



# Remuera Primary School



## International Student Information Booklet





## **REMUERA PRIMARY SCHOOL STATEMENT**

Remuera Primary School is a large decile 10 Central Auckland School with a roll of over 700 students. It has been a focal point of the Remuera community with a history spanning over 125 years. The school's population has altered significantly over the last ten years with a greater ethnic diversity reflecting the cosmopolitan nature of central Auckland. Over the last five years the school has undergone a major building programme upgrading classrooms, the construction of new classrooms and school facilities.

As a decile 10 school, parents have high expectations and are positive in supporting school programmes that encompass academic, cultural, social and sporting areas.

Our Board of Trustees provides a supportive, consultative governance role and alongside the school management team, provides education that acknowledges and promotes individual potential and ability.

The school has a strong strategic direction with emphasis on the key elements of Numeracy & Literacy along with the development of a thinking philosophy underpinned by the core values of the school. This is implemented, through a strong focus on integration and skills specific teaching.

To cater for individual learning needs, Remuera Primary offers a variety of additional programmes utilising both inclusive and withdrawal teaching models. These include Gifted and Talented Education (GATE), English Second Other Language (ESOL), Special Needs, International Students and a number of specialist curriculum teachers and teacher aides to enhance and support student learning.

Students are encouraged to be confident and are able to articulate their goals for learning. School-wide achievement information indicates that a high percentage of the students achieve well above national norms.

In classrooms and in specialised programmes, students are being challenged and stimulated in their learning. Interactions between teachers and students and peers (utilising a buddy system) are positive and supportive. The classroom environments reflect children's current learning in an interactive and positive manner.



## CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

**CODE:** Remuera Primary School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students as administered by the New Zealand Qualifications Authority. Information about the NZQA 2019 Code of Practice for the Pastoral Care of International Students can be found at:

<http://www.nzqa.govt.nz/studying-in-new-zealand/code-of-practice-for-the-pastoral-care-of-international-students/>

**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 at <http://www.immigration.govt.nz>.”

**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 costs 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 Insurance Corporation provides 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://www.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 medical and travel insurance on enrolment. The school will keep record of the Insurance Policy number and the type of cover provided.**



**CONTACTS:**

<i>International Student Administrator</i>	<i>Mary Fallwell</i>	<i>09 520 2458</i>
<i>Principal</i>	<i>Stephen King</i>	<i>09 520 2458</i>
<i>Deputy Principal</i>	<i>Shana Mutton</i>	<i>09 520 2458</i>



## INTERNATIONAL STUDENT APPLICATIONS AND PROCEDURES CHECKLIST

Please read and complete the checklist in order to help with your application for tuition at Remuera Primary School as a fee-paying student.

### 1. **International Student Application Form**

Complete an application form and bring it with you to your interview or if you are overseas at the time of application please scan and email documents.

Please bring student and parental passports and pay the administration fee which is non-refundable of NZ\$1,000.00, or if you are overseas at the time of application the passports can be scanned and emailed and the originals presented when you are in New Zealand.

### 2. **Conditions of Acceptance**

- a) International Students **must** be living with their parent full time and for the full duration of their time of study
- b) Students must be the appropriate age for the school.

### 3. **Offer of a Place**

If accepted, a provisional offer of place letter shall be posted to you, or advice of non-acceptance.

### 4. **Acceptance and Fees**

On receipt of the above letter and invoice please provide full payment for tuition fees – this can be in the form of a direct credit, details shown on the invoice. **In addition the student is required to have medical and travel insurance cover.**

### 5. **Offer of a Place and Visa Application**

On receipt of the acceptance and the full fees, the school will send you a confirmation offer of place letter, which is required for you to apply for a student Visa.

### 6. **Documentation**

All documentation should be signed and returned.

- Checklist completed
- Tuition Agreement completed and filed



## INTERNATIONAL STUDENTS FEES

- **Tuition Fee** **NZ \$11,250**

**This covers:** Normal School tuition/Stationary/Basic Activity Fees

Students may have separate ESOL classes at the discretion of the ESOL Co-ordinator and the school

### Additional Costs

- **Administration Fee** **NZ \$ 1,000**

- **TOTAL** **NZ \$12,250**

- **Compulsory Insurance** - **Cost dependent on policy**

**This covers:**

Medical Care, Medical evacuation cover, loss of tuition fees, travel insurance – all as per the policy.

This schedule does not cover uniform or any other costs that are deemed necessary over the school year, e.g., camps



## **INTERNATIONAL STUDENT TRAVEL AND MEDICAL INSURANCE**

It is the policy of Remuera Primary School that fee paying students must show proof of insurance cover for the length of their tuition – including the period of travel to, and from New Zealand.

Minimum insurance requirements are;

### **General**

- Insurance company must have excellent credit rating- no lower than A from Standard and Poors, or B+ from A M Best
- Insurer is able to provide emergency 24-hour, 7 days/week cover
- If insurer is an overseas company, policy details in English must be provided in advance to school to ensure policy meets requirements
- Any pre-existing conditions must have been disclosed

### **Period of Cover**

- Must commence when student leaves home for the airport on the way to New Zealand
- Apply while in transit
- Apply while student is in New Zealand and until return to their home country
- Cover student for any trips to other countries during the period of study
- Cover the student for any holidays back to their home country during period of study

### **Travel**

- Loss of baggage and other personal effects
- Accident and injury
- Disruption to travel plans
- Cost of medical care in any 'stop over' countries

### **Sums Insured**

- Sums insured must be high enough to cover any and every claim

### **Medical Benefits- no excess**

- General practitioner visits
- Prescriptions
- Hospitalization
- Optical
- Emergency dental

### **Emergency evacuation/repatriation – unlimited cover**

- If student becomes seriously ill/injured, needs to be accompanied home (either alive or deceased) with medical professionals
- If members of student's immediate family living overseas become critically ill or die, student must be covered to return home and then back again to New Zealand to complete studies.

- If student becomes seriously ill or dies, policy should pay for parents return flights to/from New Zealand on first available flight, day to day accommodation/living costs in New Zealand

### **Personal Effects – realistic and flexible**

- All student's personal effects, including expensive items

### **Personal liability**

- Student should be covered for accidental damage to property at an educational institution or homestay

### **Desirable Additional Policy Components**

- Loss of fees due to emergencies
- Mental illness
- Continuation of policy if student needs to return home to country because of illness or injury during policy period- student is able to use policy for on-going treatment until the policy has expired.

Two reputable insurers are;

#### **Uni-Care Travel and Medical Insurance**

- <https://www.uni-care.org/our-policies/nz-student-plan.aspx>
- [https://www.uni-care.org/Libraries/Brochures/NZ\\_Student\\_Flyer.sflb.ashx](https://www.uni-care.org/Libraries/Brochures/NZ_Student_Flyer.sflb.ashx)
- [https://www.uni-care.org/Libraries/Brochures/NZ\\_Student\\_Flyer\\_-\\_Chinese\\_Standard.sflb.ashx](https://www.uni-care.org/Libraries/Brochures/NZ_Student_Flyer_-_Chinese_Standard.sflb.ashx)
- [https://www.uni-care.org/Libraries/Brochures/NZ\\_Student\\_Flyer\\_-\\_Thai.sflb.ashx](https://www.uni-care.org/Libraries/Brochures/NZ_Student_Flyer_-_Thai.sflb.ashx)

#### **Southern Cross Travel Insurance**

- <https://www.scti.co.nz/our-policies/international-student/insurance/>
- <https://www.scti.co.nz/media/1920/scti-international-student-english-leaflet.pdf>
- <https://www.scti.co.nz/media/1892/scti-international-student-chinese-brochure.pdf>

The student may elect to obtain insurance privately as long as it meets Remuera Primary School requirements. The certificate of insurance provided to RPS must be in English.

**If you do not have insurance and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. We require that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand.**





## **MEDICAL AND TRAVEL INSURANCE POLICY INTERNATIONAL STUDENT**

### *Rationale*

#### **Remuera Primary School has developed a Medical and Travel Insurance Policy:**

- to ensure the safety, well-being of the students studying at Remuera Primary School
- to ensure compliance with *the Code of Practice for the Pastoral Care of International Students (2016) as administered by the New Zealand Qualifications Authority.*

#### **Policy Requirement Advice**

- All students are required to have appropriate Medical and Travel Insurance as specified in the Code of Practice.
- The school shall advise all prospective students about Medical and Travel Insurance requirements in the standard wording in the prospectus and with the Offer of Place letter.
- Students purchasing insurance through a New Zealand company should be provided with policy details in the student's first language where possible.
- In the case of overseas policy providers students must provide the school with a policy which complies with RPS requirements and in English at least one month before the students travel to Remuera Primary School.

#### **Verification of Policies**

Remuera Primary School must verify students are in receipt of an acceptable Medical and Travel Insurance policy.

Verification of policies will be undertaken by the International Administrator prior to Enrolment.

As part of the verification process, Remuera Primary School shall ensure that:

The insurer/re-insurer is a reputable and established company with substantial experience in the Travel Insurance business, and has a credit rating no lower than A from Standard and Poors, or B+ from A M Best.

The Insurer is able to provide emergency 24-hour, 7 day per week cover.

Students have a "certificate of currency" and policy wording from the Insurance company stating the student has purchased the cover for the duration of the planned period of study. The certificate and policy working must also detail medical sums insured, repatriation benefits etc.



Where a student is not in possession of an appropriate and current medical and travel insurance policy Remuera Primary School undertakes to:  
Advise the student of the medical and travel insurance requirement.  
Provide the student with a default policy which meets the requirements of the Code of Practice Guidelines. The cost of the insurance will be met by the student.

### **Recording of Policy Details**

For each student Remuera Primary School shall record the:

Name of the Insurer

Policy number

Policies start and end dates.

### **Policy Renewals**

For each student, prior to the expiry of their medical and travel insurance policy, Remuera Primary School shall issue a written reminder to the student advising that policy renewal must be completed.



## CURRICULUM PROGRAMME

Programmes at Remuera Primary School commonly feature the following:

- Learning activities in which student investigate issues and solve problems of interest to them
- A balanced curriculum which emphasizes discovery and exploration; and encourages higher order thinking as keys to successful learning.
- Opportunities to see the relevance of learning by applying it in a practical way to solve real problems
- Learning activities and experiences (both in and outside school) which enable all students to succeed regardless of previous achievement
- Schemes that are not so prescriptive that they stifle creativity and the opportunity to capture the teachable moment

Teachers adapt the programme to the students to ensure the curriculum focus for each student is on personal development as well as on academic achievement.

We focus on educating the whole child, emotionally, intellectually, socially, personally. Students are challenged with opportunities to participate in a range of academic, cultural, sporting and technology programmes.

Remuera Primary School is a public or state school. It offers programmes in all areas of the New Zealand Curriculum. This includes:

English	Technology (Electronics, Food Technology)
Mathematics	Digital Technology
Science	STEAM (Science, Technology, Engineering, Arts & Maths)
Social Studies	Media Studies
Health	Music
Physical Education	Visual Arts
Te Reo Maori	

Details of the curriculum can be found on the Ministry of Education's website [www.minedu.govt.nz](http://www.minedu.govt.nz)

Remuera Primary School adds a new range of learning opportunities to meet the broadening interest and development requirements of the pre-adolescent. Classroom teachers keep a close eye on the student welfare, progress and personal needs. They are always ready to talk with parents about concerns and students' progress.



## **ORIENTATION PROGRAMME AND SUPPORT SERVICES**

Students will be provided with a proper orientation process. The Principal is primarily responsible for the orientation of the students and their on-going welfare within the school community. This will be done in close liaison with the classroom teacher.

The Orientation Programme will include:

- On the student's first day, he/she will be met by the Principal or Deputy Principal and shown their classroom. All students will be mainstreamed immediately upon arrival with a small group withdrawn for further orientation, English testing and teaching as required.
- The classroom teacher will be responsible for ensuring the new student has a buddy group consisting of two or more other students whose role is to help the new student with daily routines, timetables and activities during the breaks. He/She will also ensure the student knows where to find the sick bay, lunch room, toilets etc.
- Orientation will include school layout, rules and regulations, support systems and resources available.
- The Pastoral Care Coordinator (ESOL Coordinator) will continue to monitor the student during the first few weeks as the student settles into the class and the school. They will also be available for support for the students, classroom teacher and the parents.
- Once the initial period is over, the Pastoral Care Coordinator (ESOL Coordinator) will continue to monitor the student and his/her progress through informal meetings, ESOL teaching times and where necessary through formal meetings with the student, the classroom teacher, and/or the parents.
- Translators will be made available where necessary. These may be another student or an adult, depending upon the situation and the requirements.
- Parents and students need to know that Remuera Primary School has an 'Open Door' policy. At any time they may make an appointment to see the classroom teacher, or the Principal to discuss any queries or concerns.



## STUDENT SUPPORT SERVICES

The following staff members are available for assistance, support and for emergencies:

Name: Stephen King  
Phone: 09 520 2458

Designation: Principal  
Email: [stevek@rps.school.nz](mailto:stevek@rps.school.nz)

Name: Mary Fallwell  
Phone: 09 520 2458

Designation: International Student Administrator  
Email: [maryf@rps.school.nz](mailto:maryf@rps.school.nz)

Name: Shana Mutton  
Phone: 09 520 2458

Designation: Deputy Principal  
Email: [shanam@rps.school.nz](mailto:shanam@rps.school.nz)



## FREQUENTLY ASKED QUESTIONS

### 1. When is Remuera Primary School open?

a. Our school is open at 8.30am every morning during term time, Monday to Friday.

Lessons start at 8.55am and school closes for the day at 3.00pm

b. The school terms are on our website [www.rps.school.nz](http://www.rps.school.nz) and also advised in our school newsletters along with information on public holidays when the school is closed.

### 2. What do I need for classes?

Make sure that you always have a pencil, pen, ruler and eraser with you every day. Your teacher will tell you what exercise books you need.

When your class has PE you will need your sports uniform.

### 3. What if I am sick and cannot come to school?

b. If you are sick and cannot come to school, make sure that your parents or caregivers contact the school to let the school know. When you return to school you will need to have a written note explaining your absence.

c. If you feel sick at school or if you hurt yourself at school, you need to go to the Office and tell the office staff, who will look after you.

d. If you have an appointment during the school day and have to leave the school during the day or miss a day as a result of the appointment, your parent or caregiver needs to let the school know in advance through a written note.

### 4. What if I change my address or phone number?

If you change your address or phone number your parents or caregivers need to let the school know by giving you a written note to take to your teacher or the school office.

### 5. What about breaks and meals?

There is a break in the morning from 11:00am to 11:40am. The last break of the day is from 1:25pm to 2:00pm. The school does not provide lunches for the students, however, there is a lunch buying scheme operating and the students may order Subway, Monday, Tuesday, Thursday and Friday and Sushi is available on Wednesday.



**6. What do I do if I am bullied?**

If you are teased or bullied at school, coming to school, or going home from school, you must let your classroom teacher or the Principal know as soon as you can. We do not like bullies and will do everything we can to prevent you being bullied.

**7. May I use my e-mail at school?**

Email can only be used under supervision. This also applies to using the Internet. A teacher must be present to make sure that you do not hit an unsuitable site. (Do not bring any external hardware (i.e. CD's, flashdrives etc) from home and use them in the school computer

