



Maraetai Beach School

Student Handbook for International Students





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Orientation

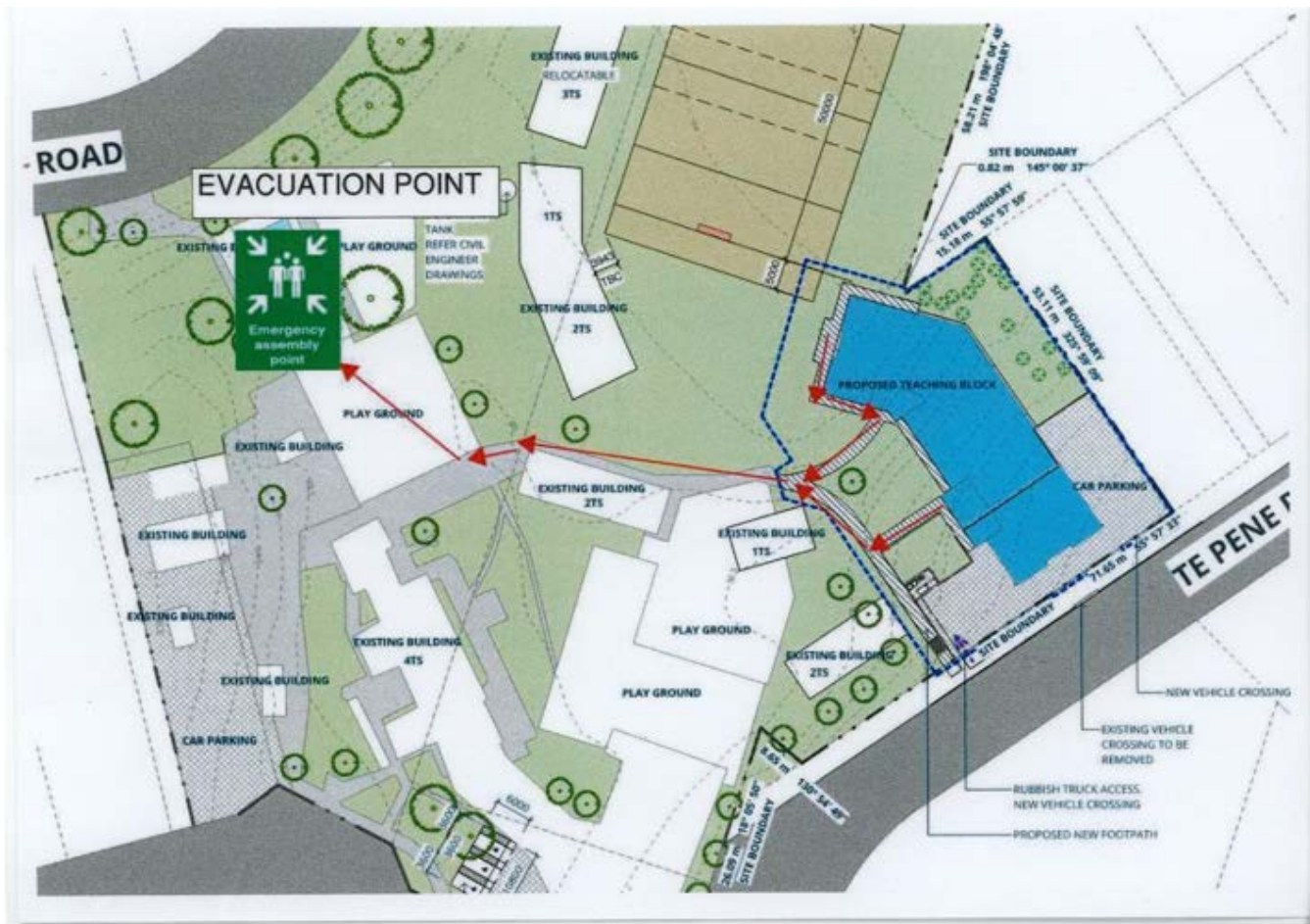
On the first day of school, the international student will be introduced to their teacher. They will be given a buddy who will guide them around the school and explain some school rules (the prospectus also explains this in detail).

We have sushi deliveries to school on a Wednesday and Pizza on a Friday. Orders are made through dollarforschools.co.nz.

If you require further information then please ask at the school office.

For Support services, concerns on Pastoral Welfare and any further needs you have please contact at any time: Principal, Mr Mark Keenan 021 494 343 or principal@maraetaibeach.school.nz

Map of School





Introduction

Maraetai Meaning : Meeting place by the Sea. Safe water - Ngai Tai.

On behalf of the Board of Trustees, I would like to extend to you a very warm welcome to Maraetai Beach School. We look forward to working closely in partnership with you to ensure your child/ren receive a high quality education and achieve to their potential.

The Education Review Office completed their review of our school in 2019 and the report highlights a number of areas of success including:

- *Highly engaged students*
- *Students learning in a caring, collaborative and settled environment*
- *Very good quality teaching*
- *A very effective curriculum that promotes and supports student learning*
- *A culture of high expectations*
- *Maraetai Beach School provides very good quality education*

To view the school's latest ERO report [click here](#).

He waka eke noa – We are all in this together

*Mark Keenan
Principal*

School Description

Maraetai Beach School has been educating children in Maraetai since 1879. The school now sits on the headland above Te Pene Point - an area that is significant to Nga Tai ki Tamaki as an ancient kaianga or village adorned with flourishing gardens, crops and seafood aplenty. From this position our school looks out over the safe waters of Maraetai, to the islands of the Hauraki Gulf.

Maraetai Beach School is a U4, Decile 10, full primary (Years 1 to 8). The roll is maintained between approximately 450-500 children. We are a learning community that provides an exciting and challenging curriculum designed to extend all children's horizons in a secure, safe and learner focused environment. We have very strong parent and community involvement and highly value these partnerships. The school district encompasses all the Maraetai and Omana beach areas towards Whitford and Beachlands.

Our students are a very special group, friendly, confident and strongly motivated to learn.



School Purpose

Growing a community of successful lifelong learners

School Values

We have a strong set of values that are integrated through all aspects of school life

- Integrity/Ngakau Tapatahi
- Excellence/Rawe
- Resilience/Manawaroa
- Respect/Whakaute

School Curriculum

At Maraetai Beach School we have an exciting and engaging , integrated school curriculum. We have high expectations of all our learners. Literacy and Numeracy are the cornerstones of our curriculum. Science, Technology, Languages and the Arts all play a key role in providing an exciting and engaging school curriculum. We have strong links to the local community and the outdoors which provide our students with authentic learning experiences. Sports and Cultural groups are highly valued.

Our Houses

At Maraetai Beach School we have four houses:

- Motutapu
- Rangitoto
- Ponui
- Waiheke

All students are placed in a house (siblings are placed in the same house) to foster their sense of pride and belonging in the school. Houses meet regularly and compete in different events across the school year.



GENERAL SCHOOL INFORMATION

BOARD OF TRUSTEES

The Board of Trustees is responsible for the governance of the school, including building maintenance, financial management, community liaison, and meeting the day-to-day needs of both children and staff. Board of Trustees members are elected for a three year term. There is provision for some community members to be co-opted if necessary. Board of Trustees members are the parent representatives. Enquiries relating to school policy can be made directly to the Board of Trustees or through the Principal to the Board of Trustees.

SCHOOL ADMINISTRATION

The school office hours are from 8.30 a.m. to 3:30p.m. Office staff take care of aspects of the daily running of the school that include; school finances, arranging meetings, typing, copying, purchases, and attending to students who have health and medical needs.

Parents will be contacted by the office if there are health and medical concerns.

The school telephone number is **536 6570**. Email: office@maraetaibeach.school.nz

Parents and students are encouraged to contact the office staff for any administration information. The office staff will also co-ordinate appointments with the Principal.

ATTENDANCE

Class hours are from 9.00 a.m. till 3.00 p.m. Children are asked to be at school by 8.45 a.m. so that they have time to prepare themselves for the day. Morning interval is from 11.00 a.m. until 11.30 a.m. Lunch time is from 1.00pm until 1.45 p.m.

The school grounds and classrooms are open from 8.30 am onwards.

If your child is arriving at school after 9.00 a.m. or leaving before 3.00 p.m. please sign them 'in' or 'out' at the office. If a parent/care-giver is not present a signed note is required. This should also be arranged with the class teacher.

ABSENCES

Please contact the school if you child is absent or late for school for any reason. Please either email the school at absences@maraetaibeach.school.nz, use the @school App, or phone the school on 536 6570 and leave a message before 9.00 am on the day of absence. This number is always available for messages out of school hours. Please state your name, your child's name, room number and the reason for their absence.

Alternatively tell the office if you know before hand that your child will be absent.

Please ensure that school records show the 'current' and 'all' of your contact details. (Home, Work, Mother, Father, Guardian, Grandparents etc).

LOST / FOUND PROPERTY

Lost property is located in the foyer. All named items are returned to the classroom. Please help us to keep lost property to a minimum by naming all your child's items.

SPORT/PHYSICAL EDUCATION

All students are expected to participate in physical education lessons, fitness, and organised sport, depending on age and ability. Every child in Year 3-8 need to have a sports uniform at school every day.

FIRE DRILL

Students are instructed in how to care for themselves in case of fire, earthquake and unexpected emergencies.

SCHOOL RULES

We try to keep the number of school rules to a minimum in the belief that our students will take responsibility for their own actions and behave in a manner that reflects our school values and 3Ps. The school has a behaviour continuum and expectations for student's both in the classroom and playground. When at school we teach children to resolve any problems by:

- Walking away
- Ignoring
- Telling Someone
- Say –Stop it I don't like it

We call this using our **WITS**

ASSEMBLIES

Whole school assemblies are held every Friday afternoon at 2pm and alternate between class and music assemblies. Assemblies are seen as an important time to celebrate students learning and achievements.

ROAD SAFETY

Police Education officers assist teachers in developing road safety programmes and instruction to students each year. We are a Travelwise School.

Parents delivering or collecting their children in cars at school are asked to observe the following:

- Do not park across the road from the school so that the students need to run across the road
- Park well clear of the pedestrian crossing
- Drive slowly near the school especially at the start and the end of the day
- Do not enter the bus bay area while the cones are out or while road patrol pupils are on duty.

HEALTH

The school has a health room for students who are unwell or injured. Parents will be contacted to collect their child if they are unwell or injured and require medical attention.

If students need to bring medicine to school please leave it at the office and one of the office staff will administer the medicine as needed only once a medical form has been filled out and signed.

STUDENT INFORMATION

Please make sure the school office has up to date information about your child. This includes all contact phone numbers and addresses. All information is confidential. This is particularly important as far as phone numbers, changes of address and guardianship are concerned.



Summary Code of Practice for the Pastoral Care of International Students

Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code?

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

When does the Code apply?

The Code commences on the 31st of March 2002. Educational providers then have six months to sign the Code. Between the 31st of March and the 30th of September 2002 you will need to check with the Ministry of Education if your provider is a signatory to the Code.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

What is an "international student"?

An "international student" is a foreign student studying in New Zealand.

How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from <http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/>

How do I know if an educational provider has signed the Code?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from <http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/>. If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong?

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for educational providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students under the age of 18 are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an educational provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice. '

How can I contact the IEAA?

You can write to the IEAA at:

The International Education Appeal Authority,
Private Bag 47 911
Ponsonby
Auckland
New Zealand.

Phone: (09) 374 5481

Fax: (09) 373 5403

Email: info.ieaa@minedu.govt.nz



Grievance Procedures

We want you to be happy at Maraetai Beach School. There are times however, when things do not go as smoothly or as well as we may like. Here are some ideas about what you can do about it.

Problems with a teacher

1. Make a time to talk to your classroom teacher about your concern.

If your concern is the classroom teacher, make a time to talk to one of our Deputy Principals, Mrs Kate Deane for Years 1 - 4 and Mr Steve Harper-Travers for Years 5 - 8

- a. After a few days, if you do not think the problem has been solved talk to Mr Keenan, Principal.
- b. If, after a few days, after you have spoken to the Principal, the problem is still there, talk to the Principal again and arrange an interview.

Problems with school friends

1. Take the time to talk to your class teacher quietly about your concern
2. You can also talk with our Deputy Principals, Mrs Kate Deane or Mr Steve Harper-Travers. You can make an appointment at the Office to arrange an appointment.

Problems with your designated caregiver

1. Make a time to talk to the person responsible for International Students, Mr Keenan. He will discuss the concerns with you and do his best to sort things out.

At all the above meetings, notes will be taken of your concerns and of the solutions put in place.

If, after all the above have been tried, it is felt that your problem has not been resolved, then the student/parent may contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority
C/- Ministry of Education
Private Bag 47 911
Ponsonby
Auckland
New Zealand

Phone: (64 9) 374 5481
Fax: (64 9) 374 5403
Email: info.ieaa@minedu.govt.nz

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough you can always bring a friend to support you.

We hope your stay at Maraetai Beach School is a happy one.



APPLICATION FOR INTERNATIONAL STUDENT ENROLMENT

Name of child:

Family name: _____ First name: _____

Preferred name: _____ Date of Birth: _____

Male / Female: _____ Ethnicity: _____

Passport #: _____ Country of Issue: _____

Passport expiry date _____ Country of Citizenship _____

First Language _____ Second Language _____

Student email address _____

Please attach any Visas / Permits currently held. These will need to be current at the time of taking up any place offered.

Enrolment period

Start Date (DD/MM/YYYY) _____ Finish Date (DD/MM/YYYY) _____

Year Level for student (School to complete) _____

Interests and Activities

Music / Drama / Dance
Are you currently learning an instrument?
Indicate instrument and level / years _____

Other music / drama / dance involvement _____

Sports
What sports do you currently play? _____

What sports would you like to play in NZ? _____

Family

List your brothers and sisters and their ages _____

Pets

Do you have any pets? Give details _____

Parent details:

Please write clearly. No application will be processed without full details of how we may contact parents, including email addresses.

Details of the Parents or Legal Guardians

Parent 1

Title: _____ Full Name: _____

Occupation: _____

Address: _____

Phone (Home): _____ Phone (Wk): _____

Mobile phone: _____ Email: _____

Parent 2

Title: _____ Full Name: _____

Occupation: _____

Address: _____

Phone (Home): _____ Phone (Wk): _____

Mobile phone: _____ Email: _____

Are there any specific access / custody orders that the school should be aware of? _____

If yes, please provide details _____

Details of the Parent or Legal Guardian the student will be living with while in New Zealand and attending Maraetai Beach School

Name: _____

Occupation: _____

New Zealand address: _____

Phone (Home): _____ Phone (Wk): _____

Mobile phone: _____ Email: _____

Agent Details

If no agent, contact details of parent / next of kin in home country.

Agency Name _____ Contact Person _____

Address _____

Phone (hm) _____ Phone (wk) _____

Mobile _____ Email _____

Accommodation

Please circle the accommodation type you wish to select:

Parent School Homestay Relative/Family Friend (designated caregiver)

Health and Travel Insurance:

All international students enrolled at Maraetai Beach School must be in good health and have medical and travel insurance.

Does the International Student named above have good health?

Yes _____ No _____

Details if applicable _____

What type of medical and travel insurance does the student have for the duration of his/her time of study in NZ?
Type _____

Policy number _____

(Policies must be submitted in English)

Maraetai Beach School expects to be able to meet the learning needs of children enrolled at the school.

Does the International student named above have any special learning or behavioural needs?

Yes _____ No _____

Details if applicable _____

I have been informed about, and received a summary of, the Code of Practice for International Students.

Yes _____ No _____

I have been informed of all costs involved with enrolment, the school's policies regarding fee protection and refunds, and the grievance procedures.

Yes _____ No _____

I give permission for my child to receive first aid as required	Yes	_____	No	_____
I give permission for my child to have their photo publicly displayed	Yes	_____	No	_____
I give permission for my child to leave the school grounds with designated teachers for short visits in the local community within school hours.	Yes	_____	No	_____

I confirm that all the information contained in this application is true and correct to the best of my knowledge.

**I will inform the school of any changes to the details in this application.
I understand that the withholding of any information, or the giving of any false information may result in the termination of the enrolment.**

Parent/Legal Guardian signature _____
Date _____

If you have any questions or concerns with regards to this enrolment please contact
Ms Tristan Gilchrist 021 078 4180 or tgilchrist@maraetaibeach.school.nz



International Students Fee Policy 2023 Fees – Refunds & Protection

General

Administration procedures have been carried out and School Programmes are established at enrolment. Therefore refunds will not be given unless the Board of Trustees consider circumstances to be exceptional.

Guidelines

- An Administration Fee of \$250 is applicable for all enrolments.
- Fees are payable a semester in advance.
- Fees are set as

Period of time that student has enrolled for	Gross Fee paid by students (including GST)
1 Day	\$100.00
1 Week	\$500.00
1 Term	\$3500.00
1 Semester (2 school terms)	\$7,000.00
1 year (4 school terms)	\$13,500.00

NB: Gross fee includes GST, Ministry of Education charges and other applicable student charges.

- Semester Fees cover : stationery, tuition, entry fees for external examinations of testing programmes, transport costs associated with school activities (Excluding camp), cultural, sporting and specialist programmes, Code of Practice Fee.
- A tuition agreement will be established to ensure the use of funds.

Procedures

- Applications for refunds must be made in writing to the Board of Trustees setting out special circumstances of the claim.
- Refunds will be considered in exceptional circumstances (such as family bereavement).
- Refunds will not be given on the grounds of gaining New Zealand residency once the semester has begun.
- Fees will be used to cover one semester at a time and it will be necessary to hold some funds for future semester planning and implementation.
- Parent / Legal Guardian is to sign Tuition Agreement and read fee policy.

Approved by BOT _____

Date _____

Annual Review Date _____



Fees and Refunds Policy

Fees are payable a semester in advance. The first semester consists of term 1 and term 2 with the second semester being term 3 and term 4. Semester fees cover: stationery, tuition – classroom programmes and specialist programmes, fees for tests, transport costs, cultural activities.

Medical and Travel Insurance (where applicable) is compulsory and students must provide evidence on enrolment. Medical and Travel Insurance will cost around \$600 per year.

Refunds will only be made under exceptional conditions and must be applied for in writing to the Board of Trustees (see policy if necessary). Applications for refunds must be made prior to the term. No refunds will be given once the term has commenced. Refunds will not be given unless the circumstances are exceptional (such as a major family crisis). Fees hold a place in the school for the student.

Maraetai Beach School has a Fee Protection Policy to safeguard the fees paid by international students in the unlikely event that the school may not be able to commence or continue to deliver tuition to the international student. The School's Board of Trustees guarantees to hold in reserve sufficient funds to meet the requirements of any refund in these circumstances.

Medical and Travel Insurance

- Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full cost of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health and can be viewed on their website at <http://www.moh.govt.nz>.

- Accident Insurance

The Accident Compensation Corporation provide accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://acc.co.nz>.

- Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

N.B. Students must provide evidence of appropriate and current medical and travel insurance. The insurance must cover the full length of time spent in New Zealand. The school will keep a record of the Insurance Policy number and the type of cover provided.



FEES PROTECTION POLICY – International Students

Rationale

International Student fees must be handled in a way that ensures those funds are accessed in a way that is consistent with normal accounting practice. This means that those funds are secure from misappropriation and are only made available to the school in accord with Refunds Policy or should the school not be able to continue tuition.

Purpose

1. To ensure that if in the event that the school is unable to continue to run a course or programme that the unspent portion of the fees are available to be returned to the student.
2. To ensure that funds from international students are accounted for separately and in such a way that individual student contributions can be protected and monitored.
3. To ensure that international students' payment may be drawn down in accord with the Refund Policy.

Guidelines

1. Accounting procedures are in place to ensure that monies are available for release.
2. International fees shall be paid into the school's account labelled 'Foreign Fees', and drawn down at intervals of one term in arrears throughout the academic year.
3. These monies will be audited separately on an annual basis.
 - These monies will be available for approved refunds resulting from withdrawal from Maraetai Beach School or in the event of the School not being able to provide tuition.

Evidence

1. Accounting records
2. General School Account

Evaluation

The Executive Officer shall report to the Board of Trustees annually with reference to the effectiveness of the policy.

Signed: _____ Date: _____
(Board Chairperson)

Signed: _____ Date: _____
(Principal)