you too. Talk back to them. They are interested in you.

At the table, we pass food bowls to each other. New Zealanders do not take everything on a plate when there are other people who want some, too. Ask someone to pass the salt or sauce or salad. Don't just stretch across the table.

Wait until everybody is ready to eat. If your host parents say you can start, then it is all right to eat, but usually we wait and all start to eat at the same time.

In New Zealand we eat quietly. It is not polite to eat noisily. We do not lift our plates close to our mouths - we lift the food on forks or spoons.

We stay at the table until everyone has finished eating.

YOUR BEDROOM

Sometimes you will need quiet time in your room to do your homework, but please do not spend all your time in your bedroom. Instead, talk to your family and your English will improve. Families are disappointed when you avoid communication and spend most of your time in your room. This is not polite.

There are usually no locks on bedroom doors in our country. You may close the door whenever you like. Your room is your place to sleep and study. If there are young children who insist on entering your room, please tell the host parents.

The bed may be different from your country. We sleep between the sheets which we wash regularly. Ask your host mother when to change the sheets and how to make your bed. **You should make your own bed every day and keep your room tidy. Do not take food to your bedroom.**

New Zealand families like to let sunlight and fresh air into bedrooms. We pull back the curtains and open the windows during the day to keep the rooms fresh. This may be different from your country.

Electric Blankets

Some families use an electric blanket to warm the bed. We turn them on about an hour before we go to bed, then turn them off when we get into bed.

Do not sleep with the blanket turned on. This is not safe.

Make sure the electric blanket is turned off during the day, otherwise it can cause a fire. Do not put books or clothes on the bed when your electric blanket is on. If you are not warm enough at night, ask for another blanket or a hot water bottle.

Electric Heaters

In the winter your host family will provide a heater for your bedroom. You must turn it off when you go to bed or leave the room. If you keep forgetting to turn the heater off, your family may remove it. **Leaving the heater on could cause a fire. It wastes electricity and is expensive.**

THE BATHROOM

In most New Zealand homes the bathroom is very busy in the morning. Try to be as quick as you can. Ask your host family what is the best time to shower and how to do this. **DO NOT LEAVE WATER ALL OVER THE BATHROOM OR BASIN TOP.**

Pull the shower curtain across or close the shower door to keep the floor dry. Put a bath mat on the floor to stand on when you are wet.

Showering once a day is usually enough.

Try not to use too much hot water. **Hot water is expensive in New Zealand.** New Zealand houses have a hot water tank. When it is empty there will be no hot water for anyone else and they will not be happy!

ONLY TAKE 5-10 MINUTES IN THE SHOWER.

Ask your family where to put your wet towels. Do not put them in your bedroom.

You should supply your own personal toiletries like shampoo, soap, toothpaste.

TOILET

Males: Remember to lift the toilet seat before urinating and **put the seat down after**. Be clean in your habits.

Females: Ask your host mother about the disposal of your menstrual pads or tampons. **Do not put pads down the toilet**. Your host mother will talk about this with you. Listen carefully and ask questions if you need to.

LAUNDRY

Host parents should wash and dry your clothes for you, including underwear. Ask them where to put your dirty washing every day, and when to change the sheets on your bed. Clothes need to be washed regularly. You may have some clothes that you wish to hand wash yourself. Ask your host parent where to do this and where to dry them.

Remember: you must not hang wet clothing and underwear in your wardrobe or bedrooms. Dripping water damages carpet and furniture. This upsets your host family.

Do not put wet clothes on heaters or close to heaters to dry. This can cause a dangerous house fire.

In summer we dry our underwear and other clothes outside on the clothesline. Please do not be embarrassed to share this custom with us. In winter, a dryer may be used.

KEEPING WARM

New Zealand houses are usually much colder than those in your country. You may have central heating at home or your climate may be much warmer. Most New Zealand people prefer to wear a warm sweater rather than turn on a heater. You may need to wear more clothes to keep warm. New Zealand weather is very changeable. It is important to take a warm sweater with you every day, and a coat when it is raining or you may become unwell.

PERSONAL POSSESSIONS

Look after your clothing and valuables and **make sure they are named**. Sometimes people are dishonest and can take things. Avoid bringing cameras, iPods and cash to school. Do not leave cell phones where they can be taken. If you lose something at school, you should report it to student reception.

Money

Be careful with money and learn to make it last. Keep only small amounts with you and put the rest in a bank. **NEVER** lend money or borrow money from other

people except small amounts in an emergency. **NEVER** tell anyone your PIN number on your bank card or let them see you use it at the ATM machines.

ACTIVITIES, OUTINGS, CURFEWS and OVERNIGHT STAYS

DAILY MATTERS

Weekdays

During the school week, Sunday to Thursday, you should not be out in the evening unless it is a school activity. A regular routine for homework should be set. You will be told what time to be home for dinner. You must be home by that time.

Weekends

On Friday and Saturday evenings older students may be allowed out later, but you must ask permission. You must give a contact number and address and tell your hosts where you are going and who you will be with. A cell phone number is not enough. Your host family will set a time for you to be home by, according to your age and maturity. You must keep to this time for your own safety. **You must not break curfews.**

IT IS NOT SAFE IN THE CENTRAL CITY LATE AT NIGHT ON THE WEEKENDS ESPECIALLY. NEVER TRAVEL IN THE DARK ON YOUR OWN. WE RECOMMEND YOU TAKE A TAXI AFTER DARK.

Overnight Stays

These can only be by prior arrangement. **There must be discussion with the host parents first.** If you are in any doubt please check with the Homestay Counsellors. You must tell your host parents, the phone number, name and address of where you will be staying. **They must phone that number to check arrangements or you will not be allowed to go.**

IF YOU STAY OUT ALL NIGHT WITHOUT YOUR HOST FAMILY'S PERMISSION. YOU ARE LIKELY TO BE SENT HOME. THIS IS CONSIDERED GROSS MISCONDUCT AND YOUR HOST FAMILY HAS TO INFORM THE HOMESTAY COUNSELLORS.

IF YOU DO NOT FOLLOW THE RULES IN YOUR HOMESTAY, YOU WILL RECEIVE VERBAL AND/OR WRITTEN WARNINGS AND YOUR PARENTS AND AGENTS WILL BE NOTIFIED. THE SCHOOL MAY THEN REFUSE TO HOMESTAY YOU.

TRAVEL

Travel Away from Wellington

You may wish to travel to other cities or towns during your stay at Newlands College, to experience the beautiful scenery or to visit friends. Some students need to go home for the holidays then return. Before you do this you must get permission from the Homestay Counsellors, **AT LEAST TWO WEEKS AHEAD OF TRAVEL.** They will then arrange to get permission from your natural parents.

Students under the age of 18 may only travel away if they:

1. Travel with their host family
2. Go directly to their destination and then stay with another approved host family or relatives. The Homestay Counsellors and your host family must be given ALL details. Your host mother will need to make direct contact with the nominated family before permission will be granted. **The school reserves the right to refuse the travel if it is considered inappropriate or is unsafe.**
3. Join one of the organised and supervised tours recommended by Newlands College, or their agent. (See Homestay Counsellors for information.)
4. Are visiting their natural parents in their own country

If a student is over 18, the same rules apply but in special circumstances consideration may be given based on the appropriateness of travel and accommodation arrangements.

Staying Beyond the End of Term

Your contract with Newlands College expires on the last day of your schooling at the end of the term. If you choose to stay on in your homestay or travel **in New Zealand** after that date, you will still have to abide by the rules of the homestay and the College, or your organisation, until you leave the country. If you wish to travel **outside New Zealand**, your visa will be terminated as soon as you leave New Zealand. The school cannot take responsibility for your welfare. Agents and parents will be notified of your plans. If you do not return home and go flatting, the school will not take responsibility for you.

In all cases, a full travel itinerary must be provided, complete with all dates, method of travel and contact names and numbers. **PLEASE PLAN WELL AHEAD.** You should not travel alone if possible.

Financial Arrangements for Students Going Away During the Year

During the school holidays, if you travel away for 5 or more nights, your host family has been asked to consider a refund of 50% of the weekly payment directly to you to help with your travel costs. **PLEASE DISCUSS THIS WITH THEM WELL BEFORE YOU TRAVEL. REFUNDS WON'T BE GIVEN AFTERWARDS.** Trips away under 5 nights do not qualify for a refund.

Any term time taken out of school does not qualify for a refund.

Family Outings

Sometimes your host family may invite you to go on an outing or away with them in the holidays. You should accept as you will experience different New Zealand activities and meet new people. New Zealanders are proud of their country. It is beautiful and mostly very clean. They will expect you to respect that.

If your family goes somewhere that involves expenses, for example, a zoo or movie. You will probably need to pay your share. This may be different from your own country where a host may pay for everything. If you go with them on holiday you may be asked to share some of the costs. You need to discuss this. You

must be financially independent.

ALCOHOL, SMOKING AND PARTIES

The legal drinking age in NZ is 18 years. If you enter a bar under age your visa may be cancelled by the police. You must not drink alcohol if you are under 18. You must not keep alcohol in your Homestay. It is illegal to buy alcohol if you are under 18 years. If you do, you are breaking the law.

Most New Zealand people do not smoke. They think cigarette smoke is very bad for their health and they do not like the smell of cigarettes inside. Smoking is forbidden in many public places. You should not smoke when you are in New Zealand and must not smoke in your homestay. Smoking at school or anywhere in school uniform is **NOT ALLOWED**. **It is illegal to buy cigarettes here if you are under 18.**

It is the host's decision as to whether social parties are acceptable, and we request that you check arrangements before you get permission. Your host family must check all details with the parents hosting the event. There must be an adult in the house. Students should not go out alone, and you should be home by the time stated by your host family. **YOU SHOULD NOT DRINK ALCOHOL.**

MOBILE PHONE USE

It is important to talk to your host family about this. Do not make calls very late at night. This can keep the family awake and you need to get enough sleep also.

If you make calls on your mobile phone late at night you may be asked to give your phone to your Homestay before you go to bed.

Do not use your phone during meal times – that is not polite.

In an emergency, such as fire, serious illness or accident the emergency number in New Zealand is **111**. This is a free number.

Making International Calls

It is anticipated that the majority of calls will be made through Messenger, WhatsApp, Viber, Skype, WeChat free calling applications, however, if you make calls using a landline then you must pay for your own INTERNATIONAL calls if you use the host family phone. **Try not to phone or talk using cyber chatting to your family too often.** This makes it hard for you to settle into homestay. Your parents will feel sad if you complain about changes in your life and they will worry unnecessarily.

INTERNET USE

As from this year, ALL homestays have been asked to provide you with UNLIMITED INTERNET and without any, additional cost to you. However, there will be guide rules for all students and homestays to follow:

Years 9 & 10 – Sunday to Thursday: up to 9.30 pm
Years 11,12 & 13 – Sunday to Thursday: up to 10.30 pm

Homestays have been asked to monitor these times. If you have a complaint, speak to

the Homestay Counsellors.

Do not view sexual or inappropriate material e.g. pornography. This is not acceptable in New Zealand households. Your homestay is entitled to check your history of sites visited.

DOWNLOADING COPYRIGHT MATERIAL ON THE INTERNET

This is ILLEGAL and there will be a heavy fine if detected. The household internet could be disconnected for a long time by the government, and your host family will not be happy.

TRANSPORT

Trains and buses go from Johnsonville to Wellington. All buses come into and leave from the Railway Station. This is called a STUDENT SNAPPER CARD. It is much cheaper to buy a student travel card. It must be renewed every year for students 16 years and over. These can be purchased from various outlets. You need to swipe your card when you get ON and OFF. Ask your homestay to help.

Cars

International students are not allowed to own or drive a car while they are enrolled at Newlands College.

You must not travel in a car unless the driver has the correct license. It is best to check first. The driving laws are very strict in New Zealand. **If you are in a car with a person who is not fully licensed, you will not be covered by insurance if you suffer in an accident, and need medical care.**

People under 20, are not allowed to drink, then drive.

CULTURAL DIFFERENCES

FAMILY DISAGREEMENTS

Some New Zealand families argue when they disagree. We are often direct when we are angry and we think it is okay to express anger. This can be embarrassing but try to remember this is normal for our country. Children are taught to stand up for themselves and to defend their ideas.

Students must however accept the authority and rules of host families.

Teenage Disagreements

New Zealand teenagers can be very assertive. They often argue loudly and strongly with their parents when there is a disagreement. You may find this unusual. However, young people are not always being rude. They are being independent.

It is hard to learn what this means in New Zealand. **Do not copy behaviour that you do not understand.**

OTHER CULTURAL DIFFERENCES

Many New Zealand families hug and touch each other very freely. They often show affection in public and around the home. If they touch your arm or put their arm around

your shoulder, they are showing they care about you.

New Zealanders like to look at people when they talk. We see this as honest and polite. Please try to be friendly to all host family members as this makes it easier to get along together.

New Zealand women and men have more equality than in many countries. **It is important to show respect to New Zealand women including your host mother.** We do not like insults to girls and women.

FRIENDSHIPS

INTERNATIONAL STUDENTS SHOULD NOT FORM A ROMANTIC RELATIONSHIP. Homestays cannot be expected to take on this responsibility. No student is allowed to visit the Homestay of a student of the opposite sex, when the parents are not at home. No student can stay at the Homestay of another student if they are of the opposite sex.

Try to have friendships with many students. Please tell the Homestay Counsellors or Dean if you are being pressured or harassed by a member of the opposite sex. Text or cyber bullying should be reported to the Dean, immediately.

It is not acceptable to get into fights. You will be punished if you do. Find a teacher immediately if there is trouble. They will help you.

Try not to be shy. When you go to class, sit with another student. Make an effort to talk, even if it is a simple conversation about the weather. The more friendly you are, the easier it is to build friendships.

If you do not understand something in the daily notices, ask someone. This is a good way to talk and make friends. You can also check the notice board by student reception.

DOCUMENTS, RETURN/TRAVEL DATES, VISAS

HOME COUNTRY ADDRESS

It is important that the school has up-to-date and accurate information on the address of parents. This should include Telephone, Mobile, Fax and Email.

Students must advise any change of address to the Homestay Counsellors and the school office.

RETURNING HOME FOR CHRISTMAS HOLIDAYS

You must tell the Homestay Counsellors and your Homestay family, your return travel dates, **at least three weeks before you go** as Homestay payments are made in advance. If you delay you may have to cover these costs. Tell the school and your homestay, the dates/flight details of your return to NZ well in advance. They may be able to meet you at the airport when you return.

We expect all students to return to their home country for the long summer break, after their course has been completed each year.

STUDENTS RETURNING TO THE SAME HOMESTAY

Your host family will hold your room for you without charge over the holidays, but they may wish to use it for any guests staying. Please pack your personal and valuable items into boxes and ask your host family where they can store them for you.

VISAS

The Homestay Counsellors will arrange renewal of visas for College homestay students when necessary. As soon as this process begins, students must check that all tuition fees have been paid in full, to the school. You must have enough money to pay for Homestay for one year also, plus extra spending money and money in your account for your return ticket to your home country. It can take two months to prepare and process a visa application so plan ahead. You must leave New Zealand or re-enter before the visa expiry date.

INSURANCES

International students **MUST** have their own medical and travel insurance. The school will arrange this for you or your agent may have organised this. Insurance needs to be renewed annually.

If you have to visit the Doctor or purchase medicines, you will need to pay immediately. **KEEP YOUR RECEIPTS** so you can then make a claim. If you are insured by the College, bring these to the Homestay Counsellors and they will assist you. Payment can be made into your bank account or through the school bank account, if you are insured by the College.

Dental visits are not covered in your policy.

AT SCHOOL

STANDARDS OF BEHAVIOUR

The same values apply in the Homestay as at school.

Any students involved in serious misconduct such as drug taking will be considered for permanent exclusion and sent back to their home country, without refund of fees.

Newlands College expects you to be polite, honest and fair to others. If you have any concerns, or think that a person is being unkind to you, you must tell the Dean, Homestay Counsellors, or a staff member. Most worries are easy to solve.

SCHOOL LOCKERS

When you start school, you will be given your own private locker free of charge for storing books and sports gear. You will be given a key, which must be returned when you leave the College. If you lose your key you will have to pay for a new one. Do not keep anything valuable in your locker, e.g. iPhone, laptop, money.

SCHOOL ACTIVITIES

Every International Student should join in one or more school activity like music or sports.

Discuss possible activities with the Dean or the Homestay Counsellors or your teachers. Playing sport or joining groups like the choir or orchestra, are good ways to make new friends, and to get involved in school life. **Ask for help to find where to go for the activity you are interested in.**

The school has a fulltime Director of Sport who will be able to discuss your sporting interests with you.

Remember that many sports are seasonal and only played in certain months of the year. You could try a different sport for a new experience. A sports booklet which contains all details of seasons and enrolment can be downloaded online.

TIMETABLE AND KAMAR

The school day is divided into five periods. You will be changing rooms each period to go to different subjects.

The school day is divided as follows: (notice that Thursday is different).

| | Monday, Tuesday, Wednesday, Friday | Thursday |
|----------------------------|---|-----------------|
| Period 1 | 8.40 - 9.40 | 9.10 - 10.10 |
| Period 2 | 9.40 - 10.40 | 10.10 - 11.05 |
| Interval | 10.40 - 1.00 | 11.05 - 11.30 |
| Period 3 | 11.00 -12.00 | 11.30 - 12.25 |
| Period 4 | 12.00 - 1.00 | 12.25 - 1.20 |
| Lunch | 1.00 - 1.50 | 1.20 - 2.00 |
| Form Class/Assembly | 1.50 - 2.10 | 2.00 - 2.15 |
| Period 5 | 2.10 - 3.10 | 2.15 - 3.10 |

Your Period 1 teacher will read the daily notices at the beginning of the lesson. The daily notices are also available on KAMAR and on the notice board at Student Reception.

To Download the Kamar App:

1. Go to the iTunes or the Google Play store.
2. Find the App called 'Kamar'
3. Once downloaded, go to 'Settings' at the top left of the screen. Click on 'default'.
4. Enter the portal address: *parents.newlands.school.nz*
5. Enter your school username and password
6. Go back to the home screen and click on 'Logon'



The notices tell you about things happening in the school and any changes there might be to the usual routine. Further information may be sent to you by school email, so please read your school email daily.

HOMEWORK

You can expect to be set regular homework as part of the learning process. You are encouraged to use a digital diary or a conventional homework diary to help in organisation and forward planning, and to help develop as independent learners. If you are having difficulties with any homework you should discuss this with your subject teachers. Your Form Teacher or Dean will also be able to help with ways to manage homework.

You need to complete homework in a suitable place, and have a regular routine of 'homework time'.

OPTIONAL PROGRAMMES FOR STUDENTS NOT SITTING NCEA EXAMINATIONS

School Examinations

Examinations for senior students are usually held during term three in August and/or September. Any students who have arrived at Newlands College at the beginning of term three are not required to sit these examinations. Instead, a one week programme of language and education outside the classroom is provided for them at this time.

NCEA Examinations

All long term senior students are encouraged to take a full part in our New Zealand qualifications system. For most subjects this includes some national examinations which are held every year in November/December. Students should not make arrangements to leave the country until after their final exam.

Students who do not take the national examinations are provided by the school with an alternative programme while the examinations are in progress. They should not plan to leave the country for home before that programme is completed.

FREQUENTLY ASKED QUESTIONS

Below are 12 of the most frequently asked questions by students starting secondary school.

Find the answers by asking the ambassadors, your ESOL teacher or your Form Teacher:

1. What do I do if I'm sick and cannot come to school?
2. What do I do if I have an appointment during school hours?
3. What do I do if I'm feeling sick or have an accident at school?
4. What do I do if I'm being bullied or harassed?
5. What do I do if I'm feeling miserable and upset?
6. What if I'm late to school?
7. When is the library open?
8. When are we allowed to go to our lockers?
9. Are we allowed in classrooms during interval or lunchtime?

10. What should I do if I find valuables that do not belong to me?
11. What does BYOD mean?
12. Can I use my phone during class time?

LEAVING THE COLLEGE AT THE COMPLETION OF YOUR EDUCATION

You will need to complete signing out procedures. The office will contact you when the time comes. All text books, library books, locker key, and sporting uniforms need to be returned and accounts paid up.

UNIFORM RESALE

The only item of uniform that can be sold back to the school is the blazer. Guidelines for this will be provided in Term 4. Talk to your host family about selling of the other uniform items on TradeMe. If you are a leaver who leaves in the middle of the year, you need to see your Homestay Counsellors at least three weeks before your departure.

EXCESS BAGGAGE FOR FLIGHT HOME





Most airlines restrict baggage to 23kgs per person. If you have excess, this can be VERY expensive. Please pack early and if necessary, send your extra luggage home in cartons, by post. Ask the Post Office about the cheapest way to do this. You cannot expect your homestay to do this.

STUDENTS LEAVING COLLEGE PERMANENTLY

Please pack up ALL of your belongings and remove from your homestay before you leave. Homestays cannot be expected to store your possessions if you are returning to New Zealand, for further education.

SCHOOL RULES

The school rules are based on the following philosophy:

-  to do your best
-  to be courteous
-  to respect others
-  to respect yourself










Respect for others includes:

- their feelings
- their way of doing things
- their property
- their ambitions




Respect for yourself includes:

- the way you dress
- the way you conduct yourself
- the way you accept correction
- the way you enter into the life of the school

You are expected:

-  to work to the best of your ability
-  to wear your uniform correctly and with pride
-  to be at school on time, and at all classes/assemblies on time
-  to sign out at the Student Reception if you ever have to leave the school during the day
-  to be properly equipped for all your lessons
-  to do the homework that is set in each subject
-  not to touch the property of others without their permission
-  to respect school facilities and the environment
-  to accept the rights of others to be free from disruptions or put downs

Newlands College provides a safe environment.

-  You must not bring to school anything that is harmful to yourself or to others. This includes cigarettes, lighters, alcohol, drugs, knives, sharp instruments, solvents, firearms and replica firearms.
-  The above statement also applies to Homestay accommodation.
-  You must not behave in a way that is inappropriate. This includes fighting, verbal, physical, and text or cyber abuse.

If you use the internet you must adhere to the Internet Policy

CHECK LIST

These are the things you should know:

Homestay

- Names and address : telephone numbers
- Meal times (weekdays, weekends)
- Usual family routines
- Transport facilities and timetables
- Banking and personal security

School

- Names and classrooms of all of your teachers
- Names and classrooms of all of your support persons
- Your locker number
- Names of the Teachers-in-charge of activities you want to belong to (sports, music, clubs, and so on)
- Correct school uniform
- Your personal timetable
- How to sign in, and sign out if you must leave the school during the day. You cannot leave the school at any time without permission. Go to student reception.
- Who to talk to if you have a problem, if you are sick, if you lose something, if you do not understand your lessons, or if you want information
- What equipment you need for your lessons, and where to obtain it

Complaint Procedures

What to do if you think the school has failed to follow the Education (Pastoral Care of International Students) Code of Practice.

Internal Procedures

- Step 1** Approach Form Teacher initially for advice if any problems arise.
- Step 2** If your issue is about Homestay, contact your designated Homestay Counsellor – Miss Robyn or Ms Barbara. They are available from 8.00am to 12.30pm each day in the International Office. Ms Waller (Dean of International Students) and Ms Mills (Deputy Principal & International Student Manager) should be contacted if it is a matter relating to school. Please make an appointment at the student office or check their offices for available times.
- Step 3** If the complaint is not dealt with to your satisfaction, bring the issue to the International Staff Committee - which includes Homestay Counsellors, Dean and International Student Manager. Please note that Mr Jones, Principal, will remove himself from the Committee for the purpose of addressing complaints.
- Step 4** If you are still not satisfied you may ask Mr Jones, Principal, to consider the complaint.
- Step 5** If you still have a problem, you may write to the Board of Trustees to consider the matter.

If you have a query or problem relating to school and require a translation/translator, they are available in the following languages with others available on request:

Chinese, French, German, Japanese, Korean

If you have a complaint about Newlands College breaching the Education (Pastoral Care of International Students) Code of Practice 2016, follow Newlands College's formal complaint process first.

*If this does not resolve your complaint, you can contact the New Zealand Qualifications Authority (NZQA) by phone on **0800 697 296** or email **qadrisk@nzqa.govt.nz**.*

*Or, if it is a financial or contractual dispute, you can contact FairWay Resolution by phone on **0800 77 44 22**. More information is available on the FairWay Resolution website: **<http://www.fairwayresolution.com/istudent-complaints>**.*

**Following pages are blank copies of contracts you, your family and host family have agreed and signed.*

Withdrawing from Newlands College

WITHDRAWAL

International Students who wish to withdraw from Newlands College must:

- Provide written approval from their parents/agent one month before the intended leaving date.
- Complete the school's leaving requirements.
- Give homestay parents and the school, three weeks' notice if this involves terminating their homestay arrangements.

TERMINATION OF THE INTERNATIONAL STUDENT TUITION CONTRACT

International Students who fail to comply with the International Student Tuition Contract requirements, could have their contract revoked.

In the case of continuing unexplained absenteeism (refer to Attendance Requirements below), and/or issues with behaviour, the International Student Manager will give the student a verbal warning followed by a written warning, to allow for improvement.

At this time, the student and parents are entitled to respond in writing to allow the Principal to consider the matter. If the problems persist the student would be asked to withdraw from the College. Immigration New Zealand would be notified and the student visa for Newlands College would then be cancelled.

All students at Newlands College including International Students are subject to exclusion or expulsion for their behaviour in school in accordance with the Education Act 1989.

ATTENDANCE REQUIREMENTS

All students are expected to have an excellent attendance record. Any absences must be explained (preferably in advance) by a phone call, letter or email from the parent, homestay parent or designated caregiver.

INTERNATIONAL STUDENT REFUND CONDITIONS

APPLYING FOR A REFUND OF SCHOOL FEES

The student may apply for refund in the following situations:

- Student enrolls but does not attend at the start of the nominated term, fees will be refunded in full, less an administration charge. For example, failure by the student to obtain a student visa.
- Student attends school and then withdraws voluntarily, there is no refund except in an exceptional circumstance. This may be granted on compassionate grounds. An application for refund must be made in writing, within one month of the last day of attendance, and reasons given for withdrawal.
- The signatory to the Code (Newlands College) ceasing to provide a course of educational instruction as contracted with the student, whether it stops of its own accord or as required by an education quality assurance agency.
- The signatory ceasing to be a signatory or a provider.
- No refund will be given if the student is asked to leave the school because they have not met the requirements of the International Student Tuition Contract or Homestay Contract.

HOMESTAY FEES

- If the college has guaranteed your accommodation, payments to your homestay family will be paid through the school accounts.
- If you move out of your homestay before the end of your contract, the portion of your homestay fees not already used, will be returned to you. You must give three weeks' notice.
- To have your homestay fees returned, you must complete a "Request for Homestay Refund" form three weeks before departure. These are available from the Homestay Counsellors.
- Approved refunds will have any money owing to the homestay family deducted, i.e. telephone accounts, and any damage to property.
- Any unclaimed homestay monies will be retained by Newlands College if these monies are not claimed within a year of the student leaving Newlands College.

PLEASE NOTE:

Homestay fees are paid throughout the term holidays. If the student goes away on holiday for 5 days or more, a 50% refund can be negotiated between the student and the homestay. Refer to the Homestay Handbook for details.

**PARENTS/LEGAL GUARDIANS AND STUDENTS' DECLARATION AND
AUTHORISATION**

And

INTERNATIONAL STUDENT ACCOMMODATION AGREEMENT

by the parents/legal guardians and students

You can view this online as part of the International Application form and Enrolment Agreement.

Please go to the International section on the Newlands College website



Residential Caregiver/Student Agreement

- Students are expected to obey the laws of New Zealand and of Newlands College, accept the authority of the school and host parents.
- Students must be financially independent. Residential Caregivers are not responsible for travel expenses, phone bills, medical expenses or any incidental costs which may be incurred by the student.
- Students may not move to another address without consulting the school.
- Residential Caregivers are responsible for the care of their student/s at all times. Suitable rules e.g. times to be home, permission to go out, will be set at the outset.
- The student is not a “guest” in the home. They are expected to adapt to family routines, and be present for meals.
- Students must have full medical and travel insurance.
- Drugs are totally forbidden, and expulsion and return to the home country will happen should any evidence of involvement with drugs be found.
- Smoking is regarded as socially unacceptable in New Zealand. You must not smoke in Homestay.
- Alcohol is not permitted.
- Cars/motorised vehicles: International Students are not permitted to own or drive these.
- Students are expected to agree with standards set by the host family. Moderation and appropriate behaviour are expected at all times.
- In the event of any gross misconduct in the homestay the school may not be able to continue to provide homestay accommodation.

Signed: _____

Deb Mills
Deputy Principal
International Student Director

Signed: _____

Residential Caregiver

Signed: _____

Student

Date: _____

DESIGNATED CAREGIVER AGREEMENT

(Required when placing a student with a Designated Caregiver)

This is an agreement between the Parent/s, the Designated Caregiver and the School (the **Agreement**).

| | | |
|---|------------------|---|
| School Name: | Newlands College | (the School) |
| Student's Name: | | (the Student) |
| Mother's Name: | | |
| Father's Name: | | (together the Parents , each a Parent) |
| Name of relative or close family friend: | | (the Designated Caregiver) |
| Address: | | (the Residence) |

AGREEMENTS

1. The Parents agree that the Designated Caregiver will provide residential care for the Student while enrolled as an international student at the School.
2. The School has provided, and the Designated Caregiver has read and understood, the sections of the Education (Pastoral Care of International Students) Code of Practice 2016 (the **Code**) relevant to residential caregivers and the Information for Residential Caregivers booklet and agrees to act as Designated Caregiver to the Student in accordance with these requirements.
3. The School agrees that all information regarding the Designated Caregiver relating to the Agreement will be kept confidential, except disclosure to the Student or their parents or their legal guardians, to any professional consultant or such person where it is in the interests of the Student to provide the information or pursuant to any statutory or other legal duty.
4. Approval is required from the School prior to the Student's placement with the Designated Caregiver.
5. The Designated Caregiver agrees that approval will be provided only after appropriate safety and other checks have been completed by the School in accordance with the Code and school policies.
6. Failure by the Designated Caregiver to provide the residential care required by the School and the Code may result in the school's approval of the Designated Caregiver being withdrawn.
7. In the event the school withdraws its approval of the Designated Caregiver, the Agreement is terminated and the Student will be placed in alternative accommodation approved by the School at the full cost and expense of the Parent/s.
8. The School may take such measures as it considers appropriate (acting reasonably) to monitor and review the quality of residential care by the Designated Caregiver and this may include, without limitation, regular visits to the Designated Caregiver and meetings with both the Student and the Designated Caregiver.
9. The Designated Caregiver will provide the School with fourteen days (14) days prior notice of any change in circumstances that may affect the Agreement. This includes any change of Residence or any change to the number of adults over eighteen (18) years of age living at the Residence.
10. The Parent/s agree that the School is not responsible for the Student's care while in the custody of the Designated Caregiver.
11. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the school policies.
12. This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email.

EXECUTION

PARENT/S:

By signing below, the Parent/s confirm that they have read the Agreement and agree to be bound by it in all respects:

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____

DESIGNATED CAREGIVER:

By signing below, the Designated Caregiver confirms that they have read the Agreement and agrees to be bound by it in all respects:

Name: _____ Signature: _____

Date: _____

SCHOOL:

By signing below, the authorized signatory of the School confirms that they are authorized to sign on behalf of the School and confirms that the School will be bound by the Agreement in all respects:

Name: Deb Mills Signature: 

Date: _____

CIVIL EMERGENCY

In the event of a civil emergency during school time, the school's policy will prevail. In the event of a serious accident or civil emergency while in the care of the Homestay, the Homestay will continue to maintain responsibility for your safety and welfare. Please keep a copy of the Emergency Contact with you at all times. See below.

EMERGENCY PROCEDURES AT SCHOOL

- 1 An emergency is signaled by the **continuous ringing of bells**.
- 2 In the event of an earthquake you should drop, cover and hold. That means get under your desk and hold on to the leg of the desk. When the shaking stops, follow the direction of your teacher.
- 3 A lockdown will be signaled by **two short bursts** of the school bell, **followed** by a break, then two short bursts followed by a break etc. You are to remain in classrooms, hiding in silence or move to classrooms with teachers supervising if outside.
- 4 For any other emergency, you should take notice of the emergency routine for each classroom you are in as they may differ from room to room. Doors and windows are to be shut but not locked. You should take personal effects (wallets, phones etc.) with you but are to leave school bags in the room.

**The school emergency assembly area is on the back netball/tennis courts. If this is not accessible, the sports field will be used.
There will be three short bells, if the alarm is false.**

IMPORTANT CONTACT DETAILS

(please write and keep a copy of this page with you at all times)

Your Name in Full (as in your passport):

Also known as (your preferred name):

Your Homestay's Name(s):

Homestay's Address

Homestay's Home Phone Number:

Homestays' Mobile Number(s):

Homestay Counsellor: Ms Robyn Charlton-Kelly (Miss Robyn) – office: 473 4136 (ext 708)

Emergency phones only - home: 479 6928, mobile: 021 202 6349

Assistant Homestay Counsellor: Mrs Barbara Nishizawa (Ms Barbara) – office: 473 4136 (ext 708)

Emergency phones only – home: 970 1254, mobile: 022425 9451

Deputy Principal/

International Student Director Ms Deb Mills – office: 473 4136 (ext 713)

Dean of International Students: Ms Sacha Waller – office: 473 4136