

HAVELOCK NORTH INTERMEDIATE SCHOOL



INFORMATION REGARDING the ENROLMENT of INTERNATIONAL STUDENTS

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Code of Practice for the Pastoral Care of International Students

Havelock North 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 <http://www.minedu.govt.nz>

Health Services, Accident and 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 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 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>.*

MEDICAL AND TRAVEL INSURANCE: *International students must have appropriate and current medical and travel insurance while studying in New Zealand. **This insurance must be arranged through the school.***

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>

Prime Condition of Enrolment

Havelock North Intermediate School requires that all international students live in one of the following types of accommodation:

- i. With their parents or legal guardians (proof of legal guardianship must be supplied).
- ii. With a designated caregiver chosen by their parents / legal guardians. All accommodation offered by designated caregivers must be approved by the school, as required by the *Code of Practice for the Pastoral Care of International Students*. An indemnity must be signed by parents giving the designated caregiver authority.
- iii. In a homestay only with the approval of the “Administrator”. All homestays must be approved by the school, as required by the *Code of Practice for the Pastoral Care of International Students* and application must be made to the “Administrator”. An indemnity must be signed by parents giving the homestay caregiver authority.

Student Fees and Associated Costs

COMPULSORY COST OF TUITION AND OTHER COURSE-RELATED COSTS.

Administration Fee (*non-refundable*) NZ \$200.00

Tuition Fees (*annual payable in advance*) NZ \$10,000.00

This covers: Classroom tuition, textbooks on loan, ESOL tuition if required.

Additional Compulsory Costs

These compulsory costs vary according to whether the child is in Year 7 or Year 8

Stationery Varies according to the Year level but is around
NZ \$40.00

Specialist class fees (Technology, ICT etc) NZ \$100.00

Uniform Varies according to gender and optional items but will
be around \$470.00 including the black college shoes.

Homestay 52 Weeks @ \$160.00 p/wk = NZ \$8,320.00

Medical and Travel Insurance NZ \$615.00 (per year)

NON-COMPULSORY COSTS

Voluntary Activities

School/Class trips NZ \$50.00

Music lessons NZ \$200.00

Music Instrument hire NZ \$150.00

Sports team participation NZ \$70.00

Camps around NZ \$250.00 per student

Pocket Money 52 weeks @ \$20.00 p/wk = NZ \$1,040.00

It is understood that all children will participate fully in all aspects of Havelock North Intermediate School life.

FEES PROTECTION

The Havelock North Intermediate School Board of Trustees guarantees to hold in reserve sufficient funds to meet any refund requirements should the school not be able to continue tuition.

Application for Enrolment Requirements and Procedures

The applicant/guardian must complete the **International Student Application for Enrolment form** (blue) and produce the following documents before the application can be processed:

- a. Passport
- b. Student visa/permit
- c. Copies of recent school report with verified English translation is required
- d. Medical and Travel Insurance (to be arranged through the school)
- e. Completed Designated Caregivers Indemnity Form (*yellow*)
- f. Medical information (*buff*)
- g. Additional information required by parents
- h. Administration fee: NZ \$200 (*non-refundable*)

PROCEDURES ONCE an ENROLMENT has BEEN RECEIVED

1. On receipt of a completed enrolment application, the parents/guardians will be informed of an interview time.

This interview will involve:

- The prospective pupil
- The parents
- The designated caregivers (*if applicable*)
- A translator (*if required*)
- The Principal or nominated deputy
- The teacher responsible for International Students.

The interview will consist of:

- Tour of the school
- Explanation of the **Conditions of Enrolment** (*see below*)
- Classroom and daily programme explanation
- Initial assessment of the level of English of the child
- Ensuring the parents understand the Code
- Explanation of the designated caregiver's role and responsibility (*if applicable*)
- Making an appointment time to visit the home of the designated caregiver
- Answering any questions the family may have.

2. Parents will be informed in writing of school's decision within 7 days of the interview.
 - a. If there are no current available places, the parents will be notified and will be given the option of being placed on a waiting list.
 - b. When a place becomes available, they will be notified and given 14 days to accept or decline the placement.
3. *Placement in a particular Year or class is at the discretion of the Principal.*

4. If enrolment is accepted the parents have 14 days, or less if they desire, to accept the placement by paying the fees. Once the fees have been received and receipted by the school, the pupil may attend Havelock North Intermediate School.

Conditions of Enrolment

In addition to the conditions listed here, all conditions that are part of the contract with parents, the homestay contract, the fees refund policy and other school policies also apply.

1. Although an elementary level of English is desirable no child will be refused acceptance due to their level of English, as all levels of English proficiency are catered for at Havelock North Intermediate School.
2. Students and parents/legal guardians must accept and abide by rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
3. Students must observe the laws of New Zealand.
4. Students must observe the conditions of their visa. If a student breaks the terms of the visa the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
5. Because class placements are decided on the evidence of assessment after arrival in New Zealand, **all** information given before enrolment about placement on courses and in classes is **provisional**. The school reserves the right to adjust placements and individual programmes at any time if it is in the student's interests to do so.
6. The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
7. Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
8. Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies).
9. All additional costs (as outlined in the school prospectus) will be paid promptly, as required.
10. The conditions of the Fee Refund Policy will be accepted
11. All students are required to have travel and medical insurance for the duration of their period of enrolment. The school will arrange insurance unless students choose to make their own arrangements, in which case proof must be provided that the insurance purchased is adequate.
12. All international students must live in one of the following types of accommodation:
 - i. With their parents or legal guardians (proof of legal guardianship must be supplied).
 - ii. With a designated caregiver chosen by their parents / legal guardians. All accommodation offered by designated caregivers must be approved by the school, as required by the *Code of Practice for the Pastoral Care of International Students*. An indemnity must be signed by parents giving the designated caregiver authority.
 - iii. In a homestay only with the approval of the "Administrator". All homestays must be approved by the school, as required by the *Code of Practice for the Pastoral Care of International Students* and application must be made to the "Administrator". An indemnity must be signed by parents giving the homestay caregiver authority.

13. All disputes will be dealt with in New Zealand law.
14. The school's complaints procedure for international students will be used to deal with grievances.
15. Parents must inform the school of their address, telephone number, fax number and e-mail address (whichever applies). The student and/or parents will advise the school of any change in the contact details of the student or parents.
16. The student and/or parents will provide academic, medical and other information that is relevant to the wellbeing and course placement of the student.

Refund Conditions and Procedures

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. The following procedures and guidelines would apply:

- a. To be eligible for any refund, the parents/guardians must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance.
- b. If the application is made before the start of the course (one year of schooling), fees will be refunded in full less the administration charge specified on the fees information sheet.
- c. If the application is made after the start of the course, but before the second half of a course, fees will be refunded less:
 - i. An administration charge of NZ \$200.00
 - ii. Costs to the school already incurred for tuition
 - iii. Components of the fee already committed for the duration of the course
 - iv. Specialist fees
 - v. Appropriate proportions of salaries for teachers and support staff (*if applicable*)
 - vi. Costs already incurred for the use of facilities and resources
 - vii. Any other costs already incurred.
- d. If the application is made after the second half of a course there will be no refund except under exceptional circumstances - to be determined by the Board of Trustees.
- e. If an international fee-paying student gains residency during the course, no further fees are to be paid and a refund may be made on the unused portion of the prepaid fees. The new resident will then abide by the school enrolment scheme if one is in place. Documentation of residency must be provided within 14 days of it being granted,
- f. The Board of Trustees will make no refund:
 - § Where a student has been stood-down, suspended or excluded
 - § Where a student wishes to transfer to another school
 - § Where a student returns home for any reason other than serious illness or death of a close family member
 - § If the enrolment application is found to be inaccurate in any way and the contract is terminated.
- g. In any dispute regarding the above, the decision of the Board of Trustees of Havelock North Intermediate is final.
- h. The Board of Trustees will ensure that there is a reserve of funds to cover international students prepaid tuition fees in the event that a refund should be necessary.

Curriculum Programme

Programmes at Havelock North Intermediate commonly feature the following:

- learning activities in which students investigate issues and solve problems of interest to them;
- a balanced curriculum which emphasises 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 emerging adolescent 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.

Havelock North Intermediate is a public or state school. It offers programmes in all areas of the New Zealand Curriculum. This includes:

English	(Oral, written, reading, visual, and listening)	Technology (Electronics, Bio-Technology, Food Technology, Wood and Plastics Technology)
Mathematics		Media Studies
Science		Music
Social Studies		Visual Arts
Health		Languages (French, Spanish, German, Chinese, Japanese, Te Reo Maori)
Physical Education		

Details of the curriculum can be found on the Ministry of Education's website

<http://www.minedu.govt.nz>

Havelock North Intermediate School adds a new range of learning opportunities to meet the broadening interest and development requirements of the pre-adolescent.

Classroom Programmes

- ◇ English - Oral, Written, Visual
- ◇ Mathematics
- ◇ Science
- ◇ Social Studies
- ◇ Health/Physical Education
- ◇ Information and Communication Technology
- ◇ Library Information Skills

Technology /Arts Programmes

- ◇ Food Technology
- ◇ Biotechnology
- ◇ Electronics Technology
- ◇ Materials Technology
- ◇ Media Studies
- ◇ Music
- ◇ Art
- ◇ Information and Communication Technology

Cultural Programmes

- ◇ Instrumental Tuition
- ◇ Choir
- ◇ Orchestra
- ◇ Symphonic Band
- ◇ School Wide Electives
- ◇ Kapa Haka Group
- ◇ Arts Festival / School Production
- ◇ Masterton Intermediate Cultural Exchange
- ◇ Festivals in Dance, Speech, Drama
- ◇ Nga Tikanga Maori

Sports Programmes

- ◇ Recreational Sports Programme (Year 8)
- ◇ Lunchtime Inter-House Sports
- ◇ Saturday Sports Competition
(*Hockey, Netball, Cricket, Softball*)
- ◇ Inter-Intermediate School Super 7 Sports Events
- ◇ Sports Exchange – Masterton Intermediate
- ◇ Rugby and Sevens Rugby
- ◇ Festivals in Swimming, Athletics, Cross Country
- ◇ Hawkes Bay Dance Festival & Gymnastics Festival
- ◇ Basketball
- ◇ Volleyball
- ◇ Canoe Polo

Children with Special Abilities

- ◇ School & Hawkes Bay Athletics
- ◇ Accelerate Mathematics Classes
- ◇ Language/Reading Extension Programmes
- ◇ National/International English/Mathematics/Science Competitions
- ◇ Literature Quiz
- ◇ Science and Technology Challenges
- ◇ School/Hawkes Bay Science Fair
- ◇ Art

Learning Support Programmes

- ◇ Reciprocal Reading Programme
- ◇ Rainbow Reading Programme
- ◇ Small Group 1:1 Tuition when required
- ◇ Teacher Aides working alongside children in classrooms/learning centres
- ◇ Booster programmes in Numeracy and Literacy
- ◇ ESOL

Second Language Learning

Level One course in six Languages available in...

- ◇ Te Reo Maori
- ◇ Chinese
- ◇ Japanese
- ◇ French
- ◇ German
- ◇ Spanish

Classroom Programmes

All students are taught the following core subjects:

- Art;
- English (Speaking and Listening, Reading and Writing, Viewing and Presenting);
- Health;
- Mathematics;
- Music;

- Physical Education;
- Science;
- Social Studies; and
- Technology.

Although the homeroom teacher teaches most of the subjects specialist teachers deliver Art, Music and Technology.

We also regroup according to ability for Mathematics. Students are placed in a Mathematics group with other students who are working at the same level. This means that they will never feel bad about not being able to keep up with those that find maths easy and they will never be frustrated waiting for those who find maths difficult. It is likely that your child will have a different teacher for maths but you will always have others from his/her class in his/her maths group.

We like to make science fun and concentrate on “doing” more than “writing”. To make it easier to arrange this for half of the year classes take turns at attending science as a half class. Meantime the remainder of the class works on a special Thinking Skills programme with one of the Technology teachers.

Details of other programmes are contained in the prospectus.

Orientation Programme and Support Services

The Teacher Responsible for International Students 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 and the Principal.

An initial orientation will be done prior to or during the enrolment interview with the prospective student and parents. On the student’s first day, he/she will be met by the Teacher Responsible for International Students and shown to the 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 child knows where to find the sick bay, tuck shop, toilets etc.

The Teacher Responsible for International Students will continue to monitor the student during the first few weeks while the student settles into the class and the school. The teacher will also be available for support of the students, the classroom teacher, and the parents/caregiver.

Once the initial period is over, the Teacher Responsible for International Students 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/caregiver.

Translators will be made available where necessary. These may be another child or an adult, depending upon the situation and the requirements.

Parents/caregiver and students need to know that Havelock North Intermediate School has an 'Open Door' policy. At any time they may make an appointment to see the classroom teacher, or the Teacher Responsible for International Students to discuss any queries or concerns.

What do you do if you have a grievance?

We want you to be happy at Havelock North Intermediate 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 the Teacher responsible for International Students who is Mr Henry in Room 15
 - a. After a few days, if you do not think the problem has been solved by your classroom teacher or by Mr Henry, talk to Mr Pearse, the Assistant Principal
 - b. If, after a few days, after you have spoken to Mr Pearse the problem is still there, talk to the Principal Mr Schollum.

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 Assistant Principal, Mr Pearse. He is very helpful, especially with broken friendships. You can make an appointment at the Office through Mrs Rooney or Mrs Nijssen.

Problems with your designated caregiver

1. Make a time to talk to the Teacher responsible for International Students, Mr Henry in Room 15. He will discuss the concerns with you and do his best to sort things out. If necessary he will contact the Principal on the matter and/or your parents.

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, you still feel that your problem has not been resolved, then you may contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority
C/- Ministry of Education
PO Box 1666
WELLINGTON
New Zealand

Phone 09 3745481
Fax 09 3745403
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 who has better English.

We hope your stay at Havelock North Intermediate is a happy one.

Frequently asked questions

1. When is Havelock North Intermediate School open?

- a. Our school is open at 8:15 am every morning during term time, Monday to Friday. Lessons start at 8:35 am and school closes for the day at 3.00 pm
- b. The school terms are given in the main school prospectus along with public holidays when the school is closed.

2. What do I need for the classes?

- a. 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.
- b. For the specialist classes – wood and plastics technology, electronics, food technology, and art - you need to wear your college style black leather shoes.
- c. When your class has PE you will need your PE shirt and shorts.

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

- a. 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.
- b. If you feel sick at school or if you hurt yourself at school, you need to go to the Office and tell Mrs Rooney or Mrs Nijssen who will look after you.
- c. 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?

- a. 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?

- a. There is a break in the morning from 10:40 am to 11:00 am and a break for lunch from 12:30 pm to 1:30 pm on Mondays, Tuesdays, Wednesdays and Fridays. There is a break in the morning from 10:10 am to 10:30 am and a break for lunch from 12:00 pm to 1:00 pm on Thursdays.
- b. Snacks and other food can be bought at the school canteen during the lunch break or you can bring your food from home. The school does not provide lunches for the students.

6. What do I do if my lunch disappears?

- a. If your lunch disappears from your bag or desk, let your classroom teacher know as soon as you find out. He or she will do what they can to find your lunch. They will also make sure that you do not go hungry at lunch time.

7. What do I do if I am bullied?

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

8. May I use my e-mail at school?

- a. E-mail 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 floppy disks from home and use them in the school computers.

School Rules

1. GENERAL

- Once at school, all children must stay at school and not leave the school grounds until the end of the school day except with written permission from their Dean or the Principal.
- Children remain on the back court until the 8.15am bell unless it is raining when they are supervised in the hall
- The car parks, cycle racks, and the drain area beyond the rugby fields are out of bounds.
- Classrooms are out of bounds at all times unless the teacher is in the room.
- Children are not to use the foyer except when going to the Office.
- Children are not allowed out of their classroom during lesson time without a permission from a teacher.
- At lunch time no pupils are to go to the Canteen until released from the eating area.
- All food and drink purchased from the canteen is to be consumed in the Nepia House bay.
- Children who have not finished their lunch at 12.40pm are to eat it in the eating area.
- Children must keep to the paths. Running or playing with balls on the paths is not allowed.
- Pupils causing damage must report breakages to a teacher on duty.
- Lost Property is to go to the School Office from whence it may be claimed.
- No radios, walkmans, electronic games or skateboards/roller blades allowed at school.
- Students are not allowed in the staff room except for the tea monitors or children sent on specific tasks.

2. UNIFORM

- Full uniform (either general or sports) must be worn, and worn correctly, at all times. Children are to be in either one uniform or the other.
- `College' style black or brown leather shoes or sandals the uniform shoes. The `College' style shoes only must be worn Terms 2 and 3. (Sports shoes may be worn with the sports uniform)
- Black/Brown leather `College' shoes must always be worn for Technology - no shoes, no Technology.
- Long hair must be tied back for Technology.
- Jerseys are only to be worn correctly, not around the waist etc
- The only jewellery allowed are watches and studs (1 per ear). Earrings or sleepers are not allowed. Any religious or cultural jewellery worn around the neck is to be kept out of sight
- No nail polish or make up
- During Terms 1 and 4 a hat must be worn during the breaks. Children without a hat go to the hall
- Scarves only to be worn outside the classroom during winter.

3. AFTER SCHOOL

- While waiting to be picked up by parents, children must wait within the school grounds
- While waiting for a school bus the children are to wait in bus lines until they are taken by the duty teacher to catch their bus
- Bus children will not enter any bus until directed to do so by the Duty Teacher.
- Children must look after younger children on the bus and help ensure that they can get off the bus quickly and safely.
- Misbehaviour may forfeit a child's right to travel by bus.

Code of Conduct

In our school we RESPECT, HELP, and SUPPORT each other. This means showing COURTESY to all students and adults.

I WILL:

- Use appropriate language - i.e. swearing and abusive language is OUT
- Remember to say 'Please' and 'Thank you'
- Knock before entering a classroom
- Let adults through doors first, and also other students if they are carrying something heavy
- Wait my turn to speak and certainly not speak when another is speaking
- Comply with a request from a teacher
- Borrow from another only with his/her permission
- Keep the chewing gum and bubble gum for out-of-school hours
- Speak to adults politely
- Ask the class teacher's permission before delivering a message to another student
- Not interrupt when the teacher is giving instruction.

In our school WE TAKE CARE OF EVERYTHING, remembering it is 'on loan' and a privilege, not a right.

I WILL:

- Take responsibility for the state of my desk, classroom furniture and equipment
- Take good care of all books supplied, which includes all library books and school texts
- Use sports and P.E. gear for the right purpose and look after it
- Do my share of keeping our classroom, passage, and grounds clean and tidy

In our school, every student has a RIGHT TO LEARN and every teacher has a RIGHT TO TEACH.

I WILL:

- Keep my voice soft to avoid disturbing others when I'm talking
- Be prepared by having what I need for each subject - pens, pencils, ruler, P.E. gear, and other equipment as required
- Avoid talking over others
- Find an appropriate time for talking to the teacher, especially when he/she is working with other students
- When I need to, move around the class in a quiet orderly manner
- Do my very best to stay on task
- Make every effort to complete all learning tasks, including homework
- Line up with my class promptly when the bell rings.
- Remain on the courts until the bell rings at 8:30am

In our school every student has the right to a SAFE ENVIRONMENT in which to learn and play.

I WILL:

- Ensure I am not involved in any bullying - this is a NO-NO!
- Allow no physical or mental abuse; put downs or insulting language
- Participate only in positive interactions - there will be no threatening behaviour
- Stay in my classroom to eat my lunch and, if necessary, finish eating it in the Bays

- Move around my classroom and around the school in a quiet and sensible manner so the learning and recreation of others will not be disturbed.

Student's signature Room Date

Parent's Signature

Procedures that Apply When a Student Withdraws / is not Attending Their Course

If a student withdraws from school:

1. It must be in writing by the parents prior to the student's last day, giving the date of the final day of attendance and the reason for leaving and the Immigration Service will be notified.
2. The Refund Policy for International Students shall apply.

If a child is not attending their course

1. In the case of absences, the parent/guardian/caregiver must follow the normal school procedure of notifying the school in the morning of the first day of the absence, and following this up with a written note on the first day of the child's return to school. If the absence can be foretold - eg an appointment - then the school is to be informed in writing the day prior to the appointment or earlier.
2. Where the student is absent with no reason then the parents will initially be contacted by the school for an explanation. Where a child is being truant from school, the school Visiting Teacher will have a meeting with the parents to rectify the situation. If the Truancy continues then a family meeting will be held and contingencies put in place. If this does not rectify the situation then the enrolment will be terminated and the Immigration Service notified.
3. If the student does not attend for more than twenty consecutive school days then the school will, in writing, notify the parents/caregivers that the enrolment has been terminated and the Immigration Service notified. However if the parents have previously notified the school in writing that the child will be absent for a period of time, with the full reason for the absence, the place shall be held, providing all fees have been paid in full, as required.
4. If the student is withdrawn from or ceases to attend the school the Board of Trustees will notify the New Zealand Immigration Service.

Circumstances in Which Tuition may be Terminated

1. Where a child is absent or consistently truanting from school (*see above*) then the signatory will terminate the enrolment.
2. If a child's behaviour is of an unacceptable level, then a meeting with the child, the parents/caregiver, and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents warning of the danger of termination of the enrolment. If there is no further improvement, the parents and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.

3. An 'acceptable level of behaviour' would be seen as following the school rules and the school 'Code of Conduct' as provided to each student.
4. If an enrolment application is found to be inaccurate in any way the contract may be terminated at the school's discretion.
5. Upon termination of enrolment, the Immigration Service will be notified as required.