



BROWNS BAY SCHOOL

Welcome to Browns Bay School. The School was established in 1888 and has a tradition of providing a high standard of education for its students.

We are proud to carry on this fine tradition. We see education as a partnership involving home and school working together in the best of interest of our children. We seek to encourage excellence, foster co-operation and sensitivity and to provide the opportunities for children to realise their potential.

Our school values are Respect - Manaakitanga, Personal Excellence - Tu Rangatira, Taking Responsibility - Takohanga, and Inquiring Minds - Whai Whakaaro. These values are encouraged, modelled and explored as an aspect of everyday life for children, teachers and the community. Our motto is Ka Puta Te Hua - Effort Brings Reward.

Browns Bay School's mission, vision and values form strong foundations for successful learning. We believe that positive relationships between children, teachers, families and whanau, are essential to learning - underpinning equity and excellence.

We hope you will join us in these pursuits.

Peter Mulcahy
PRINCIPAL

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Browns Bay 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 the school or from the New Zealand Ministry of Education website at <http://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 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 special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment.

International Students at Browns Bay School must show that they have full medical insurance before they can start school. This must cover the cost of medical treatment in New Zealand for the entire duration of your stay as well as your travel to and 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 at <http://www.immigration.govt.nz>.

Costs of Tuition

The Board of Trustees has set the International Student fee as follows:

For a full year the fee will be **\$11,929.33**

10,000.00	School Fee
1,500.00	GST
<u>429.33</u>	MOE Fee (inc GST)
\$ 11,929.33	includes GST

To pay on a 2 Term basis the fee will be:

First Payment **\$ 6,179.33**

5,000.00	School Fee
750.00	GST
<u>429.33</u>	MOE Fees(inc GST)
\$ 6,179.33	Includes GST

Second Payment **\$ 5,750.00**

5,000.00	School Fee
<u>750.00</u>	GST
\$ 5,750.00	Includes GST

This fee includes the basic stationery requirements and uniform items as outlined on the uniform and stationery sheets. Additional uniform items may be purchased online from Uniformity if you wish, at www.uniformity.co.nz. Uniform items may be viewed and tried on at the school office to check for size.

Any class trips or school activities will attract an additional cost.

Any special needs and or behavioural issues need to be notified at the time of enrolment. Failure to do so could result in the enrolment being terminated. If identified needs can be addressed, additional costs may be incurred.

Application Requirements and Procedures

- Application to the school is made by completing the International Students Enrolment form in full, and stating the requested start and finish dates for study.
- If a place is available for the student, parents will be given a letter offering the student a place at the school.
- If parents wish to accept the offer of place they must sign and return the acceptance slip on the offer of place letter within 14 days.
- Parents will be invoiced for the full fee.
- A receipt for the payment of the fee will then be given to the parents to take to NZ Immigration to obtain the correct Student Visa.
- Parents will be sent a copy of the prospectus and other supporting information.
- Parents will be given a tuition agreement to sign.

Entry to the school is dependent on the fee being paid, a copy of the student permit/visa from the child's passport giving the child permission to study at Browns Bay School, sighting of full medical insurance, and confirmation that the child will be living with their parent for the duration of their study at our school.

Conditions of Acceptance of Application

The parents must sign and return the slip (or scan and email it) indicating that they accept the offer of place.

School fees must be paid in full, in advance. The place will only be held once the fees have been paid in full.

The relevant Student Visa has been issued by NZIS and sighted by the School.

Refund Conditions

The School may consider a refund of tuition fees in line with the Refund of International Student Fees Procedures as below or on the School Website (www.brownsbay.school.nz).

Information on Facilities, Equipment & Staffing

Browns Bay School has the following facilities available to students during the school day:

Heated Swimming Pool
School Hall
Hard court areas
Grassed playing fields
School library
Playground structures
Tuck shop

Equipment provided by the school includes:
Sports/physical education equipment
Teaching/learning resources
Library books

Musical instruments for classroom use
Classroom computers
Classroom smartboards or projectors
Staffing provided includes:
Classroom teaching staff
Korean and Chinese teacher aides
Specialist teachers for Music, Maori and Art
ESOL Teacher for students from a non-English speaking background
Teacher and liaison personnel for International Students
Administrative staff
Classroom teacher/student ratio averaging approximately 1:29

Information on Courses

Classrooms in the School are of a single cell nature (1 teacher to 1 class), they operate in three teams -

Junior (Year 1, Year 2),
Middle (Year 3, Year 4),
Senior (Year 5, Year 6).

Class programmes are designed to meet the requirements of the National Curriculum Guidelines which all New Zealand schools are required to follow. This includes instruction in the seven essential learning areas: English, Mathematics, Social Studies, Science, Arts, Technology and Health & Physical Education.

Information on Accommodation

Browns Bay School **does not offer or organise** accommodation for International Students. All International Students, with the exception of Group Students, must be living with their parent for the duration of their study at Browns Bay School.

Orientation Procedures

International Students will be given an orientation on or before their first day of school. Orientation will include:

- An introduction to the classroom teacher, the Principal/Deputy Principal/or Associate Principal if available.
- An introduction to key Administration staff and International Student liaison personnel.
- Orientation to the school including the location of the sick bay and the toilets, where to hang schoolbags, and where to eat lunch.
- Introduction to the student's New Zealand classroom
- Advice on school activities, including sports and music.
- Meeting a buddy of the same home language if available.

School Grievance Procedures – International Students

All grievances will be treated seriously, even if they appear trivial. Any staff member who is approached by an international student or parent who has a complaint about the school must:

1. Record in writing what the grievance is about. The written record must include:

- the date of the grievance.
- the name of the student involved.
- the name of the person advising the school about the grievance.
- the nature of the grievance.

2. Refer the grievance to another member of staff (usually the Principal or the International Liaison person) if appropriate.

3. File a copy of the written record of the grievance on the international student's file.

The following guidelines should be followed when dealing with an international student or parent who has a grievance:

- Staff should be empathetic.
- Staff should only attempt to resolve a grievance if it is within the scope of their position and experience.
- If the student or parent is extremely agitated and/or the grievance is of a serious nature, the staff member may refer the matter to the Principal / Deputy Principal / Associate Principal.

4. As Browns Bay School is a signatory to the Code of Practice, any breach of the Code can be reported to the DRS (International Students' Contract Dispute Resolution Scheme) at www.fairwayresolution.com/istudent.complaints or to the Code Administrator. The DRS is established to receive and adjudicate on complaints received from International Students or their authorised agents/representatives concerning alleged breaches of the Code.

International Students who consider that the serviced provided by Browns Bay School do not satisfy the requirements of the Code may seek redress through the DRS when they have exhausted the internal grievance procedures of the school.

Withdrawal Procedure

Students intending to withdraw from the school must advise the school at least two weeks in advance.

The school refund policy below will apply when a student withdraws.

The New Zealand Immigration Service will be notified when a student withdraws.

Termination Procedure

The school has the right to terminate enrolment in the event of:

- Continued and/or unexplained absenteeism:
In the event that attendance falls below an acceptable level the school may terminate the student's enrolment.
- Disruptive behaviour:
This includes failure to follow school staff instructions, inappropriate behaviour towards other students, and disruption in class. In the event of ongoing disruptive behaviour, the school may terminate enrolment.
- Non-Disclosure:
Where behavioural problems and or special needs are not disclosed at the time of enrolment the school may consider terminating the student's enrolment.
- Criminal behaviour:
This includes damaging or stealing school property, or the property of other students. In the event of criminal behaviour by a student, the school may terminate enrolment. *The New Zealand Immigration Service will be notified when a student's enrolment has been terminated.*

Refund Procedure

1. Any student withdrawing from his/her course of study before their originally advised course completion date may be eligible for a partial refund of school tuition fees.
2. An application for refund of school tuition fees must be made in writing. The student/parents must write to the Board of Trustees within one month of the last day of attendance explaining:
 - Why he/she has withdrawn from the course; and
 - The reasons for seeking a refund
3. **If the application is made before the start of the course** the tuition fees will be refunded in full, less an administration charge of \$250.00 incl GST to cover costs incurred by the school.
4. **If the application is made after the start of the course but before the second half of their course** (*i.e. in Terms 1 or 2 of a full year study period*), school tuition fees will be refunded less:
 - an Administration Fee of NZ \$250.00 inc GST
 - costs to the school already incurred for tuition on a term by term basis
 - components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff
 - costs already incurred for the use of facilities and resources
 - the proportion of the Government MoE (Ministry of Education) levy the school is required to pay
 - any other costs already incurred eg uniform and stationery ordered
5. **If the application is made after the second half of the student's course** no refund will be given, except under exceptional circumstances (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.

6. No refund will be given to a student who is excluded from the school by the Board of Trustees.
7. **No refund will be given to a student who has breached the terms of their contract with the school.**
8. **If an international fee-paying student gains residency during their course** or has a change of status whereby a fee is not required to be paid they will be entitled to have their school tuition fees refunded from the end of the term in which they became a domestic student. Any International Student becoming a domestic student will be required to re-enrol accordingly.

Fee Protection

The 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 continue delivering tuition to the international student. This policy ensures that the school retains sufficient funds to meet the requirements of any refund in these circumstances.

The Browns Bay School Board of Trustees guarantees a refund of unspent fees for International Students if the school becomes unable to continue to deliver their programme. International Student fees will be coded in the school accounts and steps taken to ensure monies are retained to meet any refund requirements.