

THE 2021 SCHOOL YEAR



Term 1	Tuesday 2 February-Friday 16 April Waitangi Day observed 8 February, Easter 2-6 April
Term 2	Monday 3 May-Friday 9 July Queen's Birthday Monday 7 June
Term 3	Monday 26 July-Friday 1 October
Term 4	Monday 18 October-Tuesday 14 December Labour Day Monday 25 October

NORMAL SCHOOL TIMES

Students are to be at school at 8.40am ready for an 8.45am start. The day is divided into five periods of equal length and ends at 3.15pm. Times may be adjusted on special occasions or if it rains heavily at lunchtime (wet lunches end 15 minutes earlier).

On Wednesdays we run a slightly different timetable whereby school starts at 9.45am and ends at 3.15pm (3.00pm if a wet lunch day).

SENIOR LEADERSHIP TEAM

Principal	Mr V Couillault
Associate Principal	Mr B Williams
Deputy Principals	Dr K Dobric (Kowhai) Ms E Griffiths (Pohutukawa) Mr B Claxton (Rimu) Mrs T Rifle (Kauri)
Business Manager	Mr B Dettling

CONTACTS

Student absences	Phone 278 4086 and select option 1 or email attendance@papatoetoehigh.school.nz
Board of Trustees	bot@papatoetoehigh.school.nz
House deans:	
Kauri	kauri@papatoetoehigh.school.nz
Kowhai	kowhai@papatoetoehigh.school.nz
Pohutukawa	pohutukawa@papatoetoehigh.school.nz
Rimu	rimu@papatoetoehigh.school.nz
International Director	rawaru@papatoetoehigh.school.nz
Accommodation Coordinator	visandiego@papatoetoehigh.school.nz

THE SCHOOL ZONE

The preferential home zone is the area bounded as follows:

to the east:	by the southern motorway.
to the south:	by Wiri Station Road.
to the west:	by the railway line.
to the north:	following the southern edge of the Grange Golf Course from number 27 Swaffield Road, up the eastern edge of the golf course to the intersection of Great South Road and Motatau Road – then from Motatau Road to the Southern Motorway.

Houses in those streets which are boundary lines are included in the zone. Applicants in doubt are advised to check with the school office.

SCHOOL UNIFORM

Our uniform is gender neutral, as in students can wear whatever item they feel most comfortable in. It is our preference that head scarves and turbans be the school colours.

Jersey:

Regulation brand in highland red with school crest.

Polar Fleece:

Regulation brand black with school crest.

Footwear:

Plain brown or black sandals (with heel strap) or plain black low-heeled, flat-soled school shoes.

Unacceptable footwear are boots (defined as covering the ankle) of any kind, sports shoes and platform soles.

Jacket:

The school jacket is available from the school uniform supplier.

Hat:

Regulation cap or beanie.

Scarves:

Plain red or black scarf or school scarf.

Jewellery:

The following only may be worn:

A single plain ring worn on a finger with no stone and no sharp edges.

A single plain necklace may be worn and must be hidden from view.

One pair of plain ear-studs (one stud per ear).

Undergarments:

Undergarments are not to be visible.

Socks:

Plain mid-grey, black or white socks.

Black or flesh coloured pantyhose or winter tights may be worn instead of socks.

Hair Ties:

Hair may be tied back with an inconspicuous black hair tie or clip.

Belt:

Plain black or brown belt.

Physical Education Uniform:

A change of clothes suitable for wearing during physical education activities is required.

Shirt:

Regulation grey shirt - short or long sleeve, with school logo and customised collar. A plain white or light grey short-sleeved T-shirt with a round neck may be worn under the shirt. Shirts can be worn untucked but must be tucked in when wearing a jersey.

Skirt:

Regulation long or short skirt of the colour, material and style as specified by the school.

Shorts & Trousers:

Regulation dark grey shorts or trousers of the colour, material and style as specified by the school.

Lava lava:

Regulation lava lava of the colour, material and style as specified by the school.

Year 13:

A regulation white striped shirt – short or long sleeve with school logo, which is available for wear only by year 13 students. A plain white or light grey short-sleeved T-shirt with a round neck may be worn under the shirt. Shirts can be worn untucked but must be tucked in when wearing a jersey.

Uniform Supplier

SAS The Uniform Shoppe, 1 Ronwood Ave, Manukau City

CURRICULUM

YEAR 09

Compulsory

English, mathematics, science, social studies, technology, physical education, health, music (½ year), language, art (½ year).

Note:

1 Technology (½ year each of two): digital, food, hard materials, textiles, graphics.

2 Languages offered are French, Japanese, Maori and Samoan which run as full year courses.

3 A homeroom class exists for those students who require special support in most curriculum areas.

YEAR 10

Compulsory

English, mathematics, social studies, physical education & health, science.

Options

Students must study a total of three options from the following:

Technology Options

Graphs

Technology—digital

Technology—food

Technology—hard materials

Technology—textiles

Art & Health Options

Art

Art digital

Music

Drama

Dance

Health Science

Other Options

Accounting

Commerce

Economics

Enterprise studies

Health studies

Media studies

Language Options

French

Japanese

Te Reo Maori

Samoan

English language support

YEAR 11 (NCEA LEVEL 1)

Compulsory

English, mathematics

Options: Students pick three:

Accounting

Art

Building construction

Business studies
Classical studies
Cultural history
Dance
Design & visual communication
Digital technology
Digital photography & design
Digital programming
Digital technology networks
Digital technology certificate
Drama
Economics
French
Gagana Samoa
Geography
Health
History
Hospitality
Japanese
Lea Faka – Tonga
Maori performing arts
Mechanical engineering
Media studies
Music
Performing arts
Physical education academic
Science
Social studies
Sports leadership
Technology
Te Reo Maori
Textiles technology
Tourism

YEAR 12 (NCEA LEVEL 2)

Compulsory

English

Options: students pick four:

Accounting

Biology

Building construction

Business studies

Chemistry

Classical studies

Commerce

Dance

Design & visual communication

Digital art design

Digital media

Digital programming

Digital technology certificate

Digital web design

Drama

Early childhood

Economics

Engineering science

French

Gagana Samoa

Geography

Health

History

Hospitality

Japanese

Lea Faka – Tonga
Literacy
Maori performing arts
Mathematics
Mechanical engineering
Media studies
Music
Music contemporary
Painting
Performing arts
Photography
Physical education academic
Physics
Science
Social studies
Sports leadership
Te Reo Maori
Travel and tourism

YEAR 13 (NCEA LEVEL 3)

Students can take five subjects.

Options

Accounting

Biology

Building construction

Business studies

Calculus

Chemistry

Classical studies

Dance

Design & visual communication

Digital design

Digital media

Digital photography

Digital programming

Digital technology certificate

Digital web design

Drama

Economics

English

French

Gagana Samoa

Geography

Health

History

Hospitality

Japanese

Mathematics

Maori performing arts

Mechanical engineering

Media studies

Music

Painting

Physical education academic

Physics

Science

Social studies

Sports leadership

Statistics

Te Reo Maori

Lea Faka – Tonga

Travel and tourism

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:

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

As a condition of enrolment, all students must meet Immigration New Zealand requirements. Full details of visa requirements, advice on rights to employment while studying, and reporting requirements are available from Immigration New Zealand and can be viewed on their website at <http://www.immigration.govt.nz>

International students in year 12 and 13 may be able to work part-time on a student visa if they apply for work rights. Please talk to the international director to ensure you meet the requirements of New Zealand Immigration. <http://www.immigration.govt.nz/migrant/stream/study/canistudyinnewzealand>

Health and Travel Insurance

International students must have appropriate and current medical and travel insurance while in New Zealand. This is a requirement under to The Education (Pastoral Care of International Students) Code of Practice 2016 and a requirement from Immigration New Zealand for approving a student visa.

Papatoetoe High School can arrange insurance on your behalf with Southern Cross and the cost of this will be included in your invoice.

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. If the complaint is not resolved, students can contact NZQA via their website www.nzqa.govt.nz or email risk@nzqa.govt.nz

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.

Guidance/Support Services

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

- International director (Mrs Rachel Waru)
- Accommodation coordinator (Mrs Vivian San Diego)
- guidance counsellors
- 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 – to assist students with goal setting and mentoring their performance throughout the year.

Orientation

On the first day at school, international students will go through an orientation process with the international director.

Students sit an ESOL literacy and numeracy test to determine their English level to ensure they are placed in suitable classes for their needs.

They will be given a guided tour of the grounds and a 'buddy' student may be assigned to assist new students for the first few days or weeks.

Students will attend a powhiri welcome and be assigned a form teacher who will provide further orientation.

Conduct & Behaviour

International students are to comply with our school rules and expectations. The Code of Conduct and Disciplinary Policy form part of the Contract of Enrolment.

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 and approved by the school.
2. Homestays arranged for the student by the school.
3. Parents living with the student.

Designated Caregivers

Where parents have arranged accommodation with a close family friend or relative in New Zealand, the Designated Caregiver Agreement needs to be completed. The school must approve the suitability of the caregiver.

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 Education (Pastoral Care for International Students) Code of Practice 2016. 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.
- v. Monitoring welfare and compliance with home visits.

Accommodation Costs

Weekly accommodation cost includes room, all meals and laundry facilities but does not include transport costs and excess 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 placement 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 placement fee.
4. Changing homestay accommodation may incur an additional placement fee, depending on the circumstances.

APPLICATION PROCEDURES

for International Students

Papatoetoe High School is pleased to invite applications from international students.

The following is a summary of the application procedures for a place as an international student at Papatoetoe High School:

1. Submit a completed on-line application form via the school website. To do this click on the Apply Now button.
2. Prepare supporting documentation and add to the upload sections;
 - i. Copy of current passport or birth certificate.
 - ii. Latest school reports.
 - iii. Signed Declaration page.
 - iv. Further supporting documents may be uploaded with school reports, eg, a principal's testimonial, public examination results (if applicable), evidence of English language ability, a letter of introduction written by the student.
All documentation must be English translations and certified as a copy of an original.
Incomplete documentation will delay processing.
3. 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 language ability, previous school record, age (students over 18 will not be considered), accommodation availability and the number of places available in our international students' programme.
4. If the school accepts the application, an Offer of Place letter and Invoice will be sent to the applicant.
5. If the applicant accepts the offer then the tuition fee will need to be paid to the school. A receipt and a confirmed Offer of Place will be issued immediately and this will be required to support the Student Visa application.
6. The applicant's position at the school will be confirmed on receipt of approval by Immigration that the Student Visa is granted.
7. 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 and sit a literacy and numeracy test before being placed in the appropriate subjects.

FEES AND COSTS

1. **Tuition Fees (from January 2021)** **\$13,000 (incl GST) per annum**
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 (\$100 approximately per year)
 - school uniform for years 9-13 students (\$400 approximately)
 - national examination entry fees (\$383.30)
2. **Enrolment/Admin Fee (non-refundable) \$400 per annum**
3. **Homestay Placement Fee \$250**
An initial placement fee for those students who use the school's services to locate a homestay.
4. **Weekly accommodation cost \$275**
5. **Retainer's fee (if applicable) \$40 per week or flat fee of \$200 whichever is lower**
6. **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 (approximately \$70 per week)

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.

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..
 - 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 excluded or expelled from the school by the board of trustees for any reason, or has breached the tuition or homestay agreements.
- 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.

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.