



**Thank you for your interest in  
Papatoetoe High School.**

Papatoetoe High School welcomes the opportunity to enrol international students keen to gain a New Zealand educational experience and New Zealand secondary school qualifications.

We are a co-educational year 09–13 state secondary school with more than 50 years of history and tradition. Set in just over eleven hectares of attractively presented grounds in the Manukau Ward of the City of Auckland, the school offers multi-level programmes to a school population which reflects the overall mix of New Zealand society. The school's facilities provide best for no more than about 1820 students who are in the care of over 170 teaching and non teaching staff. The staff, which is almost evenly split between males and females, enjoys a mix of youth and experience and are involved in a wide range of professional development opportunities to continue to provide the best for the students in their care. The staff also encourage participation in a wide range of out-of-class activities which help to make the school a more enjoyable place in which to seek an education. The school has been through a phase of considerable roll growth and has benefited from an extensive building and modernisation programme. The redevelopment has provided excellent learning and recreational facilities.

International students have full access to our comprehensive curriculum and are encouraged to integrate into all aspects of school life in the same manner as our resident students. The school has excellent, modern facilities and places a strong emphasis on students gaining advanced digital technology skills that assist them in all areas of their learning.

Papatoetoe High School is a signatory to 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 <http://www.minedu.govt.nz>.

The latest Education Review Office report on Papatoetoe High School stated:  
“International students at Papatoetoe High School are very well served. This is evident in the way that:

- the international student director ensures international students have access to high quality pastoral care that includes effective orientation, accommodation and learning support provisions;
- students are integrated effectively into the school community and their well being, engagement and achievement are carefully monitored;
- students are accurately assessed and placed in appropriate programmes. Their English language learning programmes are well matched to their individual learning needs;
- international students have very positive attitudes to school and appreciate the high quality care and wide range of opportunities they receive.”

This prospectus provides necessary information about study in New Zealand, and particularly at Papatoetoe High School.

**P R Gall**  
PRINCIPAL

## Studying at Secondary School in New Zealand

**New Zealand is recognised internationally as having a high quality education system and is a safe, friendly country with a stable political system.**

### The New Zealand Secondary School System

Secondary schools cater for students from age 13 to age 18.

There are five year levels of study available:

1st year of secondary school (age 13/14)	year 9
2nd year of secondary school (age 14/15)	year 10
3rd year of secondary school (age 15/16)	year 11
4th year of secondary school (age 16/17)	year 12
5th year of secondary school (age 17/18)	year 13

- Students in years 11, 12 and 13 are able to sit national examinations that are a requirement for entry into university or other tertiary organisations.
- Students in years 11, 12 and 13 typically study five or six subjects per year.
- State (government) schools are monitored and reviewed on a regular basis by government agencies to ensure that a consistent, high quality education is provided across all schools.

### The School Year

The New Zealand school year starts in early February and consists of four school terms of approximately ten weeks each.

### Immigration Requirements

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>

### Health and Travel Insurance

Most students are not entitled to publicly funded health services while in New Zealand unless they are:

- a resident or citizen of Australia; or
- a national of the United Kingdom in New Zealand; or
- the holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. We require that the student must have insurance to cover the cost of:

- medical treatment
- travel to and from New Zealand
- personal loss

## Studying at Papatoetoe High School

**International students have full access to the conventional secondary school curriculum offered at the school and are fully integrated into our normal school programme. There are opportunities for some students to study non-conventional tertiary courses and these would normally cost international students an extra fee.**

### The Curriculum

The curriculum offered at the school is comprehensive and diverse. In years 9 and 10 the curriculum is based on the seven essential learning areas of the New Zealand Curriculum. A wide range of options exists for students in years 11, 12 and 13, and multi-level study is also available. Details of the curriculum offered at the school are best accessed from our website – [www.papatoetoehigh.school.nz](http://www.papatoetoehigh.school.nz). Placement in a year level does not depend on age, but on student's academic capability.

### English Ability

As all teaching is in English, it is important for potential international students to show that they have some proficiency in this language. English language support is available but the school reserves the right to decline an application if the prospective student's English language ability is not sufficient to access the curriculum.

### Uniform

Students in years 9-12 must wear a school uniform as detailed in the school Prospectus and on our website – [www.papatoetoehigh.school.nz](http://www.papatoetoehigh.school.nz). Year 13 students have no uniform, but certain guidelines exist for what can be worn.

### The School Day

The school day is divided into 60-minute lessons. In years 11-13 students will normally do four lessons of each subject per week. Students are issued with a timetable that details which rooms the lessons are in and who the teacher is. All classes are compulsory and an attendance check is taken each lesson. Students are placed into a form class for administrative purposes. Each form class consists of approximately 27 students from year 9 to year 13, and they meet with their form teacher briefly once a day. Sports, drama, music and cultural group practices normally happen at the end of the school day.



## Year 11 (NCEA Level 1)

### Compulsory

English, mathematics, gym, health/financial literacy (½ year each).

### Options:

*Students pick 3 options from this list:*

Accounting  
Art visual  
Dance  
Drama  
Economics  
English  
French  
Geography  
Graphics  
History  
Horticulture  
Human biology  
Japanese  
Mathematics  
Media studies  
Music  
Photography  
Physical education  
Science  
Social studies  
Social sciences  
Spanish  
Technology – fabrics  
Technology – food  
Technology – information mgmt  
Technology – materials  
Technology – workshop  
Te Reo Māori

## Year 12 (NCEA Level 2)

### Compulsory

English. All students to take six subjects in year 12.

### Options:

Accounting  
Art – digital design  
Art – visual  
Automotive engineering  
Biology  
Business  
Chemistry  
Classical studies  
Drama  
Economics  
Electronics technology  
English  
Finance  
French  
Furniture  
Geography  
Graphics  
History  
History of art  
Horticulture  
Hospitality  
Human development  
Japanese  
Law  
Mathematics  
Media studies  
Māori enrichment studies  
Music  
Photography  
Academic physical education  
Physics  
Science  
Social studies  
Sports leadership  
Technology – apparel  
Technology ICT – applications  
Technology ICT – introduction  
Technology ICT – programming  
Technology ICT – solutions  
Technology ICT – web design  
Technology – materials  
Te Reo Māori  
Transition  
Travel and tourism

## Year 13 (NCEA Level 3)

### Options:

Accounting  
ASDAN  
Automotive engineering  
Biology  
Business  
Chemistry  
Classical studies  
Design  
Drama  
Economics  
Electronics technology  
English  
Fashion design  
Fine furniture  
French  
Geography  
Graphics  
History  
History of art  
Hospitality  
Human development  
Japanese  
Law  
Mathematics  
Media studies  
Music  
Painting  
Photography  
Academic  
Physics  
Science  
Social studies  
Sports leadership  
Technology ICT – applications  
Technology ICT – programming  
Technology ICT – solutions  
Technology ICT – web design  
Technology – materials  
Te Reo Māori  
Travel and tourism

## Delivery of Curriculum

The timetable involves:

- 24 x one hour periods
- Five periods per day except for Wednesday which has four periods

## Period Distribution

### Year 09

English, mathematics:

*4 periods each*

Science, social studies, technology:

*3 periods each*

Language, physical education:

*2 periods each*

Art, music:

*2 periods for half year*

Health:

*1 period*

### Year 10

Science, social studies:

*4 periods each*

English, mathematics:

*3 periods each*

Language, technology option, art option, other: *2 periods each*

Physical education and health:

*2 periods*

### Year 11

5 subjects: *4 periods each*

Gym: *2 periods*

Health: *2 periods for half year*

Financial literacy:

*2 periods for half year*

### Year 12

6 subjects, *4 periods each*

### Year 13

5 subjects plus study:

*4 periods each*

## Guidance/Support Services

International students have full access to the school's guidance and support services which include:

- director of international students
- homestay coordinator
- student advisor
- careers advisor (includes providing advice on university study)
- school nurse
- deans – two deans work with each house and provide advice and guidance on courses.
- senior leadership team
- form teacher

## Facilities

International students have access to all facilities at the school designated for student use and curriculum delivery. The school has undergone major redevelopment because of roll growth and the facilities are modern and well equipped. Recent building projects include a new library, new technology block, new science block, new art/music block and new ESOL block. The school has an extensive computer network with over 400 computers available for student use.

## Orientation

In their first week at school international students are in the care of the director of international students and homestay coordinator, who will confirm courses of study with the relevant deans, introduce the student to their various teachers, and give them a guided tour of the school campus.

## Grievance Procedures

The director of international students is the contact person for students who have a grievance or complaint. The school has a standard policy detailing procedures for complaints. International students are able to appeal decisions made against them to the International Education Appeal Authority.

## Discipline

International students are to comply with our school rules exactly the same as our resident students.

An international student may be withdrawn from the school under the following circumstances:

- committing an act of gross misconduct
- continual disobedience
- poor attendance



## Application Procedures

**The following is a summary of the application procedures for a place at Papatoetoe High School.**

*All of the forms are available in our International Students' Prospectus or can be downloaded from the school website – [www.papatoetoehigh.school.nz](http://www.papatoetoehigh.school.nz).*

1. Complete details on our International Students' Application Form.
2. Prepare supporting documentation
  - i. Letter of introduction.
  - ii. Latest school reports.
  - iii. Principal's testimonial.
  - iv. Public examination results (if applicable).
  - v. Supporting evidence of English language ability.

**Note** *All documentation must be English translations and certified as a copy of an original. Incomplete documentation will delay processing.*

3. Completed application form and supporting documentation can be emailed to [office@papatoetoehigh.school.nz](mailto:office@papatoetoehigh.school.nz) or sent to:

**Director of International Students  
Papatoetoe High School  
P O Box 23088  
Papatoetoe  
New Zealand**

4. The school will decide whether or not an application is accepted. Factors taken into consideration will include the applicant's suitability for study at the school – eg, English ability, previous school record, age (students over 18 will not be considered) – and the number of places available in our international students' programme.
5. If the school accepts the application a completed Offer of Place form will be sent to the applicant. This form will indicate a date by which the offer must be accepted.
6. If the applicant accepts the offer then the tuition fee will need to be paid to the school. A receipt will be issued immediately and this will be required to support the applicant's Student Visa request.
7. The applicant's position at the school will be confirmed on receipt of approval by Immigration that the Student Visa is granted.
8. **Insurance details are to be sent on notification of a visa being granted and travel arrangements being confirmed.**

On arrival at the school the student is required to complete a school enrolment form.

## Accommodation

**There are three accommodation arrangement options available for international students who attend our school.**

1. Living with a designated caregiver as arranged by the parents.
2. Homestays arranged for the student by the school.
3. Parents living with the student.

### 1. Designated Caregivers

Where parents have arranged accommodation with a close family friend or relative in New Zealand then the Statement of Designated Caregiver Arrangements form needs to be completed.

### 2. Homestays

The school is able to arrange homestay accommodation. The school appoints a homestay coordinator and they have a responsibility for the school's compliance with the International Student Homestay Guidelines as produced by the Ministry of Education. Their tasks include:

- i. Checking on the suitability of homestay families, including obtaining a police vet.
- ii. Introducing students to their homestay families.
- iii. Providing an orientation programme for students.
- iv. Liaising with students and their homestay families on a regular basis.

## Accommodation Costs

Weekly accommodation cost includes room, all meals and laundry facilities but does not include transport costs and internet usage. If the school arranges the homestay there is an initial placement fee.

1. If the student moves out of the homestay before the end of the contract the portion of homestay fees not already used will be returned. The homestay arrangement fee cannot be refunded.
2. To have homestay fees returned, the student must write to the board of trustees giving two weeks' notice, or pay two weeks' fees in lieu of notice.
3. If the student cancels their homestay contract before moving into the homestay, fees will be refunded in full less the homestay arrangement fee.



## Fees and Costs

### 1. Tuition Fees

The tuition fee covers all tuition at the school, including access to the library, computer network and borrowing of textbooks.

The fee does not cover:

- stationery use
- school uniform for year 9-12 students
- costs of school trips
- national examination entry fees

### 2. Enrolment Fee

### 3. Homestay Placement Fee

There is an initial placement fee for those student's who use the school's services to locate a homestay.

### 4. Other Expenses

In addition to accommodation expenses students should allow for costs of incidentals such as transport costs (buses/trains), entertainment (cinema etc) and snacks.

### 5. Payment of Fees

- All fees are payable once an Offer of Place is issued by the school.
- Accommodation fees are paid directly to the school for the year and are then paid fortnightly to the homestay family by automatic bank transfer.

### 6. Refunds

- a) If a student withdraws from their course of study before the course completion date they may be eligible for a refund of school fees.
- b) An application for refund of fees must be made in writing. The student must write to the board of trustees explaining why they have withdrawn from the course and the reasons for seeking a refund.
- c) A full refund, less the administration fee, will be made if the student is not granted a visa.

- d) If the application is made before the start of the course, fees will be refunded in full less an administration charge to cover costs incurred by the school.
- e) If the application is made after the start of the course, but before the second half of the course, fees will be refunded less:

- An administration charge.
- Costs to the school already incurred for tuition.
- Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable).
- Costs already incurred for the use of facilities and resources.
- The proportion of the government levy the school is required to pay.
- Any other costs already incurred.

- f) If the application is made after the second half of the course, no refund will be made except in exceptional circumstances.
- g) No refund will be made to a student who is expelled from the school by the board of trustees.
- h) No refund will be made to a student enrolled at the school prior to 1st March who becomes a permanent resident after 1st March (in any year).
- i) Apart from exceptional circumstances, no refund will be given to students who transfer to another New Zealand school.

### 7. Insurance

All international students who attend the school must be covered by suitable medical and personal loss insurance for the time they are in the country. The school will assist students and families with their insurance needs if requested.