



INTERNATIONAL
ENROLMENT
PACK



113 Becroft Drive - Forrest Hill - Auckland 0620
email: wairauint@wairau.school.nz - web: www.wairau.school.nz
 Wairau Intermediate - Official
Ph: 09 4107805

To Parents of prospective International Fee Paying Students enrolling at Wairau Intermediate School

Dear Parents

Thank you for your enquiry regarding a place for your child at Wairau Intermediate School. The information in this pack is important and needs to be understood, and **signed by the parent** where applicable.

For all students enrolling you need to complete the following forms:

- Application to Enrol form
- Contractual Agreement
- Memorandum of Agreement
- Conditions of Enrolment
- Refund Conditions form
- Uniform Order form
- School Fee form

For those students who will be living in a caregiver/homestay situation, that is, **they are not living with one of their parents**, it is necessary that the parent also completes the following:

- Indemnity Document for Students Living with a Designated / Homestay Caregiver form

The **caregiver** must sign the following form:

- International Student Caregiver Agreement form

To all parents, it is very important that the school is notified of any changes of address or phone numbers or any changes of caregiver.

Please note it is compulsory for International Students to have travel and medical insurance.

Yours sincerely

Grant Murray

PRINCIPAL



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INFORMATION FOR PARENTS/CAREGIVERS OF INTERNATIONAL STUDENTS

The following information is provided to parents/caregivers of prospective international students at Wairau Intermediate School. The information should be read before you enter into any commitment with the school.

CODE: *Wairau Intermediate School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the code are available from this institution or from the New Zealand Ministry of Education website at www.nzqa.govt.nz*

HEALTH AND TRAVEL INSURANCE: *Most students are not entitled to publicly funded health care services while in New Zealand unless they are:*

- *A resident 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. We strongly recommend that you have insurance that will cover the cost of medical treatment for the duration of your stay in New Zealand. It is a requirement that all International Students have Health and Travel Insurance during their time in New Zealand. Proof of this must be shown on enrolment.

ACCIDENT INSURANCE:* *The Accident Compensation 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/>

1. Fees are as set out on the School Fee form.
2. Additional charges will be made for uniform and stationery. There may be extra charges during the year for class trips. These will usually not exceed \$12.00 per trip.
3. If enrolling in term one there will be an expense involved in attending school camp. This will be approximately \$200.00.
4. Refund conditions are set out in our Refund Policy
5. Arrangement of accommodation for International Students attending Wairau Intermediate School is the responsibility of the parent, as of writing \$240 per week.
6. Acceptance as a fee paying international student is conditional upon a student permit being granted to the student.

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/new-zealand>





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INTERNATIONAL STUDENT APPLICATIONS AND PROCEDURES CHECKLIST

Please read and complete the checklist in order to help with your application for tuition at Wairau Intermediate School as a fee paying International Student.

1. Enrolment Process

- a) Complete an application form and bring to your interview.
- b) Upon acceptance of application to enrol the full payment of the fee is required – this can be in the form of a direct credit, cheque or cash.
- c) Please bring the student's passport and the parent's passport. If the parent is living overseas, a copy of the passport will suffice. If not living with a parent, then a copy of the caregiver's passport is required.
- d) Please bring a copy of the student's current medical and travel insurance for the duration of their stay in New Zealand. Insurance must be of adequate cover to repatriate a student to their home country, should it be necessary. A suggested minimum cover would be upwards of \$100,000.

2. Conditions of Acceptance

- a) International students must be living with their parents or designated caregiver or homestay accommodation approved by the school.
- b) Students must be the appropriate age for the school.
- c) Students are required to have medical and travel insurance cover.

3. Acceptance and Fees

On receipt of the acceptance and the full fees, the school will give you a confirmation letter which is required when applying for a student visa and student permit. Please refer to the New Zealand Immigration Department website for further details. <http://www.immigration.govt.nz/migrant/stream/study/>

4. Starting Date at Wairau Intermediate School

On presentation of your Student Permit your enrolment is complete and a starting day will be confirmed.



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SCHOOL FEE

INTERNATIONAL STUDENT

Fees (inclusive of GST) may be paid by **cash, cheque, direct credit or bank draft**. Payment may be made to the Wairau Intermediate School office.

- School Fee for overseas student \$11,500.00 for one year (paid before start of year)
- \$ 3,200.00 for one term or term by term payment

*These fees **do not** include uniform and stationery costs or school trips.*

Child's Name

Parent's/Caregiver's Name

Email

Address

.....

Phone No.....

Payment by cash / cheque / bank draft / direct credit (please circle)

Amount \$

Receipts will be issued for all payments once funds have been cleared.



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CONTRACTUAL AGREEMENT

Agreement to Provide Tuition Services Between Wairau Intermediate School and the Applicant

Name of Applicant: _____

1. The Applicant is the parent of the Student named below:

2. The Applicant has made application for tuition of the Student in New Zealand and wishes the Student to attend Wairau Intermediate School.
3. The School has agreed to enrol the Student upon and subject to the terms and conditions hereinafter set out.

The School's Obligations

4. The School will observe and be bound by the Ministry of Education's *Code of Practice for the Pastoral Care of International Students* ("Code"). Copies of the Code are available on request from the school or from the Ministry of Education website at www.nzqa.govt.nz
 - 4.1 The School shall provide tuition in accordance with that accorded to domestic students
 - 4.2 The School will only accept International Students who live with their parents or who are with designated caregivers or are in homestay accommodation approved by Wairau Intermediate.
5. The School shall use its best endeavours to ensure the safety, health and well-being of the Student but shall not be liable for:
 - 5.1 Any damage or harm caused to the Student or the Student's property while attending the School
 - 5.2 Any damage or harm caused to the Student or the Student's property arising out of the Student's accommodation
 - 5.3 Any damage or harm caused to the Student or the Student's property outside normal school hours. In the case of the Student's property, the School shall not be responsible for any damage to such property that may occur outside the school premises.

The Applicant's Obligations

6. The Applicant shall:
 - 6.1 Pay to the School the tuition fees in the manner agreed to by both parties
 - 6.2 Agree to provide the school with academic, medical or other information relating to the well-being of the Student as may be requested from time to time by the school

- 6.3 The student will accept and abide by the school's rules and all instructions given by members of staff.
- 6.4 The students will attend school on all occasions when it is open unless prevented by illness or other urgent cause.

Authorisations

7. The parents of the Student who have signed the application for tuition on behalf of the Student irrevocably appoint and authorize the Principal of **Wairau Intermediate School** (or such other person as may be appointed by the Board of Trustees of the school) to:
- 7.1 Receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical, educational or welfare information.
- 7.1 Provide consents in respect of any activity carried out and authorized by the school.
- 7.2 Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Applicant.
- 7.3 If applicable, advise the Student's Designated Caregiver of all matters and information required to be provided to parents of any student and agree to appoint the Designated Caregiver as their agents in New Zealand to receive such information in substitution for the Applicant.
- 7.4 To take whatever steps are necessary to ensure the Student complies with School rules and policies as set down by the School.
- 7.5 To obtain at any time from any person or entity any information required to process and/or accept the application for tuition or to perform or complete the School's various obligations under this agreement. The Applicant authorizes any such person to release to the School any personal information that person holds concerning the Student/Applicant.

Limitations of Liability

8. In no event shall the School's liability exceed an amount equal to the amount of tuition fees paid by the Applicant.

Termination

9. Either party may terminate this agreement with 5 (five) days written notice. The parties agree that all relevant provisions of the Education Act 1989 shall apply to the student in New Zealand. Any decision under these provisions to expel or exclude the Student will follow the Ministry of Education's guidance for schools on stand-downs, suspensions, exclusion and expulsion and shall terminate this Agreement.
10. Upon termination of this agreement, refunds will be made in accordance with the School's Refund Policy.

Miscellaneous

11. Nothing in this agreement limits any rights the Applicant and/or the Student may have under the Consumer Guarantee Act 1993
12. It is acknowledged that the stand-down, suspension and exclusion of student's provisions as set out in Part II of the Education Act 1989 shall apply to the Student in New Zealand. Any decision under these provisions to stand-down, suspend or exclude the Student shall terminate this agreement and the refunds policy will apply. The parents will have no claim for damages for any compensation if this agreement is terminated in these circumstances.

13. **Force majeure:** Neither party shall be in default or in breach of their obligations under this agreement to the extent that the performance of those obligations is prevented by an event of force majeure. Force majeure means an event beyond the reasonable control of the party seeking to rely on force majeure.
14. **Governing Law:** This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Applicant irrevocably submits to the exclusive jurisdiction of the Courts of New Zealand, and agrees that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand and waive any objection to proceedings in any such court or forum constituted under the Arbitration Act 1908 within New Zealand on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

Entire Agreement

15. This agreement shall consist of:
 - 15.1 The application for tuition in New Zealand;
 - 15.2 The Tuition Agreement including any Schedules annexed thereto (including the refund and fee protection policies and the International Student Information Booklet).
16. This agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.
17. The terms of this agreement may be changed at any time by the School in writing to the applicant and any such change in terms shall be notified to the Applicant in writing.
 - 17.1 Notices given in writing will be given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received 5 (five) days after posting.

The Privacy Act

18. The Applicant acknowledges that:
 - 18.1 Personal information of the Applicant and/or Student collected by the School and may be held, used and disclosed to third parties to enable the School to:
 - 18.1.1 Process the application for tuition
 - 18.1.2 Provide tuition to the Student
 - 18.1.3 Provide the Student and/or Applicant with advice or information concerning products and services the School believes may be of interest to the Student and/or Applicant; and
 - 18.1.4 To enable the School to communicate with the Student and/or Applicant for any purpose.
 - 18.2 All personal information provided to the School will be held by the School at ***Wairau Intermediate School, Becroft Drive, Forrest Hill 0620, North Shore City, Auckland.*** Phone: ***09 410 7805*** Fax: ***09 410 7985.***
 - 18.3 Failure to provide any information in the application for tuition may mean the School is unable to process the application.
 - 18.4 The Student/Applicant has the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.

Execution

I have read and understood the terms set out in this agreement, including the attached schedule, and agree to them.

For the period of _____ commencing ____/____/____

Signature of Applicant: _____ (Parent) Date: _____

Signature for Wairau Intermediate School: _____ Date: _____

(Principal/International Student Manager)

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/new-zealand>





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INTERNATIONAL STUDENTS MEMORANDUM OF AGREEMENT

This agreement between Wairau Intermediate School and _____ (Parent's name)

sets out the terms and conditions for the acceptance
of _____ (Student's name)

as an International Fee Paying student at Wairau Intermediate School.

N.B. Students cannot be officially enrolled until a Student Permit is produced. This must be brought to the school for photocopying as soon as it is received from New Zealand Immigration.

The International Student fee covers:

- All services normally provided by the school and will include the provision of small group ESOL teaching for up to four sessions per week. Ongoing ESOL assistance will be given within the Block and the Home Group.
- Access to all class programmes.
- Opportunities for participation in a wide range of sports.
- Opportunities to participate in choirs, orchestra, instrumental groups.
- Specialist teaching in Art, Music, Food Technology, Fabric Technology, Electronics, Wood Technology, Drama.

The fee does **NOT** cover costs associated with special agencies such as Resource Teachers for Learning / Behaviour difficulties or Special Education Service assistance.

Please note:

- The minimum length of enrolment is one term (term fee on application).
- Termination notice is to be not less than one term.
- Deductions from any refund will include the fee paid to the Ministry of Education (\$429.20 per annum) and an administration fee of \$500.00.
- If a residence or work permit is granted to a parent and fees can be waived, a refund from the date of the permit being granted may be made, at the discretion of the Board of Trustees. This permit must be sighted by the school as soon as it is issued. The Ministry of Education fee, an administration fee of \$500.00 and any costs incurred if the student has an agent will be deducted from the refund.

The signing of this agreement acknowledges acceptance of the above conditions.

Signed _____ (Parent) Date _____

Signed _____ (Principal) Date _____



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CONDITIONS OF ENROLMENT

I/we, the Parent(s), accept as a condition of enrolment
that: (Name of Student)

- 1) The student named in this Contract will participate in the general school programme that gives Wairau Intermediate School its special character.
- 2) The student does not have special educational or behavioural needs that would require additional educational provisions or special equipment or specialist services in New Zealand.
- 3) The student will be living with either his/her parent, or with a designated caregiver or homestay accommodation arranged by me/us and approved by the school, while in New Zealand and attending Wairau Intermediate School.
- 4) I/we indemnify the school against any ill-treatment for the accommodation by signing the enrolment contract.
- 5) I/we have sighted the provisions laid down in the student enrolment pack and will abide by the rules provided therein.
- 6) I/we agree that the information collected at the time of enrolment may be used in the general administration of the school.
- 7) I/we agree to inform the school of any changes in my contact details and/or residential address.
- 8) Proficiency of English language is not necessary because students will be tested on arrival for ESOL suitability.

Wairau Intermediate School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at www.nzqa.govt.nz

For the period of _____ Commencing ____/____/____

Signed _____ Parent Date _____

FOR SCHOOL USE ONLY

The applicant is accepted / not accepted for enrolment.

Signed _____ Principal Date _____



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REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

All applications for a refund must be in writing to the Principal. Termination notice is to be not less than one term.

If the student has enrolled but has not yet started the course:

- The Tuition Fees may then be refunded in full less a \$600.00 associated costs charge, such as administration, and home visiting.
- Withdrawing or transferring to another school without notification, may incur an additional penalty.

If the student has started the course:

The Tuition Fees may 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. In all but exceptional cases, one term's notice needs to be given.

If the student has gained residency or the parent of the student has been granted a work permit:

The Tuition Fee may be refunded less the following charges:

- Administration and associated costs of \$600.00
- The cost of the course up to the time of withdrawal
- Deductions from any refund will include a proportion of the annual government levy of \$429.20 per annum paid by the school to the Ministry of Education
- Any agent costs incurred

If a refund is to be claimed the student must:

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

The Principal will make the decision about giving a refund in these circumstances.

There are **NO** refunds if the student has been asked to leave the school because of bad behaviour or poor attendance.

I agree with these refund conditions:

For the period of _____ Commencing ____/____/____

Signed _____ (Parent's signature)

Parent's Full Name _____ Date _____

Student's Full Name _____

Signed _____ (Principal/International Student Mgr) Date _____



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INDEMNITY DOCUMENT FOR STUDENTS LIVING WITH A CAREGIVER

I/we designate _____ (*insert name of caregiver*) to provide accommodation for my/our son/daughter, to attend Wairau Intermediate School as an international student from _____ to _____, subject to the approval of the Education Provider prior to enrolment.

Student's name (as it appears on the passport):

.....

Relationship to student:

(uncle /aunt / grandparent /close family friend / agent / homestay / caregiver)

Address:

.....

Phone: (home) (cellphone)

I/we understand that Wairau Intermediate School will:

- ***Visit the home of the designated caregiver prior to or on enrolment to determine that the living conditions are of an acceptable standard, and visit twice per year***
- ***Assess whether the designated caregiver will provide a safe physical and emotional environment for the student***
- ***Determine that the accommodation is not a boarding establishment (i.e. does not have 5 or more international students staying in the home)***
- ***In the event of the accommodation designated by the parents being a boarding establishment, Wairau Intermediate School will not enrol the student. Parents would need to organize other suitable accommodation approved by the school***
- ***Meet with the designated caregiver/s and establish communication with the caregiver***
- ***Meet the student at least quarterly to ensure the accommodation is suitable***
- ***Require a Police vet to be undertaken for all those living in the house who are over 18 years of age (excluding international students)***

Should this arrangement change, I/we undertake to inform Wairau Intermediate School immediately. Further, I/we understand that should Wairau Intermediate School have any concerns regarding the welfare of my/our child, they may refer him/her to the relevant welfare authorities, or any other appropriate agency in New Zealand.

I/we understand that Wairau Intermediate School will make every endeavour to ensure the safety and welfare of my/our child while studying at their school.



This Agreement is subject to the Student being placed in accommodation that is approved by the School. The School will make every reasonable attempt to provide approved accommodation for the Student and the Student agrees to comply with all expectations and conditions for living in School approved accommodation.

DECLARATION:

I/we confirm that the person/s nominated as the caregiver/s is

- a 'bona fide' relative or close family friend
- or
- a homestay unknown to the family
- or
- an agent nominated by the family *
- or
- other, *please state*

(Proof of this relationship may be required)

*** For a student who has an agent or support person in New Zealand other than the caregiver:**

I/we designate _____ (*insert name of agent, or New Zealand support person*) to be an agent for my/our son/daughter, while he/she attends Wairau Intermediate School as an international student from _____ to _____, subject to the approval of the Education Provider prior to enrolment.

Signed: Date:
(Must be signed by student's Father, Mother or New Zealand support person)

Print name: Mr/Mrs **Relationship to student**

Wairau Intermediate 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 this institution or from the New Zealand Ministry of Education website at www.nzqa.govt.nz



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INTERNATIONAL STUDENTS CAREGIVER AGREEMENT

WAIRAU INTERMEDIATE SCHOOL expects **Designated / Homestay Caregivers** to:

- Provide a warm, caring environment, where the physical and emotional well-being of the student can be nurtured
- Provide three meals a day
- Attend parent/teacher conferences/interviews when held
- Care for the student as you would your own child
- Provide a warm, comfortable room for the student including their own bed
- Ensure that the school has up-to-date information of parents' addresses and student's address and contact numbers at all times
- Set reasonable rules and boundaries and discuss expectations of these with the student
- Contact the school immediately if there are any concerns whatsoever concerning the welfare, health and safety of the student
- Be home after school for the student and to never leave the student in the house on their own or under the supervision of children under the age of 14

The Homestay Caregiver can expect the school to:

- Provide a safe learning environment for the student
- Ensure the student's safety and emotional well-being is taken care of
- Provide an ESOL programme for the student (if applicable)
- Provide contact through the International Student Manager and/or the Principal of the school
- Provide school newsletters and any other information sent to parents of the school
- Provide school reports
- Provide support and quick action in case of problems
- Provide support for school rules
- Undertake two home visits per year

Should there be a concern about the welfare of the student, the school will consult the pastoral care staff within the school and will discuss the concern with the parents of the student. If necessary, the school will also refer the matter to CYFS, Truancy Services, the New Zealand Police or any other appropriate outside agencies.

I agree to the above conditions and will provide a reasonable and safe environment for

This Agreement is subject to the Student being placed in accommodation that is approved by the School. The School will make every reasonable attempt to provide approved accommodation for the Student and the Student agrees to comply with all expectations and conditions for living in School approved accommodation.

I agree to the above condition and will provide a reasonable and safe environment for

_____ (Name of Student) _____ Date

Signed _____
(Homestay Caregiver) (Principal / International Student Manager)



2017 STAFF

Principal	Mr	Grant	Murray
Team Leaders	Miss	Teresa	Aue
	Mrs	Judith	Carter
	Mrs	Fiona	Scott
	Miss	Bernadette	Walles
Teachers	Mr	Narain	Achari
	Mrs	Susheel	Awadh
	Mrs	Beverley	Bibby (ESOL)
	Mr	David	Bryant
	Ms	Philippa	Drake
	Mrs	Carol	Gordon
	Mrs	Christine	Graham
	Miss	Emma	Hegan
	Mrs	Rika	Kirstein
	Mrs	Teresa	Nathan
	Mr	Adam	Phillips
	Mr	Ryan	Pilkington
	Miss	Chloe	Smith
	Mrs	Esther	Steven
Secretarial Staff	Mrs	Margaret	Laycock
	Mrs	Ethel	Reid
International Student Manager	Mrs	Suzie	Birch
Receptionist	Mrs	Glenda	Dakers
Teacher Aides	Mrs	Va	Viti
	Mrs	Ann	Wait
Library Assistant	Mrs	Elizabeth	Halliday
Property Manager	Mr	Hector	Maria
Groundsperson	Ms	Tess	Karlsson



BOARD OF TRUSTEES

The Board of Trustees is charged with the governance of the school. The Board consists of elected and co-opted parents, an elected staff member and the Principal. The Board generally meet once a month. Our Board of Trustee members are:

Board Members	Mr	Alan	Curtis (Chairperson)
	Mrs	Michelle	Atkinson
	Mrs	Sophia	Jalil
	Mr	Antony	van Iersel
	Mr	Neil	Crooks
Staff Trustee	Miss	Emma	Hegan
Principal	Mr	Grant	Murray



SCHOOL UNIFORM

Uniform is only sold through the school. Great efforts have been made to achieve a reasonable cost to parents. We feel that children should be proud of their school and the wearing of the uniform certainly provides a sense of belonging and identity. This, in turn, tends to lead to the development of good working habits and self-discipline. All children are expected to wear correct school uniform at all times.

Girl's Uniform Items

- Navy skirt (summer and winter) and / or navy unisex shorts
- Burgundy sweatshirt
- White polo shirt - short sleeve
- Navy socks - long or short
- Low heeled black leather lace up shoes – not sport type (low heeled black sandals with ankle strap is a summer option)
- Plain navy opaque tights (winter option)
- School sunhat (terms 1 and 4)
- Long sleeved white polo shirt (winter option)

Boy's Uniform Items

- Navy shorts (summer and winter)
- Burgundy sweatshirt
- White polo shirt - short sleeve
- Navy socks - long or short
- Black lace up shoes - not sport type (black sandals with ankle strap is a summer option)
- School sunhat (terms 1 and 4)
- Long sleeved white polo shirt (winter option)

PE Uniform (boys and girls)

- Burgundy polo shirt
- Navy shorts (taslon)

HOW TO PURCHASE UNIFORM

An order form (**blue sheet**) is included in this pack. Please complete and return to the Wairau Intermediate School office. If you are unsure as to which size you require, an appointment can be made for a fitting by telephoning the Wairau Intermediate School office, + 64 9 410 7805.

Please remember that all uniform with the exception of footwear must be purchased from the school.

FURTHER UNIFORM REQUIREMENTS

We request that all children have an old shirt (large) for Art. Children will be reminded of this early in the year. Shoes are required in the Wood and Metal Specialist rooms. Jewellery is not part of our school uniform. Children who have had their ears pierced may only wear studs at school. Makeup and fingernail polish may not be worn. Extremes of fashion will not be accepted.



WAIRAU INTERMEDIATE SCHOOL

UNIFORM ORDER FORM

Child's Name: _____ Phone No: _____ (home)

Parent's Name: _____ (work)

Prices current at time of printing and may be subject to change

ITEM	SIZES AVAILABLE	PRICE PER ITEM \$	SIZE REQUIRED	QUANTITY REQUIRED	TOTAL PRICE \$
SWEATSHIRT	Child sizes 8, 10, 12, 14 Adult sizes S, M, L, XL	45.00			
WHITE POLO SHIRT	Child sizes 8, 10, 12, 14 Adult sizes S, M, L, XL	40.00			
GIRLS SKIRT	Sizes 8, 10, 12, 14, 16, 18 *	45.00			
UNISEX SHORTS	Sizes 8, 10, 12, 14, 16, 18 * Adult sizes 77,82,88,92,97etc	45.00			
PE POLO SHIRT (burgundy)	Child sizes 8, 10, 12, 14 Adult sizes S, M, L, XL	35.00			
PE SHORTS	Child sizes 8, 10, 12, 14 Adult sizes S, M, L, XL	30.00			
SUNHAT - NAVY	Sizes 55cm, 57cm, 59cm	10.00			
SOCKS - SHORT NAVY	Shoe sizes 13-3, 4-6, 7-9, 9-11	5.00			
SOCKS - LONG NAVY	Shoe sizes 11-1, 2-5, 6-8, 9-11	10.00			
JACKET (optional)	Child sizes 8, 10, 12, 14 Adult sizes S, M, L,	80.00			
				TOTAL	\$

* Larger sizes can be ordered



2017 SCHOOL YEAR

School reopens for children at **8.45am** on **Wednesday 1 February 2017 for Year 8 students and on Thursday 2 February 2017 for Year 7 students.** Pupils should have writing paper (an old exercise book), a pen and pencil so that some school work can begin on the first day. Stationery lists will not be available until the first day of term. Stationery may then be purchased from the school, or stationery shops if you prefer.

The following are the term and holiday dates for 2017:

- **Term 1 :** 1 February – 13 April (Year 8 students)
2 February – 13 April (Year 7 students)
- **Term 2 :** 1 May – 7 July
- **Term 3 :** 24 July – 29 September
- **Term 4 :** 16 October – 14 December (Year 8 students)
16 October – 15 December (Year 7 students)

Holidays

School will be closed on Saturdays and Sundays and the following public holidays:

- **Waitangi Day** : Monday 6 February
- **Good Friday** : Friday 14 April
- **Easter Monday** : Monday 17 April
- **Easter Tuesday** : Tuesday 18 April
- **Anzac Day** : Tuesday 25 April
- **Queen's Birthday** : Monday 5 June
- **Labour Day** : Monday 23 October

The School Day

- **8.45am** : **School commences**
- **10.55am - 11.25am** : **Morning recess**
- **12.45pm - 1.35pm** : **Lunch**
- **3.00pm** : **School finishes for the day**



BUS TRANSPORT

The following school bus transport is available for our pupils:

- **Morning Route Only – North Star No. 053D : 7.35am – Unsworth Heights to Wairau Intermediate School**

Leaves from the corner of Unsworth Drive/Bronzewing Terrace at 7.40am and travels down Unsworth Drive, right into Barbados Drive, through roundabout into Meadowood Drive, right into Devonshire Road, left into Caribbean Drive, left into Sunset Road, right into Trias Road, left into Athena Drive, left into Trias Road, right into Totaravale Drive, left into Sunnynook Road, right into Becroft Drive and stops in the bus bay outside Wairau Intermediate School, left into Sunnynook Road, right into Target Road to Target Road Primary School, then to Wairau Road, Taharoto Road, Westlake Boys High School, Westlake Girls High School, Takapuna Normal Intermediate School, Dominion Street, St Joseph's School and Rosmini College.

For information on bus fares for North Star buses, refer to www.northstarbus.co.nz or contact the North Star depot on 444 4408.

- **Morning Route – Birkenhead Transport No. 073 Bayview to Wairau Intermediate School**

Bus departs at 8.00am from the top of Spinella Drive, north end of Bayview Road, Lynn Road, Manuka Road, Glenfield Road, Sunset Road, Trias Road, Athena Drive, Totaravale Drive, Sunnynook Road, Becroft Drive (Wairau Intermediate School) at 8.35am approximately.

- **Afternoon Route – Birkenhead Transport No. 073 Wairau Intermediate School to Bayview**

Bus departs Wairau Intermediate School at 3.15pm, Sunnynook Road, Totaravale Drive, Trias Drive, Athena Drive, Sunset Road, Glenfield Road, top of James Street, Spinella Drive, north end of Bayview Road, Lynn Road, Manuka Road at 3.50pm approximately.

For information on bus fares please refer to www.at.govt.nz

Pupils will be expected to behave in an appropriate manner on buses when travelling to and from school. Children should remain seated, converse in a reasonable tone and generally behave in a manner that will bring credit to the school. Pupils who do not behave will not be permitted to travel by bus.

유학생의 특별관리(Korean Language)

업무 규정 - 업무규정에 관련 중요 정보

재검토위원회에서는 무엇을 해 주나요?

재검토위원회에서는 교육기관들이 본 규정에 등록을 하는 문제에 있어 이에 대한 결정을 보류 해주시킬 수 있습니다. 이는 곧 문제가 있는 교육기관들이 유학생들을 규정 외로 받는 것을 막아 줄 것입니다. 본 기관에 불만사항들을 회부할 수 있는 곳은 오직 국제교육 항소청입니다.

유학생 특별관리 관련 업무 규정 요약

본 규정은 교육기관에 대한 기준들을 다음과 같이 세웁니다.

전문적이고 수준 높은 교육을 유지

도덕적이고 윤리적이며 합리적인 태도로

유학생 모집에 임할 것을 약속

유학생들에게 포괄적이고 정확한 최신 정보자료 제공

학생들이 어떠한 결정을 내리기 전에 바른 정보 제공

유학생과의 모든 계약상 거래는 공정하고 합리적인

태도로 처리

유학생들의 특정한 필요사항 인식

유학생들을 위한 안전한 숙박시설 알선

교육기관들은 유학생들의 불만사항에 대한 해결책

모색에 있어서 공정하고 공평한 내부 처리 절차 제공

상기 내용에 관련된 자세한 내용들은 본 규정서 책자에서 찾으실 수 있습니다.

또한 본 규정은 국제교육 항소청과 재검토위원회에 학생들의 불만을 접수하고 판결하는 업무체제를 확립합니다.

외국에서 뉴질랜드로 공부하러 오는 학생들이 유학기간 동안 안전을 보장받고 체계적인 관리를 받으며 많은 정보를 접할 수 있도록 하는 것이 중요합니다.

뉴질랜드 교육기관들은 유학생들의 복지를 책임질 중요한 의무가 있습니다.

이 팜플렛은 '유학생대상 특별관리 업무규정'을 요약 한 것이며 학생들에게 뉴질랜드 교육기관 및 대행업체와의 관계에서 문제가 발생할 경우 해결 할 수 있는 절차에 대하여 알려줍니다.

업무규정이란?

교육기관 및 대행업체들이 유학생들에게 제공하는 서비스 체제를 보여주는 규약들을 문서화 한 것이며 유학생들이 교육기관으로부터 당연히 받아야 할 최소한의 관리 및 조언을 나타냅니다. 이는 특별관리 및 정보 규정에만 적용되며 학력평가기준과는 상관이 없습니다.

본 규정이 누구에게 적용이 되나요?

본 규정은 유학생들이 입학한 뉴질랜드 내 모든 교육기관에게 적용되며 이 기관들에게 본 규정은 하나의 의무사항으로서 반드시 직접 서명이 되어야 합니다.

유학생이란?

뉴질랜드에서 공부하는 외국인 학생을 말합니다.

본 규정서를 어떻게 구할 수 있나요?

교육부 웹사이트 www.minedu.govt.nz/codeofpractice에서 받아보실 수 있습니다.

어떤 교육기관이 등록되었는지 어떻게 아나요?

뉴질랜드 교육부에서는 본 규정에 등록된 모든 기관들의 기록들을 보관하고 있으며, 웹사이트 www.minedu.govt.nz/international에서 찾아 보실 수 있습니다. 만약 학생이 입학하고자 알아봤던 교육기관이 본 규정에 등록된 기관이 아니라면 해당 학생은 그 교육기관에서 공부를 할 수 없을 것 입니다.

본 규정에 관하여 궁금한 점이 있으면?

뉴질랜드 교육부가 본 규정업무를 소관하는 행정기관입니다. 규정에 관한 문의사항이 있으면 Info.code@minedu.govt.nz로 이메일을 보내시면 됩니다.

만약 문제가 발생한다면?

유학생들이 만약 해당 교육기관이나 대행업체와의 관계에서 조금이나마 우려되는 바가 있다면, 우선 제일 먼저 학교장이나 유학생 담당자와 상담을 하거나 해당 문제를 상담할 수 있는 사람과 연락을 취합니다. 본 규정에서는 모든 교육기관들이 자체의 공정하고 공평한 ‘학생들의 불만 처리절차’ 시스템을 갖추기를 요구하고 있습니다. 그러므로 항의문제를 외부로 더 진행시키기 전에 본 내부절차를 먼저 거쳐야만 합니다.

만약 이것을 통해서도 본인의 문제가 해결 되지 않는다면 국제교육 항소청으로 연락하면 됩니다.

국제교육 항소청(IEAA)이란?

교육기관이나 대행업체로부터 제공되는 조언과 서비스 면에 있어서 유학생들이 갖는 특별관리상의 불만사항을 처리하기 위해 설립된 정부 독립기관입니다. 본 기관은 업무규정상의 기준을 준수합니다.

국제교육 항소청에 연락하려면?

우편주소:

International Education Appeal Authority
Tribunals Unit
Private Bag 32-001
Panama Street. Wellington 6146

International Education Appeal Authority
Tribunals Unit
Level 1, 86 Customhouse Quay, Wellington 6011
전화 64 4 462 6660 팩스 64 4 462 6686
이-메일 ieaa@justice.govt.nz
웹 사이트 www.justice.govt.nz/tribunals/international-education-appeal-authority

국제교육 항소청이 무엇을 해주나요?

본 기관의 운영목적은 유학생들로부터 접수된 불만사항을 조사하여 규정을 위반한 사항들이 있는지를 판결하기 위함입니다. 또한 조사하는 과정에서 규정을 위반하기는 했지만 심각한 사항이 아닌 이상은 해당 교육기관에 손해배상 명령, 위반사실 공지 및 개선책 마련을 요청하는 등의 제재를 가할 수 있습니다. 그러나 특별관리에 관련된 항의가 아니면 다른 적합한 해당 규제단체에게 회부할 것입니다.

교육기관들에게는 위반사항들을 개선 할 적정시간이 주어져야 하며 만약 주어진 시간 내에 개선이 되지 않는다면 국제교육 재검토위원회로 해당 안을 회부할 것 입니다.

본 기관은 규정위반의 정도가 심각한지의 정도를 판단할 수 있는데 만약 해결이 어려운 사항이라면 바로 재검토위원회에 해당 안을 회부할 것입니다.