



RUSSLEY
SCHOOL
Te Parito Kōwhai

International Student Enrolment Information

Russley School welcomes visitors from throughout the world. This information pack may answer some of your questions about enrolling an international fee-paying student at this school.

Families are welcome to take a guided tour of the school, hosted by the Principal, to see the facilities and to ask questions. Children who are enrolling will be introduced to classroom teachers and to Support Staff who will be working with them.

Enrolling as an International Student

All New Zealand children enrolled at a state school are entitled to a 'free education'. State schools are funded by the government and teachers are paid by a central government pay service. International students do not qualify for 'free' education and are required to pay a tuition fee.

The fee set by the Russley School Board of Trustees includes:

- The cost of employing extra staff
- ESOL (English for Speakers of Other Languages)
- A portion of the school's operational cost
- Administration
- A Crown fee (A charge imposed by the Government for the use of a state owned facility)
- Additional charges which include the annual cost to the school for being a Signatory to the Code of Practice for the Pastoral Care of International Students) and GST (Goods and Service Tax, a Government tax amounting to 15% of the total fee).

Calculations for Fee Paying Students

Fee calculations ratified by the Russley School Board of Trustees:

School administration fee	\$500.00
Annual tuition fee	\$ 7750.00
Special tuition ESOL (extra tuition for students who have English as their second language)	\$ 1 500.00
Crown fee for the use of Government owned property	\$900.00
Administration costs to comply with the Code of Practice	\$850.00
Total Fee	NZD\$11 500.00

All fees are shown in New Zealand dollars (NZD) and are GST inclusive.

Term by term payment can be arranged. International Students have to enrol for a period **no less than one term**. All fees are shown in New Zealand dollars (NZD) and are GST inclusive. To enrol, international students must have the necessary student visa. It is an offence to be enrolled in a New Zealand school without valid visa documentation.

New Zealand Immigration Service will be informed when:

- Students complete the course for which they have enrolled and return to their home country.
- Choose to leave Russley School to continue their study at another school in New Zealand.
- Students fail to attend school on a regular basis (act truant).

Upon Completing a Course of Study at Russley School:

- Students returning to their home country will receive a letter from the school to explain the study course, or year of schooling completed, plus a record of their progress and achievement.
- Students who leave Russley School to attend another school in New Zealand (eg. high school) will be provided with a transfer notice and all school records forwarded to the new school, on request.

Fee Protection and Refund Policy

Fee protection

Fees paid by international students are secure and protected against the possibility of an interruption to the course. Internal procedures assist the school in monitoring income and expenditure to ensure that money is controlled appropriately.

Our fee protection policy is provided to parents before a contract is signed, and is included in the contract signed upon enrolment.

Fees received in advance should only be recognised as income earned by the school as each term commences. A portion of advance fees is transferred to the school's main bank account in instalments. Remaining fees paid in advance are available to be refunded if necessary.

Fee refund

Our fee refund policy is included in the contract provided to families and signed on enrolment.

If a student withdraws from their course of study before the completion date, they may be eligible for a refund of tuition fees. The school will always investigate requests for a refund and act fairly.

- The school will consider refunding all or part of fees if:
- there are special circumstances and proof is supplied (e.g. the child has a serious illness or accident, or the family needs to return home because of a family member's death)
- the child gains permanent residency during the course (documentation of the residency must be provided within 14 days of it being granted)
- the school is closed for a period of one week or more due to force majeure (defined as an event beyond the reasonable control of the school, such as snow, earthquake, etc.).
- The school is not obliged to refund fees if the child:
- has been asked to leave the school because of poor attendance or a breach of enrolment conditions
- wishes to transfer to another educational institution for any reason
- has special needs that were not explained to the school on the enrolment form.

The refund policy must include refund conditions for the following situations:

- failure by a student to obtain a study visa
- voluntary withdrawal by a student
- the school ceasing to provide the agreed educational programme
- the school ceasing to be a signatory to the Code of Practice
- the school ceasing to be an education provider.

If the school ceases to provide the agreed educational programme or ceases to be a signatory to the Code of Practice, Russley School will deal with the fees paid for services not delivered or the unused portion of fees by:

- refunding the amount in question to the student (or the student's parent or legal guardian)
- transferring the amount to another signatory as agreed with the student (as specified in the Code).

How to apply for a full or partial refund of fees

To apply for a full or partial refund of fees, a parent (legal guardian) must apply in writing to the board within one month of the student's last day at school (or within one month of the student gaining permanent residency) explaining the special circumstances.

Also see **Absence, Withdrawal, and Termination**.

- If a parent applies for a refund **before** the course starts, the school will refund the fees in full, less an administration fee. If they apply for a refund **after** the course starts, the school determines the level of refund, taking into account costs already incurred, and an administration fee. Special circumstances are taken into consideration (e.g. death of a close family member, serious illness, accident).

Payment of refunds

The school only refunds fees directly to a parent or to an agent with written authority from a parent. The school will never refund fees directly to the student.

Immigration New Zealand is notified if any student ceases to attend Russley School for whatever reason.

Enrolment Procedure

Children can be enrolled at a New Zealand State Primary School from their fifth birthday. Education becomes compulsory at age six.

Children fourteen years and over attend secondary school. Education for New Zealand children remains compulsory until the age of sixteen.

To enrol at Russley School you must approach the Principal with a request for enrolment. Russley School is a state school and its first priority is to cater for resident students between school year 0 to school year 8.

A request for enrolment can be made by visiting the school or by e-mailing the school office reception@russley.school.nz. If space is available on the roll at your child's age and class level you may be offered a place.

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.

The details completed in the 'Offer of a Place' form are required by New Zealand Immigration for the issuing of a Student Visa. You can visit the New Zealand Immigration website for more information at www.immigration.govt.nz

For the school you will be asked to complete a Student Enrolment Form, to provide information about your child and your family. You will also be asked to explain living accommodation.

To enrol at Russley School, international students must live with at least one parent in Christchurch for the full period of their study. Full contact details for both parents must be provided including the child's passport and the residing parent's passport.

The school may request details about your child's health and any special needs that may have, including background for ESOL (English Speakers of Other Languages).

On a separate form you will be asked to provide the school with information about your child's previous schooling and levels of achievement. This information will assist teachers with class placement.

More comprehensive diagnostic tests are conducted once your child has settled into Russley School and will include an assessment of proficiency in the English language. This information will be used to determine the level your child is placed in our school. This may not be finally decided until up to two weeks after their arrival at school or when determined necessary by the school.

If any of the details you provide at the time of enrolment change, it is your responsibility to notify the school of the change.

Code of Conduct

The Russley School Code of Conduct aims to ensure everyone knows and understands the rules to help us achieve a safer working and playing environment while at Russley School.

Code of Conduct for Students

- Do what the teacher says straight away.
- Treat other people as you would like to be treated.
- Respect property.
- Show consideration and courtesy to others.

While at school children will...

- Play safe sensible games.
- Play safely on playground equipment.
- Play “fair”.
- Sit in correct lunch areas.
- Wear shoes outside at all times.
- Use sports equipment in approved places.
- Balls used in approved areas (no kicking balls on courts).
- Wear a sunhat to and from school, and outside during play and sport times during Terms 1 & 4.
Sit under the shade cloth if no hat is worn.

Prohibited Behaviours

- All physical and verbal abuse.
- Damaging property.
- Riding bikes/scooters/skateboards in school grounds.
- Throwing sand, sticks, stones and grass.
- Climbing trees, fences, buildings, goalposts.
- Playing in toilets, cloakrooms, halls and any other out-of-bounds areas.

Prohibited Items

iPods, iPhones, video games, cell phones, matches, solvents, chemicals, roller blades, cigarettes, tobacco, alcohol, chewing gum and sweets, pocket knives.

Jewellery (other than stud earrings and watches)

Coloured nail polish

Out of Bounds Areas

Carpark, halls (unless given permission by a teacher), gardens, staff room, Caretaker’s sheds

For successful implementation to this policy, children are expected to...

Accept responsibility for their own actions

Accept the consequences which may arise from their actions

Student Digital Technology Responsible Use Agreement

All students become signatories to the school's Student Digital Technology Responsible Use Agreement.

Introduction

Russley School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who;

- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help other to become a better digital citizen

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement like this one.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.

When using information & communications technologies (ICT) at Russley School, I will always be a good digital citizen. This means that I;

- Will be a confident and capable user of ICT.
- I know what I do and do not understand about the technologies that I use. I will get help where I need it.
- Will use ICT for learning as well as other activities.
- I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one. I understand that at school, a teacher needs to be present.
- Will think carefully about whether the information I see online is true. I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.
- Will be able to speak the language of digital technologies. When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.
- Understand that I may experience problems when I use technology but that I will learn to deal with them. I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.
- Will always use ICT to communicate with others in positive, meaningful ways. I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.

- Will be honest and fair in all of my actions using ICT. I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.
- Will always respect people's privacy and freedom of speech online. I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I will not give personal information like passwords and family information on-line. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.
- Will help other to become a better digital citizen. Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.
- Will respect all ICT equipment and treat it with care. I understand that I need to treat all ICTs carefully as if it were my own.

Bring Your Own Device (BYOD) Agreement

Note: This agreement is additional to the student digital technology agreement. It refers to digital devices brought to school by students, and must be sighted before the student may bring the device to school. A "google form" will be completed at the beginning of each year/or when a student starts at Russley.

School Responsibilities

At our school, we will:

- encourage safe and effective use of technology and the internet
- work within the school's digital technology guidelines
- provide clear guidelines around the use of devices brought from home
- provide Wi-Fi internet access with N4L filtering
- set up Google Apps for Education (GAFE) accounts for students
- provide safe storage for students' devices when not at use, e.g. break times. If a student breaches the BYOD agreement, the "Procedure for Breach of Digital Contract and BYOD Agreement" will be followed.

Student Responsibilities

When I bring my device to school I will:

- use my device for my learning
- be respectful to others online and follow the School's digital technology rules
- use my device when and where the teacher gives me permission
- only access the internet with the teacher's permission
- only connect to the internet using the school Wi-Fi while at school – not use mobile data
- only use my own login and password
- keep my GAFE password private
- bring my device to school every day
- be in control of my device and not share it with other students, apart from letting them see the screen
- charge my device at home so that it doesn't need charging at school
- take care of my device so that it isn't damaged or stolen; put my device in lockable cupboard during break times

Parent Responsibilities

I give permission for my child to bring their device to school and I will:

- encourage them to use it responsibly
- take an interest in how they are using the device
- be aware of the content and applications on the device
- ensure the device is named
- be responsible for the device's maintenance and insurance
- keep a record of the device's serial number and details I have read this Bring Your Own Device (BYOD) use agreement, and I am aware of the school's initiatives to maintain a cyber safe learning environment, including my child's responsibilities.

English Language Learners (ELL)

Some students are recent immigrants to New Zealand, or live in homes where English is not the first language used. These students can access support through the ESOL programme. They will have a wide range of different life and school experiences. Many of them will be entitled to special funding from the Ministry of Education, and the Migrant, Refugee and International Education Team, where appropriate. The deputy principal is responsible for overseeing the ESOL programme, including its funding, returns, and organisation.

English Language Learners (ELL) students are identified at enrolment, or through teacher or parent requests. Identified students are usually placed in classes with their peer group.

Students are assessed according to the English Language Learning Progressions (ELLP) and Literacy Learning Progressions (LLP).

Each year in term 1 and term 3, a return on ELL students is made to the Ministry of Education, and eligible students receive funding which may be used to employ a teacher aide, or to provide other forms of support. The hours for this resource are managed and reported by the ESOL coordinator. The support programme for ELL students is prepared under the supervision of the coordinator.

General information about Russley School is available on our website at <http://www.russley.school.nz>

Curriculum and Student Achievement Policy

The Russley School board of trustees fosters student achievement by providing teaching and learning programmes which incorporate the vision, values, key competencies, essential learning areas and principles as expressed in the New Zealand Curriculum 2007 or Te Marautanga o Aotearoa.

The board, through the principal and staff:

- develops and implements teaching and learning programmes that:
- contributes to the **inclusive culture** of the school
- provides all students with opportunities to achieve success in all areas of the national curriculum
- gives priority to student progress and achievement in literacy and numeracy and/or te reo matatini and pāngarau
- gives priority to regular, quality physical activity that develops motor skills for all students.
- evaluates the **progress and achievement** of students, through the analysis of good quality assessment information, giving priority to:
 - student progress and achievement in literacy and numeracy and/or te reo matatini and pāngarau
 - the breadth and depth of learning related to the needs, abilities, and interests of students; the nature of the school's curriculum; and the scope of the national curriculum (as expressed in the New Zealand Curriculum or Te Marautanga o Aotearoa).

- identifies students, and groups of students, through the analysis of good quality assessment information, who:
- are not progressing and/or achieving, or are at risk of this
- need learning support (including gifted and talented).
- develops and implements teaching and learning strategies to address the needs of students identified above, and any aspects of the curriculum that require particular attention.
- develops plans and targets for **improving the progress and achievement of Māori students**. These are made in consultation with the school's Māori community and are made known to the school community.

The latest Education Review Office Report on Russley School is available at www.ero.govt.nz
 The Education Review Office is an independent body contracted by the Ministry of Education to evaluate and report on the performance of all schools.

Complaints

The purpose of our complaints policy is to provide clear guidelines for the school community in raising and resolving concerns and complaints. We have procedures in place (see flowchart on next page) to ensure that complaints are handled appropriately.

Our procedures enable us to:

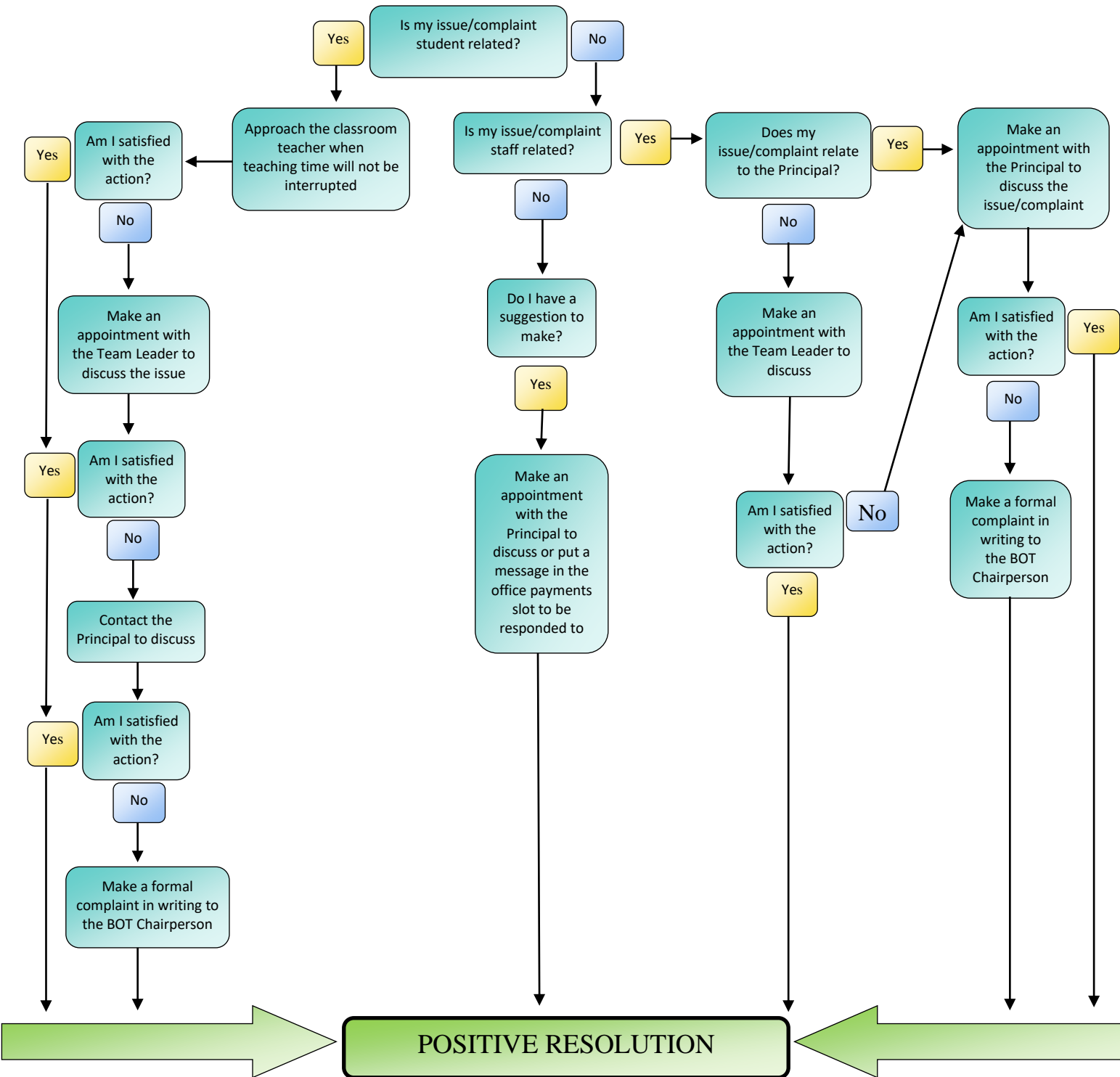
- maintain the best learning environment for our students
- resolve matters of concern early, if possible
- respond to feedback and concerns constructively
- deal with complaints fairly, effectively, and promptly
- take into account individual circumstances
- maintain confidentiality
- preserve school/community relationships and communication
- monitor and record complaints and concerns about student safety.

Most complaints can be resolved informally by discussions with the people concerned. The school also has a procedure for making a **formal complaint** if informal discussion doesn't resolve the issue.

For complaints concerning harassment, go to www.schooldocs.co.nz and search for **Harassment**. For allegations of theft or fraud, see **Theft and Fraud Prevention**. School employees needing to make a protected disclosure, see **Protected Disclosure**.

Generally, an anonymous complaint cannot be processed unless there is a sound legal reason for protecting the identity of the complainant.

Russley School
I have an issue, complaint or suggestion about something happening at school.



Summary of the NZ Code of Practice for the Pastoral Care of International Students

Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code?

The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with international students enrolled. The Code is mandatory to these providers and must be signed by them.

What is an "international student"?

An "international student" is a foreign student studying in New Zealand.

How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand education provider. The Code is also available online from www.minedu.govt.nz/goto/international.

How do I know if an education provider has signed the Code?

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This is available online from www.minedu.govt.nz/goto/international. If the education provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong?

If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their education provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

International Education Appeal Authority Private Bag 32001 WELLINGTON	Fax: (04) 462 6686 Phone: (04) 462 6660 Email: info.ieaa@minedu.govt.nz
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What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on education providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The education provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an education provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for education providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

Russley School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. A full copy of the Code is available on the New Zealand Ministry of Education website at www.minedu.govt.nz

Review of Code Compliance

To ensure that the Code of Practice is being complied with the following actions will take place as part of the school's self review process:

- All relevant policies will be included in and reviewed as stated in the school's programme of policy review.
- The enrolment information and fees will be reviewed each year under the direction of the Principal and the International Students School Liaison Person.

Copies of the school information pack for international students will be available to all new staff so that they are conversant with the requirements and procedures.

Health and Travel Insurance

International students are generally 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 special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. Insurance to cover the cost of medical treatment in New Zealand for the duration of your stay is a mandatory requirement. We also require that you obtain insurance to cover your travel to and from New Zealand.

Other charges you will have to meet include:

- The cost of dental treatment
- Specialist support services eg. speech therapy, occupational therapy, psychological services or any other additional learning support.
- Truancy Service in case of prolonged, unexplained periods of absence from school.
- Payment for extra curricular activities such as school excursions, camps, transport for sports, the cost of material fees for technology at Years 7 and 8 etc.
- All stationery costs.

Student Welfare

Russley School, as a Signatory to the Code of Practice has a number of obligations relating to the welfare of International Students.

Important Information held by the School

Russley School will hold current information for each International Student at all times. As well as the information required on the enrolment form, copies of the passport and permits will be included.

In-School Support and Conditions for International Students

- The Principal will be the first point of contact if an International Student faces difficulties adapting to his/her new cultural environment.

- *If you, as parents or the designated careqivers for your child, have concerns about any aspect of your child's schooling, please follow the procedures outlined in the school's policy on 'Communication and Complaints'.*
- *If you have concerns about a breach of the Code, advocacy procedures are outlined in the Summary of the Code of Practice for the Pastoral Care of International Students (Included with the information provided).*
- As part of the enrolment procedures office staff will establish communication arrangements with you should an emergency arise.
- If school personnel are concerned that your child has been, or is likely to be, ill treated, harmed, abused or neglected we are obliged to notify the **Ministry for Children - Oranga Tamariki** or the **New Zealand Police** and follow the 'Breaking the Cycle' reporting protocol.
- The Education Rules 1999 (Stand-down, Suspension, Exclusion and Expulsion) apply to all students including International Students enrolled at Russley School and these rules must be complied with.



Signed:

Greg Lewis
Principal
Russley School

NEIGHBOURING EDUCATIONAL INSTITUTIONS

Pre-Schools

Russley Playcentre
Apsley Drive
Playcentre Assn: 348 6538

Broomfield Kindergarten
15-17 Pensacola Crescent
Telephone: 342 7136

Montessori Monted Pre-school
188 Yaldhurst Road
Telephone: 342 5421

Hawthornden Kidsfirst Kindergarten
146 Hawthornden Road
Telephone: 358 2915

Kidsfirst Kindergarten Avonhead
Staveley St
Telephone: 348 6803

P.A.L. Pre-School
Sir William Pickering Dr
Telephone: 358 7103

Annabel's Educare Avonhead
66 Avonhead Rd
Telephone: 341 1153

Kindercare Learning Centre
3 Avonhead Rd
Telephone: 341 7400

Secondary Schools

Riccarton High School
Curletts Road
Telephone: 348 5073

Burnside High School
Greers Road
Telephone: 358 8383

Christchurch Boys' High School
Straven Road
Telephone: 348 5003

Christchurch Girls' High School
10 Matai Street
Telephone: 348 0849

Villa Maria College
Peer Street
Telephone: 348 4165

St Thomas of Canterbury College
69 Middlepark Road
Telephone: 348 7010