



GENERAL INFORMATION

ABSENCES

Under the Education (Pastoral Care for International Students) Code of Practice 2016 an International Student is required to attend 100% each school year. This is a requirement by New Zealand Immigration to re-apply for a student visa. The Education Act does not allow for holidays in school time, shopping or looking after other members of the family. Rangiora High School attempts to meet any reasonable requests from parents or caregivers for leave, but senior students need to be aware of the restrictions associated with internal assessment. The full support of parents and caregivers in these matters is an important factor in preventing truancy.

ACADEMIC PROGRESS AND REPORTING

Rangiora High School reports on academic progress throughout the year and through regular Engagement Reports and Academic Counselling Days. The School expects all International Students to make reasonable academic progress and try their best.

NATIONAL CERTIFICATE OF EDUCATIONAL ACHIEVEMENT (NCEA)

NCEA is New Zealand's national qualification for senior secondary students. NCEA is part of the National Qualifications Framework. All long-term senior and international students are required to sit NCEA exams.

For more information about these exams, please go to www.nzqa.govt.nz/ncea

ADDITIONAL NEEDS

If at any time it is believed that an International Student is at risk the matter will be referred immediately to the Principal where all appropriate policies and procedures will be followed.

EDUCATION OUTSIDE THE CLASSROOM

As part of the education system in New Zealand, students will often go on supervised class trips outside of school to places of interest for topics they are studying or with the International Department.

Before a class trip can take place permission must be granted by senior management of Rangiora High School, and Risk Analysis Management forms must be completed.

As part of this process International Staff must obtain signed permission from the caregiver of each International Student before they can participate in a school trip.

GROUP STUDENTS

All Rangiora High School policies and guidelines stated in this document apply to students travelling in groups. Each student must complete an individual application form, and attend an orientation. All group students will have a named group supervisor for emergencies and a Rangiora High School contact person.

INTERNET ACCESS

Students are provided with internet access through parental consent as part of the enrolment and orientation process. The internet is only to be used for educational purposes and whilst Rangiora High School has taken precautions to eliminate controversial material, it is not possible to restrict access to all such material and hence access remains the individual student's responsibility. Internet use and sites visited are monitored closely by Rangiora High School.

DRIVING

Rangiora High School does allow international students to learn to drive with permission by the Principal. International Students will be required to have an interview with the Principal, to attend a Defensive Driving Course and follow all New Zealand legislation to obtain a Learners Licence.

LIASON WITH THE SCHOOL

The International Office welcomes direct contact with parents. Parents may contact the appropriate international staff members about any school matters that concern them. The Deans and guidance staff are also available for consultations. Teachers are available on Parents' Evenings held throughout the year. The schools arranges regular meetings on topics of interest to parents and caregivers. Regular newsletters are sent home with students. These contain information about School activities, term and examination dates, Parents' Evenings and other matters of interest to parents or caregivers.

COMMUNICATION, COMPLAINTS AND CONCERNS

Students and parents may experience a range of problems and difficulties. This is normal. Any problem should firstly be taken to the International Director.

The School adheres to the Education (Pastoral Care for International Students) Code of Practice 2016

www.nzqa.govt.nz/providers-partners/caring-for-international-students/

An appeal authority operates through NZQA and any complaints and /or disputes will be dealt with under the new Code of Practice and/or the International Student Contract Dispute Resolution Scheme. Students are advised of this at orientation and 'How to Make a Complaint' information is displayed in the International Office and in Orientation Booklets.

CONTACT INFORMATION

Rangiora High School requires up to date information on all students. Please inform the international office when addresses or telephone numbers change.

SUPPORT SERVICES

Many staff provide support and help for International Students at Rangiora High School. The International Department has an International Director, a Homestay Manager and an International Administrator. Counsellors, Deans and Careers Counsellors help students with personal and career issues. First language support is available.

LEAVE

Students should not be applying for leave for personal travel during school time unless there is a compelling reason to do so. This could include the visit of parents, events organised through agents, being included as part of a host family activity or joining an approved school trip.

Under the provisions of the Education (Pastoral Care for International Students) Code of Practice 2016 Rangiora High School has an obligation to ensure that leave is only granted where it can be assured that the student will be supervised by approved adults and they will be living in accommodation that meets the appropriate standard.

All leave must be applied for at least four weeks in advance and must include signed permission from parents/caregivers and agents where applicable. The International Director and/or the Principal will make the final decision, and all Code of Practice requirements must be met.

If leave is taken without approval or when approval has been denied by the school this will be regarded as a serious breach of discipline and could involve disciplinary procedures up to and including expulsion or exclusion.

TRAVEL AND HOLIDAYS

Parents are welcome to visit their child while studying in New Zealand. International Students are encouraged to travel within New Zealand in holiday time:

- With their host families
- With school organised groups
- On trips and activities organised by their agents
- or by approved student travel companies in the school holidays
- With their parents

International Students are not permitted to leave school before the end of the term to travel home and must ensure they are back in New Zealand in time for the start of the new term. All holiday/travel arrangements must be approved by the International Department. All Code regulations must be met. Permission to Travel forms are available from the International Office.

A homestay holding fee will be charged for absences during the mid-term holidays and over the summer holiday (Dec-Jan). International students are not allowed to travel independently while they are studying at Rangiora High School. This is a condition of their enrolment.

ARRIVAL AND DEPARTURE

Upon arrival at Christchurch International Airport, students will be met by a representative of Rangiora School and/or their homestay. Homestays are responsible for organising the student to the airport on their departure date.

WORK

Rangiora High School can give written permission for part-time work (a maximum of 20 hours per week) for Year 12 and 13 students who have a student visa for a full school year. A Variation of Conditions to a student's permit will need to be applied for. Rangiora High School is happy to assist International Students with this process.

Go to www.immigration.govt.nz to view the detailed requirements of the New Zealand Immigration Service.

Students will need to show they are making and maintaining excellent academic progress, have excellent attendance and have satisfactory transport arrangements to and from work. Rangiora High School requires written confirmation from parents prior to applying for a Variation in Conditions.

Any breach of these conditions will place a student's visa and/or study permit at risk and/or lead to disciplinary action by the school.