



St. Patrick's Primary School

"Together in Faith & Learning"

St Patrick's Primary School. 5 Childers Terrace. P O Box 14-110, Kilbirnie. Wellington.
Phone 04 387 3370. Fax 04 387 9620, Email principal@spps.school.net.

International Student Information

MISSION STATEMENT

St Patrick's Primary school prepares children for the future by continually challenging them to achieve personal excellence guided by Catholic principles and values.

St Patrick's is a Catholic integrated primary school for girls and boys from year one through to year eight. We offer an education with a special Catholic character. St Patrick's Primary is a small suburban school with a roll of about 115 students

The school is contained in one building and has five classrooms, and a well-resourced library. There is a large asphalt area for games and an adventure playground for the younger children to play on.



St Patrick's Primary School is very handily located in the suburb of Kilbirnie. We share a boundary with St Patrick's parish church. We have easy access to the Kilbirnie Public Library and all its resources. The Aquatic Centre Swimming Pool, Wellington Recreation Centre and ASB sports centre are also close by. The school is situated on a direct bus route to Newtown, Lyall Bay, Miramar, Seatoun and into the city.

Curriculum

St Patrick's follows The New Zealand Curriculum as set out by the Ministry of Education. St Patrick's is committed to inclusion we have teacher aides who work with children who need extra learning support including English Language Learning.

Religious Education is a compulsory learning area in all Catholic schools. The national curriculum is approved and mandated by the New Zealand Catholic Bishops Conference. The Religious Education curriculum covers six learning strands each with its own theological focus: God, Jesus Christ, Holy Spirit, Church Sacrament and Community of Saints, There are four cross strand modules which provide direction and contexts for learning in: Prayer, Sacramental Celebrations, The Liturgical Year and Me Myself and others (supporting the health curriculum).

Board of Trustees

A Board of Trustees governs the school. This board is elected from the parent body and the greater community every three years. The board meets twice a term; these meetings are open to the public.

Enrolment

International Students may enrol any time after their fifth birthday. We offer education for students in Years One to Eight. After Year Eight all students, international and domestic, transfer to a College of their own choice. Information on all available choices will be made available at the appropriate time. International students are subject to all the school's rules and procedures. If a student does not comply St Patrick's reserves the right to exclude the student.

After School Care

An After School Care option is available for those who wish to avail themselves of this service. There is a charge of \$15 a session for this service.

Student Preference Criteria

In accordance with The Private Schools Conditional Integration Act we accept all students who:

- Are baptised or,
- Are preparing for baptism in the Catholic Church

Baptism and preference certificates must be provided before International students begin tuition. Students will only be accepted if there are places available and domestic students are not being denied a place.

Attendance

The school operates a call-home system for absent children. This system requires parents or guardians to inform the school if a child is absent due to sickness or for any other valid reason. The school will contact the home if no message has been received and the child has not arrived by 9.30am.

If an International student is absent for 20 days without a valid reason the school is required to notify the New Zealand Immigration Service.

School Uniform

The children at St Patrick's wear a uniform. This develops a feeling of belonging and pride in the school. All uniform items, except shoes, are able to be purchased at the school; a price list is available in the enrolment pack.

Code of Practice For International Students

St Patrick's has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by NZQA.

Copies of the code are available from the NZQA website at

<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>

Medical and Health Insurance

Most international students are **not** entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your time in this country, you will be liable for the full costs of that treatment. Appropriate insurance is, therefore, required in order to meet any health costs that may arise. **As a condition of enrolment students must have medical/travel insurance that covers:**

- (a) Student Travel, to, from and within New Zealand
- (b) Medical Cover, including diagnosis, prescription, surgery, and hospitalisation; and
- (c) Repatriation or expatriation of the student as a result of serious illness or injury,
- (d) Death Cover

Students and families are able to provide their own insurance cover, however, details of the cover available under those policies should be provided to ensure the insurance policy meets the requirements set out in the Code.

Immigration

Full details of visa and permit requirements and reporting requirements are available through the New Zealand Immigration Service, and can be viewed at their website <http://www.immigration.govt.nz> . A prospective student is required to have a current student visa or permit. This is obtained from the New Zealand Immigration Service. St Patrick's is able to endorse an application for a student visa, if all requirements can be met.

Privacy Act 1993

The information collected by the school during the enrolment process and while the student is at this school, is intended for use in conjunction with the tuition and well being of the student and may be used by any staff member for that purpose. Parents or legal guardians have a right of access to any information that may be collected by the school.

Refunds Policy for International Students.

In order to be eligible for any refund the parent or legal guardian must apply in writing to the Board of Trustees setting out the special circumstances of the claim.

If the International student withdraws from the school before the year is completed the remaining portion of the paid fees will be refunded.

This will exclude administration costs of NZ \$100 and any goods or services that have already been received (e.g. swimming lessons, stationery). No part of any Government administration fee will be refunded.

No refund will be made when a student is asked to leave the school because of misbehaviour or failure to follow school rules and guidelines. The BOT at their discretion will agree on appropriate tuition refund (taking into account costs of specialists services contracted or employed by the school to support the student) if a student acquires permanent residence after being enrolled at the school.

Fee Protection

Fees paid by an International student will be separately coded and audited.

The Board of Trustees guarantees to hold separately, sufficient funds to meet any required fee refund should an International student withdraw during the year.

Circumstances When Tuition May Be Terminated

Once an International student has completed all the enrolment procedures and has a correct and valid visa, that student is expected to attend school under all the same conditions as a domestic student.

Tuition may however have to be terminated:

1. Where a child is consistently absent without lawful reason and no reason is forthcoming from the parent or legal guardian.
2. If a child's behaviour is of an unacceptable degree, then the school will arrange a meeting with the parent or legal guardian to discuss ways to rectify the behaviour. If the behaviour continues written notification will be given to the parents warning of the possibility of termination of tuition. If there is no further improvement, the parents and the student will be notified in writing that the student must leave at the end of the term, or earlier if the school decides. The student will not be eligible to return. There will be no refund of fees paid in this event.
3. An acceptable level of behaviour would be seen as following all the school's rules and displaying correct and courteous behaviour to all staff, fellow students and visitors.
4. If an enrolment application is found to be inaccurate in any way the contract may be terminated at the school's discretion. Upon termination of the enrolment, the Immigration Service will be notified as required.

Compliant Procedure

What to do if you think the school has not followed the Code of Practice:

- Any complaint should be referred first of all to the staff member concerned.
- If the complaint is unresolved, the principal will be involved and attempt to bring about agreement and an acceptable remedy.
- If you are still not satisfied you may ask the Board of Trustees to consider the matter.

If you believe the school has breached the *Code of Practice* and you have not been able to settle the matter following the above steps, please follow the NZQA complaints procedure identified on the attached brochure. For information about how to make a complaint see the NZQA website <http://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/> You can submit your complaint query on the NZQA website, or send an email to gadrisk@nzqa.govt.nz .

PASTORAL CARE

CODE OF PRACTICE for International Fee-Paying Students

Steps to be followed if there is concern regarding a child's welfare or safety:

- (1) Teacher has concerns
- (2) Principal is informed
- (3) Parents / legal guardians are notified
- (4) Involvement of outside agencies as required e.g. Public Health Nurse, Truancy Services, Social Worker, Child Youth and Family Services
- (5) The school will notify the New Zealand Immigration Service if a student ceases to attend school on a regular basis

Emergency Contact

24 hour school contact information in case of emergency or concern:
Vanessa Quinlan-Madhar 027 664 7077

CONTRACT OF ENROLMENT

TERMS AND CONDITIONS OF INTERNATIONAL TUITION SERVICES

This is a contract for the provision of tuition services made between St Patrick's Primary School, Kilbirnie and the parents of the international student.

1. On payment by the parent/s of the full tuition fees, the school agrees to enter into a contract to supply tuition services for the student.
2. The International student must have personal medical/travel insurance cover including:
 - (a) Student Travel, to, from and within New Zealand
 - (b) Medical Cover, including diagnosis, prescription, surgery, and hospitalisation; and
 - (c) Repatriation or expatriation of the student as a result of serious illness or injury,
 - (d) Death Cover
3. The school must be notified immediately about any change of address or guardianship.
4. All international students remain under the care and protection of their parents or legal guardians. The school will not be involved in providing accommodation.
5. The school uniform of St Patrick's Primary school will be worn fully and correctly.
6. Students are required to attend school each day, unless ill or otherwise unavoidably detained. Parents are required to contact the school office to inform staff of student illness or absence.
7. Students are expected to obey all school rules while at school and the laws of the country outside school hours.

ACCEPTANCE FORM

I/We confirm acceptance of the place offered at St Patrick's Primary School.

I/We accept the terms of the Contract of Enrolment and its conditions.

I/We agree to be bound by the Contract of Enrolment and ensure the student complies with its conditions.

Signed: _____

Date: _____

Relationship: _____

St Patrick's Primary School

APPLICATION TO ENROL AS AN INTERNATIONAL STUDENT

Name of Student: _____
(Family Name) (First Name)

Date of Birth: _____

Preferred Name: _____

Ethnicity: _____

Date of First Entry into New Zealand: ___/___/___

Name(s) of previous school(s) in New Zealand: _____

Dates of Attendance at those schools: _____

Length of time International Student wishes to enrol for:

from ___/___/___ to ___/___/___

Will the student (named above) be living with a parent or legal guardian?
(this is a condition of enrolment at St Patrick's Primary School)

Yes No

Parental information for the International Student (named above).

Name of Parent or legal guardian: _____
(Please Print Full Name)

New Zealand Address: _____

Phone:(0_) _____ Mobile Phone: _____

I confirm that I will be living with my son/daughter for the duration of their stay/study in New Zealand:

I confirm that my son/daughter has appropriate medical/travel insurance cover as outlined in the St Patrick's Primary school contract for enrolment:

Signed: _____



St. Patrick's Primary School

"Together in Faith & Learning"

Date

TO WHOM IT MAY CONCERN

OFFER OF A PLACE

_____ has been offered a place at St Patrick's Primary School as an international student from _____ for the purpose of _____ which meets the international student policy requirements. Tuition fees have been paid for this period.

_____ will be in year _____ with students of a similar age. An informal assessment of his/her English language ability will be conducted on arrival at the school. While in New Zealand _____ will be under the full care and protection of _____.

Yours sincerely
Vanessa Quinlan-Madhar
Principal

This offer of a place at St Patrick's Primary School becomes a tax invoice when received.

St Patrick's Primary School is a signatory to the Code of Practice for the Pastoral Care of International Students.

To the parent or legal guardian: Please attach the above form to the application for a student visa or permit. A visa or permit will not be issued until receipt of payment has been received.

International students - How to make a complaint

What to do if you have a complaint

When you come to New Zealand as an international student, you can expect to receive a high standard of education, and to feel safe and well cared for while you live and study here.

If you have a complaint, it is important that you go through the right steps.

Here is what you need to do.

Ask your education provider to resolve your complaint

Your education provider is your first point of contact for any complaint you have, including any complaint about the agent your provider uses.

They must have a complaints process in place for you to go through, and they must tell you what that process is. Follow that process to see if your complaint can be resolved by your provider.

If your complaint is not resolved – contact NZQA

If your education provider has not resolved your complaint, and you still wish to have it resolved, then you can contact NZQA. NZQA is a government organisation. They can provide an independent assessment of your complaint and will either investigate your concerns or advise you what you can do next.

You can submit your complaint query on the NZQA website, or send an email to oaditisk@nzqa.govt.nz

If you need more information on the complaints process, contact NZQA on 0800 697 296.

Or – if it is a financial dispute – you can contact FairWay Resolution

FairWay Resolution is available to help you resolve financial or contractual disputes with your education provider. There is no cost to you for this service.

FairWay Resolution is an independent service with experience in helping people to resolve disputes. You can contact FairWay Resolution on 0800 77 44 22.

New Zealand's quality standards

All international students enrolled with a New Zealand education provider are covered by the New Zealand Government's Education (Pastoral Care of International Students) Code of Practice.

This is legislation that outlines the level of care that education providers, and their agents, must provide to international students while they live and study in New Zealand.

The education system is regulated with strong quality assurance systems across the board.

In general, as an international student you can expect that:

- the quality of teaching and learning you receive will meet high educational standards
- the marketing and promotion information you receive before you enrol is clear, complete and accurate so you can make a well-informed decision about whether an education provider is the right choice for you
- education providers' agents give you reliable information and act with integrity and professionalism
- you will receive enough information and support to help you with your enrolment, including understanding the legal obligations you have, and that you will receive all the proper documentation
- you are welcomed and have enough information, guidance and support to help you settle into your new life in New Zealand
- your study environment is safe, and that you have a safe place to live

About the Education (Pastoral Care of International Students) Code of Practice

The New Zealand Government's Education (Pastoral Care of International Students) Code of Practice is a document that clearly outlines the full legal requirements that education providers enrolling international students must abide by – to read this, go to the NZQA website.

About NZQA

NZQA is a government organisation which manages the quality of New Zealand qualifications, and also acts as the Administrator of the Education (Pastoral Care of International Students) Code of Practice.

www.nzqa.govt.nz