

What you should know before coming to Dargaville High School?

We are pleased that you are thinking about studying in New Zealand and wish you luck with your application. Before your application is processed ensure you have understood all of the requirements. If you are unsure, please contact *Corine Leach, Director of International Students*, at Dargaville High School. Discussing your application should help you to decide if the New Zealand education system is suitable for you and your chosen career path.

What are the criteria for enrolment?

International Students enrolling at Dargaville High School must:

1. Have suitable supervised accommodation guaranteed for the entire school year enrolled.
2. Have parents, parental representative or caregiver sign the School Rules contract.
3. Prove that they have adequate medical and personal loss insurance throughout their stay in New Zealand.
4. Inform Dargaville High School of any sickness, behavioural, disability or special education needs before enrolment.
5. Have a basic knowledge of the English Language (i.e. numeracy and letter recognition skills).
6. Include the latest past school reports and examination results. Dargaville High School may also request a comprehensive reference from a past school Principal or Head Teacher with each application. We are required to assess a student's English Language competence and other abilities so that placement will meet the student's needs.
7. Have their parent's consent to study at Dargaville High School.
8. Meet the conditions of New Zealand Immigration Service student visa/permits requirements.
9. Accept the direction of the professional staff of the school in subject and level placement.

Can I drive/own a car in New Zealand?

Dargaville High School strongly advises International Students not to own or drive a car while at secondary school in New Zealand. New Zealand Government statistics show that up to 90% of young drivers are involved in road accidents in the first year of driving a motor vehicle.

What are the conditions of study at Dargaville High School?

You must prove that you are a "serious student" by keeping to the following requirements:

1. You must attend all lessons and be on time. You must be ready to apply yourself fully to all schoolwork.
2. If (School) has guaranteed you accommodation you must stay in an approved homestay under the college's homestay programme for the length of your visa/permit. All students under 18 attending colleges/high schools in New Zealand are not permitted to be in a flatting situation. They must have adult supervision at all times.
3. If you return to your home country during the set school holidays, you may not take extra time away from school unless authorised by the school Principal. You must not return to your home country before the end of the school year, having completed all course work and taken the appropriate examinations.

4. Your student visa/permit will be issued for Dargaville High School. You may not transfer to another school until that visa/permit expires or it has been reissued to another school through an official transfer process involving NZ immigration.

5. If there is an adult designated as your parent's representative in New Zealand this person must keep that role until the expiry date of your visa/permit.

6. Your parents must sign the parent contract, which proves that they understand and accept the conditions or enrolment at Dargaville High School.

7. Dargaville High School must be informed immediately of all changes of details i.e. student's or parent's change of address, telephone numbers etc.

What happens when I arrive at The Airport?

Dargaville High School will arrange for someone to meet you at the airport. It could be your homestay family, your agent, a family friend or a staff member. They will be waiting for you in the public arrival lounge. The person/s meeting you will be holding a card with your name printed on it in English.

You will be taken to your host family's house, where you will be welcomed as one of the family. They will help you to learn about New Zealand and show you around their neighbourhood.

What will happen when I start school?

On arrival at Dargaville High School you will undergo an orientation programme. This has been designed to assist you to integrate successfully into the New Zealand School system. It will include:

- Understanding how to fit into and benefit from the New Zealand secondary school system and living conditions.
- Understanding the New Zealand culture and expectations.
- Familiarity of the college's facilities, course available, culture and environment.
- Familiarity of the community around us
- Study skills
- Planning an academic programme appropriate for your chosen career path.
- English language skills in writing, reading, listening and speaking
- English language assessments
- Subject and level assessments

Depending on the results of your language and subject assessments and the timing of your arrival at our school you will be placed into:

The Senior or Junior High School Preparation Course.

A partial timetable of subject choices and Senior/Junior High School Preparation Course.

A full subject timetable, which will include at least one ESOL class.

Do I have to wear school uniform?

School uniform is required for all students from year 9 to year 13. Students who have had five years secondary school education and who are eighteen years of age do not have to wear school uniform but must have an acceptable standard of dress to be fitting for a school environment.

What do I do if things go wrong?

Dargaville High School will give you special help and support while you are studying here. We will make sure you are treated fairly and that you get the support you need to study properly.

Homestay concerns

If you have a homestay problem, you should contact the Homestay Co-ordinator or Mrs Corine Leach as quickly as possible. They will discuss the issue with you and if not resolved immediately, will arrange a meeting with your homestay family and yourself. If you are still not happy, it may be necessary for the school to change your homestay family.

Academic and School Concerns

If you have a problem at school, you should first contact Mrs Leach. If she cannot resolve the concern, meetings will be made with yourself and the year level Dean, or the Principal Mr Bargh. If you are not happy with the decision made by them in consultation with you and your parents, you have the right to take your concerns to the IEAA. Dargaville High School will help you with this process.

Dargaville High School has signed the Ministry of Education's Code of Practice agreement. This guarantees you a fair and just internal grievance process. If the School is unable to resolve any problems, you will be directed to the IEAA (mentioned above). This is an independent government funded advocacy agency. They will help resolve any issues on your behalf. For further information visit

For further information on studying in NZ see the *Guide for Studying in New Zealand* available from: www.immigration.govt.nz/migrant/general/formsandfees/formsandguides/study.htm

Fees Refund Conditions for International Students

School Fees

1. If you withdraw from your course of study before the course completion date, you may be eligible for a refund of school fees.
2. An application for refund of fees must be made in writing. You must write to the Board of Trustees explaining why you have withdrawn from the course and your reasons for seeking a refund.
3. The guidelines of what refund you can expect are laid out below (please see the attached document School Fees and School Refund Policy)

Ministry of Education's Code of Practice Agreement

Dargaville High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from school or from the New Zealand Ministry of Education website at www.minedu.govt.nz

Health and Travel Insurance

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

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

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

Immigration:

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website www.immigration.govt.nz