

**2023**



## **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

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 Qualifications website <https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/code-of-practice>

### **Health and Travel Insurance**

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. International 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.

If you have an accident you may be covered by ACC even as an International Student <https://www.acc.co.nz/im-injured/injuries-we-cover/visiting-new-zealand/?smooth-scroll=content-after-navs>

### **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 <https://www.immigration.govt.nz/new-zealand-visas>

### **Costs of Tuition**

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

For a full year the fee will be **\$13,408.75**

10,875.00	School Fee
784.78	Non-refundable admin fee (incl MoE levy)
1,748.97	GST
<b>\$ 13,408.75</b>	<b>TOTAL (incl GST)</b>

For a full year there is a sibling discount of 10% for the tuition component of the fee.

To pay by the term the fee will be **\$3,856.76**

2,895.00	School Fee
458.70	Non-refundable admin fee (incl MoE levy)
503.06	GST
<b>\$ 3,856.76</b>	<b>TOTAL (incl GST)</b>

The International Student fee includes the basic stationery requirements and uniform items as outlined below. Additional uniform items may be purchased online from our school uniform supplier if you wish, at [www.argyleonline.co.nz](http://www.argyleonline.co.nz) . Uniform items may be viewed and tried on at the school office to check for size.

The tuition fee includes:

- Tuition
- Admin fee
- MoE levy
- GST
- Basic stationery kit
- 3-5 uniform items as listed below

It does not include:

- Travel and Medical insurance
- Athletics (\$25 per year for Year 2-6 students)
- Camps and other class trips, or general class-related activities
- Membership of sports teams, instrumental tuition etc

### **Uniform items**

For students enrolling for one term only – 3 items of uniform as follows:

- 1 hat
- 1 shirt
- 1 pair of shorts or skort

OR

- 1 polar fleece
- 1 shirt
- 1 pair of shorts, skort or trousers

For students enrolling for more than one term – 5 items of uniform as follows:

- 1 hat
- 1 polar fleece

Plus either

- 2 shirts and 1 pair of shorts, skort or trousers

OR

- 1 shirt and 2 pairs of shorts, skort or trousers

The school must be notified of any special needs and or behavioural issues at the time of application. Failure to do so could result in the enrolment being terminated. If identified needs are addressed, additional costs may be incurred by parents including additional Teacher Aide support if required.

### **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 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.

Full medical and travel insurance including travel to and from New Zealand.

### **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](http://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 bilingual teacher aides

Specialist teachers for Music, Maori and Art

ESOL Teachers 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

## **BROWNS BAY SCHOOL OFFERS . . .**



Yr 5/6 Waterwise



Outdoor Education / Camps



Class Swimming



Sports Programme



ESOL groups



Arts Programme



Gifted programme



### **Information on Courses**

Most classrooms in the School are of a single cell nature (1 teacher to 1 class). From June, 2022 our new MLE classrooms will be operating for Years 5 and 6.

There are three year level teams -

- Junior (Year 1, Year2),
- 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](http://www.fairwayresolution.com) 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. Please refer to our [refund policy on our website](#) or request a copy.
2. Please note that Browns Bay School has an **enrolment zone** set by the Ministry of Education and can only accept domestic students living within that zone. If a student becomes a domestic student, they must be living within our zone or enrol in another school. School zones can be viewed here <http://nzschools.tki.org.nz/>

### **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.



Browns Bay School values the diversity that International Students bring. We have a reputation for building warm, genuine relationships and connections, and are proud of our strong multi-cultural environment. Our International Students are fully integrated into the regular classroom programme and make strong friendships as well as excellent progress with their English. They are an important and valued part of our school.

We look forward to having your family here.

Karen Cebalo  
Director of International Students