



GLENDOWIE SCHOOL

International Students Handbook

2023



International Students Handbook

What do we stand for?

- An 'I care' school.
- An awareness that our children are our future.
- A priority on all children achieving excellence — academically, creatively and physically, as well as in personal development and social skills.
- Glendowie School has a warm friendly atmosphere, where the classes are not too big, and each pupil can be given individual attention.

When are the 2023 Terms?

Term 1	Wednesday 1st February – Thursday 6th April
Term 2	Monday 24th April – Friday 30th June
Term 3	Monday 17th July – Friday 22nd September
Term 4	Monday 9th October – Friday 15th December

Statutory Holidays:

Anniversary Day Auckland / Northland	Monday 30 th January
Waitangi Day	Monday 6 th February
Easter	Friday 7 th to Tuesday 11 th April
Anzac Day	Tuesday 25 th April
King's Birthday	Monday 5 th June
Matariki	Friday 14 th July
Labour Day	Monday 23 rd October

What do we offer?

- High standards of teaching resulting in academic, artistic and sporting achievement.
- The International Baccalaureate Primary Years Programme (Glendowie School was the First Authorised State Primary in NZ).
- Attention is given to the individual learning and development of each pupil.
- Sound work habits and homework are encouraged.
- Classes from New Entrants through to Intermediate (Year 0 – Year 8)
- Up-to-date teaching resources, including access to computers for all classes.
- Regular school trips. Annual camp for Year 7 students.
- Attractive grounds, including a swimming pool, hall/gymnasium, playing field, adventure playground and an Astro turf.
- The benefit of integration with a Satellite class from Sommerville Special Needs School.
- An Out of School Care service within the school grounds.

School Zone

International students do not have to live within the school zone.

Details of our school zone are available at the School Office, or on our website.

Who is on our Board of Trustees?

**Principal:
Chairperson:**

Dr Paul Crowhurst
Dr Dawn Garbett

Mr Allyn Glaysher
Mr Andrew Dale
Mr Brad Cummins
Mrs Kelly Newsome
Mr Gerrit Keyser

Staff representative:

Mr Peter Kloppers

Board of Trustee Meetings:

Board meetings are held usually once a month. A copy of the Agenda is available at the Office after 3.00pm on the Friday before each meeting.

How do you get in touch with us?

Our School Charter encourages parents to become involved with their children's education. We welcome visits and our staff is readily available to review your child's progress. Please make appointments through the office.

If you wish to find out more about the school before the enrolment of your child, please telephone +64 9 575 7374 to make an appointment for us to show you around. We look forward to meeting you.

Who are our people in 2023?

Principal	Dr Paul Crowhurst		
Deputy Principal	Ms Robyn Sinclair	Room 1	Miss Kate Hodson
		Room 2	Ms Tania Allan
		Room 4	Mrs Nikki Mackay(Syndicate Leader)
PYP Coordinators	Ms Robyn Sinclair	Room 5	Mr Alan McNally
		Room 7	Mrs Annie Aspden
LSC	Mrs Louise Lynch	Room 9	Miss Calista Callaghan
e-learning and I.T	Miss Katrina Cable	Room 10	Miss Amy Hewitt
Physical Education	Mr Peter Kloppers	Room 11	Mrs Karen Andrews
Music Teacher	Mrs Cheryl Le Fevre	Room 12	Mrs Sharyn Maslin
Dance	Mrs Nathalie Smith	Room 13	Miss Madie Freeland
Art	Mrs Donna Denize-Crowhurst	Room 14	Miss Jenna Kelly
		Room 15	Mr Tom Jolly
International Manager	Mrs Sunny Lee	Room 16	Miss Antonia Moyle(Syndicate Leader)
		Room 17	Miss Hayley Donald
ESOL		Room 18	Mrs Margie McNally
Mandarin Tutors	Mrs Lijun Guan	Room 19	Miss Brittany Buchanan(Syndicate Leader)
	Mrs Selena Sun	Room 21	Miss Chae-Yeon Park
		Room 22	Miss Carla Heard
Learning Support Assistants	Mrs Jocelyn Woolley	Room 23	Mrs Liz Keyser
	Mrs Karen Bartlett	Room 24	Mr Logan Ganley(Syndicate Leader)
	Mrs Kim Nielsen	Room 25	Mrs Natalie Hanna
	Mrs Laurelle Azzopardi	Room 26	Mrs Nathalie Smith
	Mrs Deepa Naran-Patel	Room 27	Hiranthi Jayasingha/Oliver Bellett/ Hugh Markham/Ben Nakajima
	Mrs Julie Hemi	Room 28	Rose Phillips(Head of Montessori) / Tesneem Couper
	Mrs Narges Saeedi	Room 29	Sabella Adams(Somerville Special School)
	Mrs Carolyn Freeland		
	Mrs Madelene Dalton		
	Mrs Bryoney Minton		
	Mrs Alison Woodhead		
Executive Officer/Principal's PA			
	Ms Julie Wallace		
Office Manager	Mrs Adie Pedersen		
Receptionist/OfficeAssistant			
Montessori Senior Teacher	Ms Rose Phillips		
Montessori Admin	Mrs Michelle O'Connor		
Librarian	Mrs Victoria Elisara		
Property Manager	Mr Peter Kloppers		
Caretaker	Mr Uma Chand		

Enrolment and Application Information

Code of Practice for the Pastoral Care of International Students:

Glendowie School has agreed to observe and be bound by the Code of Practice 2016 for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this school or from the New Zealand Ministry of Education website at:

<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/whole.html#DLM6748147>

<https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/>

Entry and enrolment procedures:

- Applicant/agent requests application forms and other relevant information either to be sent by post or email.
- Completed forms must be returned to Glendowie School along with a copy of passport/s (plus parents' if accompanying the student), and a copy of the student's latest school report translated into English.
- Failure to disclose relevant information regarding, health issues or special needs e.g. special learning, physical, medical, psychological, or behavioural needs (other than English) which may hinder learning, may result in termination of the enrolment.
- If all criteria are met then the school sends a provisional offer of place and an invoice.
- Upon payment of the invoice to the school's bank account a receipt and an offer confirming placement are sent.
- Students must have travel and health insurance from their date of leaving their country until they return to their home. (See insurance guidelines).
- Students who are eligible to study at Glendowie in a homestay situation must have a guardian assigned to them who can speak their native tongue, keep in regular contact with the student and homestay family, be acceptable to the school and who can be available in cases of an emergency. The guardian must complete the guardianship form. (This person can be an agent based in Auckland if the parents agree).
- Designated caregivers arranged by the parent of the student must complete the designated caregiver form.
- Designated caregivers must be approved by the school and anyone residing in the same home over the age of 18 needs a satisfactory police vet.

Selection of students will be made by the Director of International Students and the Principal. Students are accepted from Yr.0 to Yr.8 only.

The school reserves the right to place the student in the appropriate classroom based on the student's competency in English.

Orientation

Children and their parent/agent will meet with the International Manager and the Principal before starting their schooling. They will need to have their uniform organised, stationery, lunch and drink bottle, correct school shoes, their passport, their visas, and copies of their Insurance (if they have arranged their own). The parent who is living with the child will need to show their visas also.

Essential policies will be given to the parent/child as well as the student handbook, (these will include the refund policy, the complaints policy and the dispute resolution details). All families or students will be given 24-hour contact details of the Principal and International Manager. Each child will be given a copy of the school rules, and common words and sayings (translated into Chinese, Japanese, and Korean). Families will also be given guidelines for homestay behaviours.

A map of the school will also be given to each student.

Parents and children will be introduced to their class teachers. A buddy in their own language and a kiwi buddy will be given to them.

If a parent has a language difficulty then we will be able to access an interpreter for them.

At parent-teacher interviews, an International parent can request this service.

Parents will be given information about opportunities to learn English at the local community school.

Helpful Information

Out of School Care - OSCAR Programme

Glendowie OSCARS provide before-school/after-school care and a school holiday programme in the school hall/gymnasium complex. For further information please see the brochure in the pack, or visit: www.oscars.co.nz, email ches@glendowie.school.nz phone: 021 367 243

Bell Times:

8:30am - Entry to school grounds and classrooms

8:55am - Students in classrooms – ready to start

9:00am - School commences

10:30am - Morning interval

10:50am - School re-commences

12:30pm - Lunch

1:30pm - School re-commences

3:00pm - School closes

Absences

- Students enrolled at the school are required to attend school every day. Caregivers are expected to advise the school by telephone, email or school app if the child is not attending, preferably on the morning of the first day of the absence before 8:30am. Failing that, the caregiver will be required to give a note that explains the absence.
- Any child who is absent from school without the school being advised will be phoned from the office in order to ensure the safety of the child.
- Telephone calls regarding student absences will be noted in the daily attendance register.

Bicycle Riding to school

Children from the age of 10 years or in year 6 may ride bicycles to school and have their bicycles stored on our school site. They must wear helmets and ride safely. (Children from the age of 10 years or in year 6 may ride bicycles to school. The bicycle may be stored on our school site. They must wear helmets and be able to ride safely.) Also, the pupil must supply a padlock for the bicycle during the day.

Care of School Property

All pupils are expected to respect school property inside and outside the classroom.

Curriculum

Glendowie School teaches the NZ curriculum. The way we teach this programme is through the PYP (Primary Years Programme of the International Baccalaureate) The curriculum includes the 5 elements of knowledge, skills, attitudes, concepts and action.

What subjects do we teach?

We offer the curriculum subjects of Language/Reading/Oral and Written Expression, Visual, Science, Mathematics and Statistics, Health & Physical Education, The Arts – Visual Arts; Dance; Drama, Music, Social Sciences, Information Technology, Learning Languages - Mandarin (Year 2 to Year 8,) Te Reo Maori, Technicraft (Year 7/8)

ESOL

Students studying longer than one term will average 3 additional English lessons per week. Year 5-8 will attend ESOL support lessons in small groups. This will happen during the school day.

Year 0-4 students studying longer than one term, will have additional teacher-aide support within their classroom or in their common rooms outside their classroom.

Once a week the International students (who are long-term) will write to their parent or grandparent in English. They will be helped with this by our ESOL and International department. (See also homework information)

Sports

All children take part in our sports programme. This includes swimming instruction in Term 1, Cross Country Running in Term 3, Athletics in Term 4, small ball skills in the summer terms and large ball skills in the winter terms. Year 3-8 students wear their sports uniforms.

Swimming class is a compulsory subject as it is part of our physical education curriculum. If your child is unable to go swimming due to health reasons we would appreciate a note. Teachers will be monitoring the swimming attendance.

Music

Our specialist music teacher teaches in all classes from years 2-8. Children from year 4 may audition for a place in our school orchestra.

Intermediate students (Year 7/8) can attend instrumental tuition during school time through arrangements we have with a music company. (additional cost)

Guitar lessons occur during the lunch hour with a private tutor (additional cost)

Library

Students can borrow up to 3 books (both fiction and non-fiction) for 2 weeks.

We have a large range of picture books, graphic novels as well as fiction and non-fiction books for all reading ages.

Our library is open before school and during break times for students to return and borrow books, there are also games, such as chess, our book club and other activities for students

Homework

All International students will take home 20 reading books each week. (Usually 5 a day for 4 days) until they get to the level of reading that they can do all of the classrooms set homework. They are required to write the name of each book, write any unknown word in English, and in their own language, listen to the word on a programme such as Google translate, and write the meaning of their own word in their own language, or English or by drawing a picture of the meaning of the word

Learning Languages (Chinese)

All our children learn Chinese (Mandarin) from Year 2-Year 8. An International student will usually do English during Mandarin teaching time. If the International student has excellent English and is fluent in Mandarin then they may be offered extension classes in Mandarin.

Technicraft

Our Year 7 and Year 8 pupils have Technicraft lessons which include food technology, hard and soft material and electronics.

Lunch

Children bring morning tea and lunches to school each day. There is also a tuck shop where they can order and buy food.

Recent Results of Evaluations by Quality Assurance Agencies

A copy of our latest ERO (Education Review Office) report is available online at www.ero.govt.nz or on our school website

International Baccalaureate (IB www.ibschools.org.nz)

Education NZ web site www.enz.govt.nz

Transport/ Safety

Children usually walk to school. Many of them ride their scooters and leave their scooters at school. Bikes can be ridden to school if students are 10 years and above. Children riding bikes must wear a helmet.

There are 2 public bus stops outside the school gate. These go all the way downtown.

Bus timetables are available from the school's international Manager.

Parents and children are expected to cross the road on the school pedestrian crossing. Parents must not park on yellow lines, inside the school, double park or park across driveways

Stationery

Short-term students and new long-term students will be charged a stationery amount. The school will purchase the stationery and this will be given to the teacher. At the end of the year, international students who will be returning for the new year will be given the stationery list for the following year for them to purchase from local stationery outlets.

<https://www.myschool.co.nz/glendowieprimary>

Uniforms

Students who are here short term can hire the school uniform.
The long-term students purchase the uniform.

Parents need to advise us of the students' measurements before they come so we can have a uniform ready. Samples of the sizes are available at school.

<https://www.schooluniform.co.nz/collections/glendowie-school>

The Intermediate Girl's blouse (Year 7 & 8) is now available to order from the School Uniform Centre

<https://schooluniformcentre.co.nz/catalogue/school/glendowie-intermediate/glendowie-intermediate-blouse/>

Students wear our school uniform and cannot wear any clothes that are not part of our uniform and can be seen. Black plain shoes or sandals (no other colour shown) must be worn to and from school. It is often easier to have shoes without laces as we take off our shoes when we enter classrooms. Plain black sports shoes can also be worn as school shoes. Navy blue or black plain short socks or long under-the-knee socks can also be worn.

In winter girls can wear dark navy blue tights.

School Hats must be worn in Terms 1 and 4.

Sports uniforms are worn from Years 3-8.

School winter hats (Term 2 and 3) are also available for purchase.

https://www.glendowie.school.nz/wp-content/uploads/2015/03/PROCEDURE_Uniform-2021.pdf

Behaviour

Children cannot fight, play fight, push, hurt, or kick other students. Children cannot bully other children. Children must Care for each other, their learning and the environment.

Attendance

Students must attend school daily when the school is open for instruction unless the child is sick.

If a child is sick then the parent needs to leave a message on our answer phone before 9am.

If a student arrives late to school, after 9am, then they must go to the office for a late note.

Visitors to the school (including parents)

Parents cannot go to a child's class or walk around the school between 9am – 3 pm. If a parent needs to leave something for their child eg. a lunchbox, or uniform, then they need to go to the office.

Hours of schooling

A bell goes at 8.30 am to allow students to enter their classrooms. They can then play and enjoy friendships until 8.55 when they return to their classrooms. School finishes at 3pm.

After-School Activities

A list of clubs or after-school activities is available from the office. Our school newsletter also often has a list of activities in the district.

Communication with Parents

Meet the Teacher evening is held in February.

Parent-teacher Interviews are held at the end of June

Student-led conferences are held in term 3

Parents may also request an interview with the teacher if there are any concerns. This appointment should be made through the International Manager or through the school office.

A morning tea and tour of the school for new International families is held in February and July each year

A welcome afternoon tea for International parents is held in Term 1 each year. Our ESOL teacher and International students will present an afternoon performance once a year in which they share their learning with families. Afternoon tea will follow this.

Written Reports

Long-Term students will receive 2 written reports identifying their child's English language proficiency against the English language progressions and the NZ curriculum and formalised assessment data. (PAT, Probe results)

Short-term students (3 weeks or longer) will receive an International Student report if they haven't received the mid-year and end-of-year school report

Computers

All children need to sign the internet safety agreement. Our school has many computers for the use of students. Year 7 / 8 may choose to bring their own devices. The teachers will advise them of the policy and the care of these machines. Year 5/6 will be invited to bring computers for some units of Inquiry

Mobile phones

Children may not have mobile phones during the school day. Mobile phones are not used by children on our school grounds. Also, the Insurance of phones is the responsibility of the parents as the school takes no responsibility for them as they are not part of the learning programme. Mobile phones should have the child's name on them.

Lost Property

Please ensure that all items are clearly named. Lost property can be looked at between 8:30am and 4:00pm outside the school Sick Bay area, by the office.

School Website (www.glendowie.school.nz)

The school website has an international section. It also allows you to translate our website. Every 2 weeks our school newsletter is put on our website. The school calendar will show all our events. The school App will also have this information and links to our website. From August 2020 our school newsletter will also be emailed to parents.

Visas

Parents and students must make sure they have the correct visas. If they are renewing their visa they may need to send the information about 6 weeks before it is due. Parents can find information on the immigration website. <https://www.immigration.govt.nz/> The school cannot give immigration advice.

Parents who have a guardian visa must live with their child and stay in the country while their child is here.

Parents can work or study long term if they apply for immigration for a variation of conditions and meet their requirements. They can only work or study from 9.30- 2.30.

Agents

The school has agency agreements with approved agents. These agents introduce the student to the school, support them with their documentation and offer ongoing support to the student and parent. The school pays a commission to all approved agents each year. It is expected that parents and students will stay with their agent providing that they meet the Code of Practice guidelines, do not mislead the family or break the law and continue to offer ongoing support. If a family changes agents they need to advise the school as the school will only pay agency fees to the agent who has introduced the student for the period the visa allows them to study. They also need to advise their existing agent that they are no longer representing them.

International Parents / Student supervision

Under no circumstances must a student be left unsupervised at home eg. home alone without being in someone's care who is over the age of 14. The parent must agree to take full responsibility for the pastoral care of the student outside of school hours. If it is known that a parent has left a child unsupervised at any time, then Immigration NZ will be informed and the student could lose his/her place at Glendowie School.

Insurance

All International students are required to have health and travel insurance from the time they leave their own country until they return home. The school's preference is to organise insurance through Southern Cross insurance company. Policy wording: <https://www.scti.co.nz/our-policies/international-student/policy-wording>

Southern Cross Insurance company advises us that "if the student ticks that they have an existing medical condition which they wish to apply cover for, they need to call us on 0800 800 571 to complete the medical assessment.

Any pre-existing conditions must be accepted by the insurance company at the time of taking out the policy.

The school reserves the right to annul an enrolment for tuition if a pre-existing condition is not covered by the insurance company.

If there is a lapse/gap between the insurance policies, the student will need to undergo the over-the-phone medical assessment should they decide to seek cover for their asthma"

If the family purchases the insurance then they must make sure that a copy in English is given to the school in order to approve that adequate cover has been taken out.

The insurance must cover the students' travel to and from NZ, and within NZ. It must cover medical care in NZ, including diagnosis, prescription, surgery and hospitalisation.

It must also cover repatriation or expatriation to their own country as a result of a serious illness or injury including costs incurred from family members assisting. It also must cover insurance if

there is a death of a student to cover travel costs of family members to and from NZ, costs of repatriation or expatriation of the body and funeral expenses.

We have the expectation that the Insurance will be “**unlimited**” coverage.

We recommend that the parent who is the guardian of the student also has travel and health insurance

Parents are also recommended to ensure their child’s belongings are covered by their contents insurance

Essential policies/procedures

Please make sure you have read or been given a copy of the following policies/procedures. These are also on our school website.

[Attendance Procedure](#)

[International Student Accommodation](#)

[International Student Agreement for Students Groups Policy](#)

[International Student Communication with Parents Procedure](#)

[International Student Complaints Procedure](#)

[International Student Cross Cultural Awareness Procedure](#)

[Discipline Policy](#)

[International Student Fee Refund](#)

[International Student Policy and Agreement Policy](#)

[International Student Protection Policy](#)

[International Student Termination of Enrolment Procedure](#)

Health and Safety

Permission must be signed by parents if agents are taking International students on trips out of school hours.

Parents are requested to help keep our school safety rules and to tell us of any safety hazards or risks that they see either at school or in their homestays.

Accommodation and Enrolment Requirements

Children who are 10 years of age or older **may** attend Glendowie **without** a parent accompanying them. They can apply to stay in a homestay situation or with a designated caregiver. (A designated caregiver means a relative or close family friend designated in writing by a parent or legal guardian as the caregiver and accommodation provider for that student).

The accommodation for the designated caregiver and the homestay will be checked before an international student lives in the accommodation and ongoing monitoring will occur.

Designated caregivers and people residing in the house over 18 years of age must have a satisfactory police vet.

Children **younger** than **10** years of age must live **with a parent** (the parent will have a guardian visa) in a homestay or in accommodation rented or purchased by the family. Rental accommodation is usually impossible to find for short-term families (wanting to stay less than 6 months) near our school or surrounding areas. Most rental accommodation is unfurnished.

Rental accommodation is usually a **minimum** of \$550 for a 2-bedroom apartment in the Eastern suburbs. There are often additional costs of water, electricity, grass cutting and in some cases, internet

Termination of enrolment (see also procedures for termination of enrolment)

Enrolment will be terminated if the student does not hold the appropriate visa

Enrolment may be terminated if parents have not disclosed about special needs on the enrolment form

Enrolment will be terminated if a student doesn't have appropriate insurance
Enrolment will be terminated if a parent is in breach of immigration laws (e.g. on a guardian visa but not living with the student etc)
Enrolment may be terminated when a student is in breach of our discipline policy in terms of stand-downs, suspensions and expulsion.
Enrolment may be terminated for unsatisfactory attendance which means that the student has not made satisfactory progress, or academic performance
Disciplinary action may be taken against international students for misconduct outside of school in line with the terms and conditions in the enrolments contract and the code.

Emergency Health Services

For emergencies phone 111 for an ambulance.
International student insurance will usually **not** pay for medical support at a hospital unless the client has prior approval from their insurer to go to a hospital or **unless** it is an **emergency**.
Insurers expect students to first visit a family doctor or health clinic before they get a referral to go to a hospital.

Health and Counselling Services

Our Special Educational Needs Coordinator (SENCO) will offer any support a student may have in terms of a child's well-being. For serious concerns, the NZ Police or Child Youth and Family may be contacted. The school will provide contact details.

International Students leaving Glendowie School

Please make sure you have read our International fees refund policy. If a student changes to another school, then they must make sure that their visa no longer has Glendowie as the provider. They will need to apply for immigration for a variation of conditions.

Disputes

Student complaints should first be made to the principal.
Complaints against the code of practice can be made to schoolcode.enquiries@nzqa.govt.nz or NZQA 0800697296.
The school will also provide you with a brochure on "How to Make a Complaint". If there is a dispute between an international student and the school over a financial or contractual matter then they can access the Disputes Resolution Scheme (DRS) see <http://www.fairwayresolution.com/istudent-complaints>

Emergency school contact details 24/7

The school will monitor 24/7 school designated contact phones. Parents will receive our emergency phone number.