



KNIGHTON
NORMAL SCHOOL

***International Student
Information Booklet***

Welcome to Knighton Normal School,

As a result of being a large primary school near capacity Knighton Normal School doesn't actively market or recruit International Students and will only enrol students who:

- Live with either one or both of their parents and
- Live within our enrolment zone or have gained a place through the out of zone ballot process and
- Meet NZ Department of Immigration regulations for enrolment at a State school and
- Intend to enrol for a period of at least 12 months

Knighton Normal School provides:

- Immersion in mainstream classes.
- Pastoral care for International Students that complies with the Education (Pastoral Care of International Students) Code of Practice 2016.

All international students must be living with a parent or legal guardian and have a student permit to study in a New Zealand school.

A student permit should not be confused with a student visa. A student visa is usually issued off-shore and is approval to travel to New Zealand for the purpose of study. A student permit is issued on-shore and is approval to be in New Zealand to study. In most instances the visa or permit will state the school the student will attend.

Fee paying students:

- ✓ need to pay a fee. The annual fee is \$10,000.00 excluding GST. This is payable at the School Office or by direct credit into the School's bank account.
- ✓ need to hold comprehensive medical insurance. The Ministry of Health has made travel and health insurance compulsory for all international students intending to study in New Zealand. (See Guidelines for "appropriate insurance" required by the Code at the back of this pack.)
- ✓ need to pay for any class related costs.

Knighton Normal School specialises in programmes designed to assist students who come from a non-English speaking background.

All students who attend our school are protected by the conditions of the Code of Practice for the Pastoral Care of International Students. This is a New Zealand standard. Knighton Normal School is a signatory to this code. Schools must be signatories to this code before enrolling international students.

The school has a document containing all the background information for the enrolment of International Students in our school (which is also available by email). It also contains web and e-mail contacts for accommodation both in the area and in Hamilton City. There is a map on our web site showing the location of the school. If you would like us to send you a copy of this document, please email office@kns.ac.nz

Yours sincerely,



Stuart Armistead MEd (Educational Leadership), BEd, Dip T.
Principal

Knighton Normal School

International Student Information Pack

- ✓ Overseas students are welcome in our school.
- ✓ All students enrolled in our school must be living with a parent / legal guardian.
- ✓ We have a number of ethnic groups in our school (over 60 ethnicities).
- ✓ We are an accredited school and signatory to the Code of Practice for the Pastoral Care of International Students.
- ✓ We have been teaching English as a second language to overseas students for more than twenty years.
- ✓ Our classroom teachers have undertaken professional learning in order to gain the skills necessary to teach students for whom English is not a first language.
- ✓ We have experienced Learning Assistants who provide timetabled in-class support for children, where necessary. Many of them are bi-lingual.
- ✓ We do not charge or pay agents' fees.
- ✓ Our annual fee is final and it will not change for you whilst your child is at our school.

The Code of Practice for the Pastoral Care of International Students

In 2002, the New Zealand Government introduced a Code of Practice for the Pastoral Care of International Students.

Schools wishing to have International Students study in their institution are required to make application to be a Signatory to this Code. Schools which failed to make a satisfactory application are not permitted to have International Students attend their institution.

Knighton Normal School is an accepted signatory to the Code and, as such, the following safeguards are in place:

- International Students can be assured that they will be safe, well informed and properly cared for while attending our school.
- They must stay with a parent during their study in our school.
- The parents of all students have access to the services of a Code of Practice consultant

You may keep in touch with the School by viewing our website which has up to date information supplied through school newsletters and includes a map of the area showing the location of the school.

The school can also be contacted any time by e-mail: office@kns.ac.nz

KNIGHTON NORMAL SCHOOL POLICY: INTERNATIONAL STUDENTS

RATIONALE

As a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016, Knighton Normal School may enrol international fee-paying students. Knighton Normal School will ensure that each student has a safe and supportive environment in which to learn.

This policy gives an overview of our full policies and procedures for International Students. Our policies are designed to meet Code of Practice requirements and ensure that high quality systems are in place.

Knighton Normal School doesn't actively market or recruit International Students and will only enrol students who:

- Live with either one or both of their parents and
- Live within our enrolment zone or have gained a place through the out of zone ballot process and
- Meet NZ Department of Immigration regulations for enrolment at a State school and
- Intend to enrol for a period of at least 12 months

Knighton Normal School provides:

- Immersion in mainstream classes
- Pastoral care for International Students that complies with the Education (Pastoral Care of International Students) Code of Practice 2016.

GUIDELINES

1. New Zealand Curriculum
 - 1.1. Our international programme is designed to increase and enhance our New Zealand students' awareness and understanding of other cultures and countries, which is a key aspect of the New Zealand Curriculum.
2. Enrolment
 - 2.1. Knighton Normal School may enrol international fee-paying students from year 1-6. The total number of students enrolled will be determined by the principal. The number of enrolled students is reviewed as needed in accordance with the school's enrolment policy.
 - 2.2. An offer of place, enrolment, and class level placement is at the discretion of the principal and staff member in charge of International Students and will take into account the school's existing student demand, class sizes and available resources.
 - 2.3. No fee-paying student can occupy a place in preference to an eligible domestic student, in accordance with the Education Amendment Act 1989. Once enrolled, an international student may not lose his/her place merely on the grounds of making a place available for a domestic student.
 - 2.4. Documentation must be produced to show that the fee-paying student has a current Student Visa/Permit from Immigration New Zealand or a Visitors Permit allowing up to three months study in one year before they can be enrolled at Knighton Normal School.
 - 2.5. All students must have a completed application form that contains all contact details that will be entered onto the School Management System.
 - 2.6. The School must have the correct contact address and phone details for international students at all times. This includes:
 - contact details for where the student is living
 - a local emergency contact
 - home country emergency contact details, e.g. parent(s) and/or next of kin.
 - 2.7. If any contact details change, the School must be notified immediately.
 - 2.8. The person responsible for International Students must ensure that contact details remain up-to-date.

2.9. If an enrolment application is found to be inaccurate in any way, the contract may, at the sole discretion of the Board of Trustees or its nominated representative, be terminated.

3. Fees

- 3.1. The base fee payable per annum is \$10,000 per student, plus GST. Fee paying students will also need to meet the cost of school based activities and stationery as charged to domestic students.
- 3.2. International Student fees are set to cover resources for international students, Ministry of Education fees, staffing resources, administrative costs, and related incidental costs to enable the delivery of quality education programmes and high quality support. Fees will be reviewed by the principal and the Board of Trustees as required.
- 3.3. The parents/legal guardians of the student must arrange payment of the international student tuition fee directly to the school.
- 3.4. Knighton Normal School will pay a government International Student Levy per student for each week within a trimester that they are enrolled during a school year.
- 3.5. The Knighton Normal School refund policy outlines the circumstances in which a refund will be given, and how this process works.

4. Living situation for International Students

- 4.1. All students must be in accommodation that complies with the Education (Pastoral Care of International Students) Code of Practice 2016.
- 4.2. Students under 10 who are enrolled at Knighton Normal School for any length of time, must be living with their parents or legal guardian. These students cannot live with a residential caregiver¹ of any kind.

5. School support for International Students and their Families

- 5.1. All students and their parents will be part of an orientation programme.
- 5.2. All students and their parents will receive both oral and written reports about their progress and achievement in the same way as domestic students. Where possible the person responsible for International Students will organise first language support for Parent/Teacher Interviews.
- 5.3. International students have access to the same facilities and learning opportunities as domestic students.
- 5.4. International Parents will be given the same opportunities as other parents to become involved in events organised by the school community. The person responsible for International Students will share these opportunities with parents and support them to become involved where possible.
- 5.5. International Students must follow the same policies and rules as domestic students e.g. attendance, behaviour, etc.
- 5.6. Cross-cultural training will be provided to all staff.
- 5.7. Cultural and language support is available as needed.
- 5.8. We deal with grievances according to our school grievance procedures and those established by NZQA. Financial or contractual disputes are managed through the International Student Contract Dispute Resolution Scheme.

¹ Residential caregiver means – a homestay carer; or a licensed hostel manager; or a designated caregiver; or in the case of temporary accommodation, a supervisor.

6. Staffing

6.1. We organise staff roles and responsibilities for our international programme to ensure compliance with the Code of Practice, and ensure that the following needs are met;

- Overall management of the programme
- Administration and financial allocations
- Marketing (we only operate an online presence on our website)
- Pastoral care
- Orientation
- English support (timetabled small group or in class support)
- Accommodation
- Professional development
- Reviews and reporting

7. Recruitment and Accommodation Agents

7.1. Knighton Normal School has not entered into any agreements with agents or agencies.

This policy statement, along with our other international policies and procedures, is reviewed annually as part of the Code of Practice self-review.

CRITICAL INCIDENT PLAN

- The school's Critical Incident Plan will operate as appropriate. However additional measures will be taken:
Staff Members with Responsibility for Critical Care Students
 - The Principal (Stuart Armistead) and/or the Pastoral Care Support Person will be responsible for accompanying the critically ill student to hospital, or to a medical care facility.
 - The International Student Co-ordinator (Diane Cooper) will be responsible for communicating with the parents of the critically ill student.

Complaints Procedures for International Students

What to do if you think the school has failed the Code.

Internal Procedures

Step One Contact the Principal.

Step Two If the complaint is not dealt with to your satisfaction, you may ask the Board of Trustees to consider the matter.

Step Three If you believe the school has breached the Code of Practice and you have not been able to settle the matter following the school's internal procedures, you may bring the matter to:

Ministry of Justice
Private Bag 32001
Wellington 6011
Phone: 04 494 1772

Contact Details

Role	Name	Office contact	After hours contact
School Principal	Stuart Armistead	(07) 856 5393	021 233 0293
Deputy Principal	Barb Cowie	(07) 856 5393	
Deputy Principal	Materoa Collins	(07) 856 5393	
Board of Trustees Chair	Karleen Broughton	(07) 856 5393	021 0551916
International Student Co-ordinator	Diane Cooper	(07) 856 5393	
Pastoral Care 24 Hour Support Contact	Diane Cooper Stuart Armistead	(07) 856 7604	021 655650
NZQA	Quality Assurance Division P.O.Box 160, Wellington 6140	Code.Enquiries@nzqa.govt.nz	
Police Contact	National Office	04 474 9499	
Police Contact local	www.police.govt.nz	07 858 6200	07 858 6200
Ministry of Justice	http://www.justice.govt.nz/tribunals/international-education-appeal-authority	04 4941772	ieaa@justice.govt.nz
Ministry of Education Staff Traumatic Incident Coordinator/in your regional office.	Peter Reid peter.reid@minedu.govt.nz	0 800 848 326 07 850 8880	0 800 848 326
Ministry of Health -pandemic alerts / updates http://www.moh.govt.nz/moh.nsf/indexmh/nz-influenza-pandemic-action-plan-2006			For health advice on swine flu phone the Healthline 0800 611 116
Ministry of Foreign Affairs and Trade -safe travel website http://www.mfat.govt.nz/Media-and-publications/Features/999-Safe-Travel.php			

ADDITIONAL INFORMATION

Civil Defence www.civildefence.govt.nz

or contact Vince Cholewa, Public Information Manager directly on 04 495 6835

Civil Defence Local www.civildefence.govt.nz

or contact, Public Information Manager directly on 04 495 6835

Embassy contacts Locate contacts from any embassy in New Zealand via www.yellow.co.nz

Department of Labour for up to date practical, workplace-related information to help businesses prepare for a pandemic go to <http://www.dol.govt.nz/initiatives/workplace/pandemic/index.asp>

For guidelines that may help you decide on appropriate personal protective equipment to protect staff and children in your ECE/school/TEO and an article about **[Personal Protective Equipment \(PPE\) and practices and influenza pandemic preparedness](#)** go to <http://www.dol.govt.nz/initiatives/workplace/pandemic/backstop.asp>

Ministry of Economic Development - contains two separate sets of information to assist business continuity planning for influenza pandemics. Go to http://www.med.govt.nz/templates/ContentTopicSummary_14451.aspx

Centre for Disease Control and Prevention - background information about avian influenza, how it is spread, vaccines, outbreak information, travel advice and professional guidance go to <http://www.cdc.gov/flu/avian/>

Airline contacts - for information regarding flights and bookings please contact the airline concerned directly <http://www.aucklandairport.co.nz/AirportInformation/Passenger-information/Airline-contacts.aspx>

