



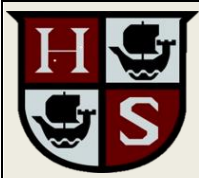
Howick Primary School
Inspiring confident life long learners

Prospectus: International Students



A Journey to Excellence

Since 1964



Howick Primary School International Students

Howick Primary School is proud to be able to offer placements to International Students and is delighted to host students as part of our global learning community. Our International Students are fully integrated into our learning community and participate in all aspects of New Zealand student life. We have confidence that your child will be well cared for in a welcoming and nurturing school environment.

Our International Student Support Teacher is ably supported by our Principal to ensure that all International Students at HPS receive comprehensive pastoral care to ensure that transition into Howick Primary School is as smooth as possible. On arrival at Howick Primary School your child will participate in an orientation programme and be provided with a Howick Primary School Student Ambassador to support them in finding their way around the school grounds and helping them to understand our school culture and customs.

Speakers of English as a Second Language (ESOL) are also provided with English Language classes as part of their personalised learning programme. This is taught by our International Student Support Teacher to ensure that close relationships are formed and students feel comfortable in taking risks. Risk taking and confidence is key to developing skills in a second language. Lessons focus on both spoken and written English development.

Howick Primary School observes and is 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 the school or online from the New Zealand Qualifications Authority.





Howick Primary School International Students

All our international students placements are made through SIEBA.
Please contact them at: simon@sieba.nz.



Our programme includes:

- Full integration into a New Zealand classroom at Howick Primary School
- English Language Classes by a qualified ESOL teacher.
- Howick Primary School Stationery
- Activity Fees for school trips and outings.

International Student Fees do not cover the cost of:

- Airfares
- Accommodation
- Medical and travel insurance
- Student Visa or Immigration requirement costs
- Transport to and from school
- Howick Primary School Uniform
- Howick Primary School Senior Camp
- Food during school hours





Howick Primary School International Students

Starting school at HPS:

Once a place has been offered for an International Student, a Howick Primary School start date will be suggested.

Students who are at HPS for a long term placement will need to come in full school uniform on their start day. HPS Uniforms can be purchased from NZ Uniforms at their Flat Bush shop Monday to Friday 9am – 5pm or on Saturdays from 9am – 1pm.

16 Bishop Dunn Place
Flat Bush
Auckland

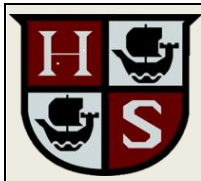
On arrival at school our International Students will be walked to their classroom and introduced to both their teacher and their classmates.

Stationery will be issued in class and a HPS Student Ambassador assigned to your child.

School Information:

- Students are expected to attend school Monday – Friday.
- Most children arrive at school around 8:30am. The school bell will ring at 8:50am to start class.
- School closes at 3pm and students are expected to be picked up by 3:15pm.
- Students are expected to wear school uniform every day.
- Students are expected to provide their own morning tea and lunch. In New Zealand lunches are often sandwiches and bread rolls, fruit and snacks. Hot lunch can be ordered at school through Ezilunch at an additional cost.
- All students are expected to abide by the school rules and have a high standard of manners, courtesy and respect for both staff and other students.





Howick Primary School

International Students

International Student Applications:

Please read and complete the checklist in order to help with your application for tuition at Howick Primary School as an International Student.

1. Application for Enrolment

- Contact the school office to indicate your expression of interest in attending Howick Primary School as an International Student
- Complete an application form
- Come to the school office with your completed application form. Make sure you bring:
 - Your passport
 - Your child's passport
 - Proof of Travel and Medical insurance
 - Visa

2. Conditions of Acceptance

- Students must apply and be accepted to be offered a place at Howick Primary School.
- Long term International Students must be living with their parent if they are on a Student Visa.
- Howick Primary School accepts International Students who are 5-11 years
- Students must have full Travel and Medical Insurance. The length of Insurance cover must cover the whole period of study at the school and must be appropriate for New Zealand.
- Students must hold a student visa to study long-term
- Students who are part of an organised group may study on a visitor's visa
- Organised groups can study for short periods of up to one month. Only short-stay group students may live in a homestay situation i.e. up to one month.
- All International Student at Howick Primary School are subject to the Code of Practice for the Pastoral Care of International Students.

3. Acceptance and Fees

- The offer of a place is at the discretion of the principal and the Board of Trustees
- There are a limited by the number of vacancies to ensure the high quality of student learning.
- We give priority to those students who are in New Zealand for a full school year, as these students have the least access to education in their own country.
- Payment of fees is expected on acceptance of a place at Howick Primary School.

4. Offer of a Place and Visa Application –Short Term Students

- Once the conditions of acceptance as listed above have been met, please contact the school office to arrange payment of HPS Tuition Fees and to organise a start date for your child.

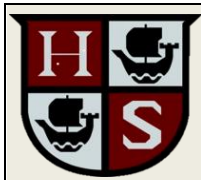
Offer of a Place and Visa Application –Long Term Students

- Once the conditions of acceptance as listed above have been met, a letter confirming the Offer of Placement for an International Student will be issued.
- NZ Immigration requires a letter confirming the Offer of Placement for an International Student for all long term student visa applications.
- Once NZ Immigration has granted a Student Visa please contact the school office to arrange payment of HPS Tuition Fees and to organise a start date for your child.



5. Starting Date at Howick Primary School

- On presentation of your Visa and Travel and Medical Insurance, your enrolment is complete and a starting day at Howick Primary School will be confirmed.



Howick Primary School

International Students

Queries and Concerns:

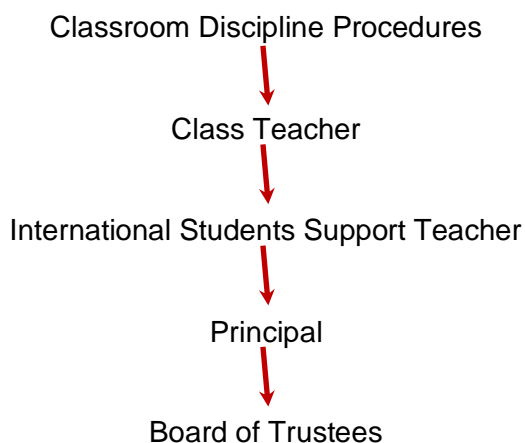
While we hope that students will be happy at school there may be times when you may have questions or concerns. Please do not hesitate to ask for help or let us know if there is something upsetting or worrying your child. We are here to make sure your child gains a lot from their International Student experience.

Most queries or concerns are cleared up quickly by talking with the classroom teacher or with our International Student Support Teacher. They are very happy to listen to what you have to say.

Problem:	Talk To:
Classroom programme, learning, or student activities	1. Classroom Teacher 2. International Student Support Teacher
School Friends or other Students	1. Classroom Teacher 2. International Student Support Teacher
Caregiver	1. Classroom Teacher 2. International Student Support Teacher
Classroom Teacher	1. Classroom Teacher 2. International Student Support Teacher 3. Principal

If the problem has not been resolved do make an appointment to see the Principal. Let us know if you would like help organising a translator for this meeting or if you will be bringing someone who can translate for you.

Complaints Procedure:



We are proud of our International Student programme and have a strong history of International Student success. However, we must tell you that if you feel your problems have not been solved you may contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority:

C/- Ministry of Education
Private Bag 92644
Symonds Street, Auckland
New Zealand
Phone: 64-9-632 9513



Howick Primary School International Students

Refund conditions:

Short Term International Student refunds are conducted on a case by case basis and are very rare. The process for Long Term International Student refunds is outlined below.

All applications for a refund of International Student fees must be in writing to the Principal, for approval by the Board of Trustees.

If the International Student has enrolled but has not yet started the course:

- The Tuition Fees may then be refunded in full less a \$1,000.00 administration charge
- Withdrawing or transferring to another school without notification, may incur an additional penalty.

If the International Student has started the course and is still in the first half of the course:

The Tuition Fee may be refunded less the following charges:

- An Administration Fee of \$1,000.00.
- The cost of the course up to the time of withdrawal on a pro rata basis.

If the International Student has started the course and is in the second half of that course:

The Tuition Fees will only be refunded if there are special reasons for the student leaving such as becoming seriously ill or serious illness in the student's family or some other special reason.

If a refund is to be claimed the International Student must:

- Write a letter explaining the special reasons
- Have a letter from the student's family or agent explaining the reasons, or
- Supply a medical certificate

**The Principal in consultation with the Board of Trustees
will make the decision regarding a refund in these circumstances.**

There are **NO** refunds if a student has been asked to leave the school because of bad behaviour, poor attendance or because the student has broken the school's rules.

I agree with these refund conditions

Signed:

Parent's Full Name: _____ Date: _____

Student's Full Name: _____ Date: _____

