



**WESTERN HEIGHTS HIGH SCHOOL
ROTORUA
NEW ZEALAND**



UNIVERSITY *of* CAMBRIDGE
International Examinations

CAMBRIDGE INTERNATIONAL CENTRE

International Students Policies and Guidelines

February 2011

International Student Policies and Guidelines



Policies and Guidelines

Before you complete and sign the Application and Tuition Agreement forms, please carefully read this Guidelines and Conditions Document, the International Students Policies Document, and the summary of The Code of Practice www.minedu.govt.nz/goto/International. You must sign the form to confirm you have done so and have understood and accepted all provisions as set out in all documents.

TOPICS COVERED

Section A – Definitions

Section B – Guidelines for ALL students

1. Selection
2. Testing
3. Placement
4. Enrolment Conditions
5. General Information
6. Student Behaviour
7. Group Students
8. Support Services
9. Additional Needs
10. Communication, Concerns or Complaints
11. Academic Progress and Reporting
12. Internet Access
13. Authority and Information
14. Accommodation
15. Liability, Rights, Contract
16. Agreement
17. Privacy Information
18. Insurance Requirements
19. Fees
20. Refund Policy
21. Change in Status
22. Travel, Holidays
23. Work
24. School Uniform
25. Orientation
26. International School Calendar - 2011
27. Extra Curricular Activities
28. Subject Choices
29. 2011 Alternative program

SECTION A - DEFINITIONS *(as per the Code of Practice)*

What is a Homestay?

“Homestay” means accommodation provided to an International Student in the residence of a family or household where no more than four International Students are accommodated.

What is a Designated Care Giver (DCG)?

“DCG” means a relative or close family friend designated in writing by the parents of an International student as the caregiver and accommodation provider for that student, but does not include establishment owner, manager, or employee.

What is a Parent?

“Parent” means the father or mother of an International Student, and includes court appointed guardians.

What are Group Students?

“Group Students” means:

- a) International Students holding a group visa issued by the New Zealand Immigration Service;

Or

- b) Two or more International Students studying together in New Zealand for no more than three calendar months on a group visit organised by a provider.

SECTION B – POLICIES AND GUIDELINES

1. SELECTION

Selection will be made by the Director of International Students. Students from as wide a range of countries as possible will be recruited so that many cultures are represented. Offers are based on an assessment of the extent to which Western Heights High School can meet the needs of the prospective student. The School reserves the right to cancel an Offer of Place and refund fees paid hereunder in the event it ascertains any adverse comment from the previous schooling of the applicant or any of the applicant’s recommendation letters. The School reserves the right to cancel an Offer of Place and refund fees hereunder in the event the level of English and/or prior learning in the subject area is not verified in testing at enrolment. Failure to disclose relevant information or the provision of false information may result in termination of enrolment.

2. TESTING

The School may test International Students on arrival at the School to help determine placement. The School may also require testing in a student’s own home country before selection. The School will provide its own testing material.

3. PLACEMENT

The School will issue an Offer of Place to a selected student but the level of study offered is an indicator only. The School has the right to place the student in appropriate subjects and year levels; selection and placement are conditional upon the School being able to meet the needs of the student. Students entering the School as International Students must have the prior learning necessary and the intellectual and emotional capacity to cope with study in New Zealand in English at the level enrolled in. Quality applicants are sought whose proficiencies and career intentions are matched by the opportunities Western Heights High School offers. The School may ask a student to undertake intensive language tuition at another institution for a period of time if it is ascertained the student cannot cope at Western Heights High School at an appropriate English level. Generally students are placed within their age group level.

4. ENROLMENT CONDITIONS

Upon enrolment at the School, the student will abide by the same conditions as regards *behaviour and absence* as apply to *domestic students*.

Enrolment as an International Student at the School shall be terminated:-

- At the end of the school year in which the student turns 19 years of age, in accordance with New Zealand law; or
- At any time by agreement between the parties; or
- By Western Heights High School if the student fails to pay fees in advance, or fails to abide by the same conditions as for domestic students, or fails to abide by the conditions of the International Student Tuition Agreement; or
- If the student ceases to hold, or ceases to be eligible to hold, a valid student visa issued by the New Zealand Immigration Service

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 www.immigration.govt.nz.

5. GENERAL INFORMATION

Liaison with the School

The School welcomes contact with parents. Parents may contact the International Director about any school matters that concern them and the Deputy Principals and Guidance staff are also available for consultations. Teachers are available on Parents' Evenings held throughout the year. 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.

Contact Information

The School appreciates having up to date information on all students. Could you please inform the School when addresses or telephone numbers change. In some cases the International Director or Nurse needs to contact parents or caregivers during working hours so the School requires an up-to-date contact address/telephone number for a parent's or caregiver's place of employment. We wish to avoid embarrassment by sending incorrectly addressed mail so would also appreciate being informed in cases where marital status change.

The Library

- The library has extended school hours, 8.30am-5pm. The Reading Room is open during lunch for silent reading.
- Students require an I.D. card or student number. Two items can be issued for 14 days.
- The library has a colour/black and white photocopier. 20 cents per copy for black and white and a dollar for colour.

Absences

Sickness

When students are absent because of sickness, parents or caregivers are required to send a note explaining the absence to the Form Teacher as soon as the student returns to school. If the absence is likely to be longer than three days, parents or caregivers should either telephone the School office or contact the International Director or Form Teacher.

Visit to Doctor or Dentist

Students may make appointments with a Doctor or Dentist in school time, although it is obviously less disruptive if appointments can be made after school. The student should bring the appointment card or a letter from the parents or caregivers to the Form Teacher and then sign out on the list in the Duty Dean's office before they leave school for the appointment.

Sickness during the School Day

The High School has a fully trained nurse in attendance at the Health and Wellness Centre between 8.45am and 3.15pm. The nurse can give permission for students to go home sick at any time and will normally contact parents/caregivers when this occurs. If the nurse is not available students should see their Dean or in extreme cases one of the Deputy Principals. Under no circumstances are students allowed to leave the school grounds without seeing a staff member first.

Other Absences

Under the Code of Practice an International Student is required to attend a minimum of 80% 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. The 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 and in keeping young people out of trouble.

6. STUDENT BEHAVIOUR

School Behaviour Policy

Students at Western Heights High School are expected to behave responsibly and accept the discipline and authority of the School. We expect students to behave with courtesy and respect towards each other and especially towards members of the High School staff.

Classroom responsibilities

- Attend all classes and Form periods and arrive punctually
- Bring absence notes, written and signed by parent or official guardian, to your Form Teacher on your first day back at school after illness
- Have all the books/equipment needed for your class ready at the beginning of each lesson
- Do not eat in class unless the Teacher has given you permission
- Do not bring Ipods to school
- The use of Cell phones is forbidden at school.

Respect for property

- Look after the classroom, furniture, equipment and grounds
- Respect your environment - don't leave rubbish and litter around
- Staff offices, Teachers' desks, cupboards etc are not to be used by students
- Do not take things that belong to other people
- Report any loss or damage immediately to the office or a senior staff member
- Digital equipment is bought to school at the owners own risk. The school accepts no responsibility for loss or damage

Uniform

- Wear correct school uniform and see that it is clean, tidy and clearly named
- Report to the Duty Dean before school, if wearing any incorrect item

At all times

- Do not leave the school grounds during the day without first getting permission from your Form Teacher or senior staff.
- Visitors to the School must go to the front reception area and get permission to be in the school grounds
- Skateboards must not be used at school
- If you need to bring valuable possessions or large amounts of money to school, leave them with Student Reception during the school day
- Obey the road crossing rules and observe safe traffic behaviour at all times
- You must wear a cycle helmet when riding to and from school
- Do not bring any of the following items to school: chewing gum, cigarettes, matches, lighters, firecrackers of any type, alcohol, illegal drugs, knives, weapons of any kind, laser light equipment of any kind
- Students may not park their cars in the school grounds or car parks
- Parents dropping off or collecting students must do so from the front of the school – not the Steels Lane entrance.

Students must observe the school rules set down by the Board of Trustees and contained in the WHHS Student Code of Conduct.

The following are drawn to the attention of parents as being areas where parental co-operation is especially sought:

- Students are to be dressed in the school uniform. Correct uniform is to be worn from the time students leave home in the morning, until they return home after school. If it is necessary, for some reason, to wear an article of clothing which is not part of the uniform, students are asked to report to the Duty Dean before school who will lend them the correct item for the day or give them a “Uniform Discrepancy Note”.
- Students are to be tidily dressed and boys clean shaven.
- Students are expected to remain at school throughout the school day.
- Students cycling to school are required to wear a protective helmet.
- School discipline applies from the time students leave home in the morning until they return home after school.
- The school may keep a student on detention until 4.15pm. Parents will be notified by the Deputy Principal, in advance. In addition, individual teachers may keep a student until 3.45pm without notice.

Most of all be helpful, courteous and show consideration for others

7. GROUP STUDENTS

All Western Heights 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 Western Heights High School contact person. A group student is enrolled at Western Heights High School.

8. SUPPORT SERVICES

Many staff provide support and help for International Students. Counsellors and Careers Counsellors help students with personal and career issues, choices and applications. “**Heights International**” has a Director and Pastoral Care Officer/Homestay co-ordinator. First language assistance may also be available in some languages.

9. ADDITIONAL NEEDS

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

10. COMMUNICATION, COMPLAINTS AND CONCERNS

Students and parents/caregivers may experience a range of problems and difficulties. This is normal. Any problem should firstly be taken to the International Director or to Guidance staff. Serious problems should be taken first to the Director, Mr Murray Pearce (email mpearce@whhs.school.nz). The School adheres to the New Zealand Code of Practice. An appeal authority operates through the Ministry of Education and students are advised of this at orientation (email: info.ieaa@minedu.govt.nz). A “where to complain to” chart is displayed in prominent places in the School, and distributed at orientation (see attached chart). All students are given a copy of their Tuition Agreement at orientation with a copy of this booklet. The School welcomes direct communication from parents/caregivers via phone, email, letter or visits.

The School will communicate with parents via letters and newsletters on a regular basis. The website will also contain up to date information.

11. ACADEMIC PROGRESS AND REPORTING

The School reports fully on academic progress twice a year, with progress reports issued at other times. The School expects all International Students to make reasonable academic progress and try their best. All students who are at Western Heights High School from February to December (1 full academic year) will be required to sit NCEA exams at the end of the year. The NCEA exams are an extra cost to the student of approx \$400.00.

12. INTERNET ACCESS

Students are provided with Internet access. The Internet is only to be used for educational purposes and whilst the 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.

13. AUTHORITY AND INFORMATION

The parents of the student authorise staff of the School to:

- (a) Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information;
- (b) Receive financial information relating to the student including bank account details, debt and/or income details of the student;
- (c) Provide consents in respect of any activity carried out and authorised by the School
- (d) Provide necessary consents on the student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the parents.
- (e) The parents irrevocably authorise the Director of International Students to advise the student's caregiver of all matters and information required to be provided to parents of any student under the laws of New Zealand. The parents irrevocably authorise the School to obtain information regarding the student from the homestay or caregiver. The parents agree to appoint the homestay or caregiver as their representative in New Zealand to receive and provide such information in substitution for the parents where it is not possible or practical for the parents to receive and provide such information.
- (f) The parents agree to provide the School with academic, medical or other information relating to the wellbeing of the student as may be requested from time to time by the School.

14. ACCOMMODATION

As per the Code of Practice and Guidelines (revised October 2010) the International Students Office of the school upon or before enrolment will determine and verify which category of accommodation the student will live in regardless of age i.e.

- Homestay
- Designated caregiver
- Parent

No International student of Western Heights High School can live independently, in a boarding establishment or in temporary accommodation

Police vetting will be required of all caregivers and all residents of a household aged 18 or over excluding International Students (excluding parents).

The School will provide guidelines to the caregivers and the students and outline the divisions of responsibility between the School and the caregiver.

The parents/caregivers and the Student agree that the student shall remain in accommodation arrangements either organised by the School for the term of this agreement, or are approved by the School according to The Code of Practice Guidelines on accommodation. Any changes must be negotiated with the Pastoral Care Officer/Homestay co-ordinator beforehand. Failure to comply with this requirement may lead to a cancellation of the student permit. All caregivers who are not New Zealand citizens must provide copies of their passports and valid visas.

a) Homestay

All homestays are carefully selected and monitored to ensure that appropriate standards are maintained.

Homestay payment is NZD\$190 per week payable in advance to Western Heights High School. The School will pay the homestay caregiver each fortnight (every 2 weeks that a student has stayed), account for all money received and payments made from homestay money.

The homestay fees invoiced may be an estimate cost only. Exact costs will be determined when final departure date is confirmed. If students change homestay, a fee of \$150.00 may be charged. Western Heights High School can only guarantee accommodation for visa purposes for the number of week's homestay fees have been paid for.

On written request Western Heights High School will refund any balance left over at the end of the student's placement. If over NZD\$1000 the refund will be made directly to the parents in the country of origin of the student. If under NZD\$1000 the payment will be made by cheque to the student on their last day prior to their departure from Western Heights High School

One week's notice must be given by either party (homestay or student) prior to a student being placed in another homestay.

Please note: For Short Course Study Groups the homestay fee is NZD\$220 per week.

If the need for temporary very short term accommodation arises, the charge of NZD\$50.00 per day will be levied. A home approved of by the School will be provided until the issue behind the need for temporary accommodation is resolved.

b) Designated Caregiver (DCG)

The parents of the student must fill out and personally sign the International Student Application and include all details of the DCG when submitting the application. The School will decide if the caregiver will be verified as a Designated Caregiver and will ask for a police vet, further supporting information and/or evidence of nature of the close relationship or friendship.

The home of the proposed DCG will be visited and assessed the same as for a homestay caregiver. The home will be visited subsequently to substantiate and verify the DCG's living situation.

At no time can a DCG leave the student unsupervised overnight or for any length of time without firstly informing the School and seeking approval for a temporary caregiver to take their place. This will probably necessitate a new DCG being appointed for the period, as per all DCG regulations.

The DCG arrangement cannot change until Western Heights High School is informed, and agrees to the change. The parents take full responsibility and accept the decisions made by their DCG about the day-to-day requirements of their child and understand that Western Heights High School will make every endeavour to provide care and welfare of their child while studying in their school. Should you have any concerns regarding the welfare of your child Western Heights High School may refer your child to the relevant welfare authorities, or any other appropriate agency in New Zealand.

c) Parent

Students living with parents must still be monitored by the School. At no time can a parent leave the student unsupervised overnight or for any length of time without first informing the School and seeking approval for a temporary adult caregiver to take their place. If students are living with a parent, then the parent has full responsibility for the pastoral care of the student outside tuition hours, and may be called up to the school at short notice on school matters. If a parent leaves a student unsupervised in New Zealand that student will lose their place at the School and New Zealand Immigration will be informed. Parents must follow all the policies of the School at all times. Birth Certificates and copies of passports and visas **are** required to verify parent status.

15. LIABILITY, RIGHTS, CONTRACT

- (a) In any event, the School's liability in relation to the supply of tuition services to the student is limited to the amount of fees paid by the student for the provision of the services in respect of which liability arises.
- (b) Nothing in this agreement limits any rights the parents and/or the student may have under the Consumer Guarantees Act 1993.

16. AGREEMENT

- (a) Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.
- (b) This document contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
- (c) It is acknowledged that all relevant provisions of the Education Act 2003 shall apply to the student in New Zealand. Any decision under these provisions to stand-downs, exclude or suspend the student for a specified period shall terminate this agreement and the no refund policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
- (d) Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other force of major circumstances beyond its reasonable control.
- (e) This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.

17. PRIVACY, INFORMATION

The parents and the student acknowledge that:

- (a) Personal information disclosed in the International Student Application will be held by the International Office and will be used for communication to the parents. If any information i.e. addresses change, please notify the International Office accordingly.
- (b) All personal information provided to the School is collected and will be held by Western Heights High School, Old Quarry Road, Rotorua, New Zealand.
- (c) If the student/parents fail to provide any information requested in the International Student Application, the School will be unable to process the application.
- (d) The student/parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.

18. INSURANCE REQUIREMENTS

Most International Students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>.

Accident Compensation Corporation

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>.

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. This is a requirement under The Code of Practice for the Pastoral Care of International Students. The High School offers the products of Uni-Care at a cost of approximately NZ \$450 – NZ \$500 per twelve months.

If International Students wish to purchase their own insurance elsewhere, the School needs to be provided with a copy of the insurance certificate and policy wordings so we may determine whether the insurance provides sufficient cover for the student's medical, travel and potential repatriation needs.

It should be noted that costs such as medical treatment in New Zealand and medical evacuation or repatriation can be prohibitive. It is therefore imperative that sums insured for these benefits should be set at an appropriately high figure – ideally, this figure should be unlimited although the School will allow figures that it deems to be sufficiently high.

Below is the suggested minimum content for appropriate insurance policies according to the Code of Practice for Pastoral Care of International Students.

The policy should:

- (a) Commence the minute the student leaves home for the airport on their way to New Zealand.
- (b) Apply while in transit.
- (c) Apply while the student is in New Zealand.
- (d) Cover the student for any trips to other countries during the period of study.
- (e) Cover the student for any holidays back to their home country during the period of study.

High sums insured and medical benefits

“Sums insured” is the money available in the event of a claim. It is imperative that the sums insured are very high so they will not be exceeded in any possible claim. Current policies range from \$600,000 to “unlimited cover”. In order to “future proof” policies, sums insured of one million dollars plus are recommended.

Emergency evacuation / repatriation

Repatriation represents the costs of getting the student home. The benefit works two ways:

1. If the student becomes seriously ill or injured and needs to be accompanied home (either alive or deceased) with medical professionals, these costs are met by the insurance.
2. If members of the student's immediate* family living overseas become critically ill or die, the policy will fly the student home, and then back to New Zealand to complete their studies.

Ideally, the policy should have “unlimited cover” as very large sums can be incurred in these situations.

Insurance policies for International Students should be obtained from companies with a credit rating no lower than A from Standard and Poors, or B+ from AM Best.

If the insurer is an overseas company, the School requires students to provide policy details in English so that it may ensure that all the necessary requirements are met.

If, prior to enrolment, it is decided that a student does not have adequate insurance, the student will be required to take out additional cover to meet the standards set down by the School.

(*immediate family is the mother, father, brother or sister).

19. FEES – until the end of 2011

Tuition Fee: NZ\$10,500 per 4 term year, \$3,000 per 10 week term.

Placement Fee: NZ\$200 per annum.

Homestay Fees: \$NZ190 per week payable in advance

Incidentals Fee: \$NZ1000.00

Examples of Incidental costs are:

- Stationery
- Non-programmable scientific calculator for Math, Physics etc
- Trips out of school
- Camps – both study and sporting
- Special courses e.g.; IELTS
- Entry fees to external examinations and awards [approx. \$475 per year]
- Specialist subject fees where technical materials and equipment are required e.g.
 - Year 13 Art & Design [\$80 - \$250]
 - Year 12 Art [\$50 - \$150]
 - Year 12 photography [\$100 – \$300]
- **Uniform:** For all students. About \$400 for girls, slightly less for boys.

The Incidental Fee is placed in the Student School Account. Statements will be issued to the student at the end of each term showing the account balance and expenses drawn. This fee is designed to help the student manage school costs and reduce school cost demands on student pocket money

The Board of Trustees reviews all fees biannually.

Extra costs not covered are: (Please note: details are online in the senior handbook)

- a) Pocket money (varies)
- b) Travel to, from and within New Zealand
- c) Involvement in extra-curricular activities (all user-pays)
- d) Costs above the \$1,000.00 incidental fee that may be incurred by the student.

Agents and Clients please note: from 2012 the Fees for one years study at WHHS will be:

Tuition Fee: NZ\$12,000 per 4 term year, \$3,250.00 per 10 week term.

Placement Fee: NZ\$320 per annum.

Administration fee (Govt Levy): \$NZ 1,000 per annum

Homestay Fees: NZ\$205 per week payable in advance

Incidental Fee: NZ\$1,000 – optional.

The Board of Trustees reviews all fees annually.

Extra costs not covered are: *(Please note: details are online in the senior handbook)*

- a) Pocket money (varies)
- b) Travel to, from and within New Zealand
- c) Involvement in extra-curricular activities (all user-pays)
- d) Costs above the \$1,000.00 incidental fee that may incurred by the student.

20. REFUND POLICY

Western Heights High School has a refund policy. If the student withdraws from his/her course of study before the course completion date, he/she will **NOT** receive a refund of school fees except in exceptional circumstances. In such cases, the parents should write to the Director of International Students explaining what the exceptional circumstances are; however, the School's decision is final.

If the application is made before the start of the course, fees will be refunded less:

- a) an administration fee
- b) costs to the school already incurred for tuition
- c) components of the fee already committed for the duration of the course, including appropriate portions of salaries of teachers and support staff (if applicable)
- d) any other costs already incurred

No refund will be made to a student who is excluded from the School by the Board of Trustees.

No refund will be made to an International Student who changes visa status to one which entitles them to regular/domestic student status, after one month from date of payment.

Please note the balance of homestay money will be refunded back to the parents' bank account in full at the time the student signs out of Western Heights High School.

21. CHANGE OF STATUS

As a regular student all normal conditions of enrolment must be met. Documentation verifying details for regular student status will be required, including a completed domestic enrolment application which is either available from the main school reception.

Proof of regular student eligibility must be forwarded to the School, including copies of all relevant visas, passport details, and all relevant dates and conditions.

A student with regular student status who loses that status must then apply **immediately** for an International Student place and follow all normal procedures. Failure to do so will mean the New Zealand Immigration Service will be informed, and the student may have no place at the School.

22. TRAVEL & HOLIDAYS

Parents are welcome to visit their child while studying in New Zealand. The International Office can assist in any documentation required.

International Students are encouraged to travel within New Zealand in holiday time:

- With their host families
- With school-organised groups; and
- On trips and activities organised by their agents or by approved¹ student travel companies in the school holidays
- With their parents

We do not recommend a return to the home country in the short holiday breaks.

International Students are not permitted to leave school before the end of term to travel home and must ensure they are back in NZ in time for the start of the new term. All holiday/travel

arrangements must be approved by the International Director. All Code regulations must be met. Forms are available from the International Office¹.

International Students are not allowed to travel independently while they are studying at Western Heights High School. This is a condition of enrolment.

Upon arrival at Rotorua Airport, students will be met by one of our staff and Homestay families. When students depart from Rotorua Airport they will need to make their own travel arrangements with their homestay family or via a taxi (at their own cost).

Transfer from Auckland International airport to Rotorua is at the student's expense. Help in organising this transfer is available through the Western Heights International Office.

International students are not allowed to drive a car whilst at Western heights High School. ***Travel and medical insurance does not cover international students driving.***

¹Permission must be given by parents, although the Director of International will make the final decision, and all Code of Practice requirements must be met.

23. WORK

Western Heights High School will give written permission for part-time work for year 12 and 13 students only. A Variation of Conditions to a student permit will need to be applied for. 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 made satisfactory transport arrangements to and from work. Western Heights High School requires written confirmation from both birth parents and agent prior to applying.

Western Heights High School staff may visit the work-place.

A breach of any of these guidelines will place a student's visa and/or study permit at risk and/or will lead to disciplinary action by the School.

WESTERN HEIGHTS HIGH SCHOOL
Wisdom and Honour



UNIFORM REGULATIONS : 2011

Students are to be neat and tidy and well groomed, (boys clean shaven). The uniform is to be worn appropriately.

*School Uniform items available only from
Bill Davis Outdoor Sportsworld Ltd.
(1194 Eruera Street, Rotorua Ph: 348 7119)*

YEARS 9, 10 & 11

GIRLS

ALL YEAR

- WHHS Navy Shorts
or
- WHHS Navy Skirt
- WHHS Sky Polo Shirt with feature collar
- WHHS Polar Fleece Vest (*pre-order only*)
- WHHS Polar Fleece Sweatshirt
- White ankle (no sockettes) or white knee length socks with **plain**, flat, all black leather shoes closed in at the toe and heel
(**NB:** *OSH Regulations require leather shoes in Workshop Technology*)
- WHHS Jacket (*also sold at school*)
- Plain flat brown or black sandals with heel straps (*Worn without socks*)
- Plain School Navy Flexicap (*no brand names*)

TERMS 2 & 3 ONLY – NOT COMPULSORY

- WHHS Navy Trousers
- Plain Black Full Stockings

BOYS

ALL YEAR

- WHHS Navy Shorts
- WHHS Sky Polo Shirt with feature collar
- WHHS Polar Fleece Vest (*pre-order only*)
- WHHS Polar Fleece Sweatshirt
- WHHS Navy knee length socks with **plain**, flat, all black leather shoes closed in at the toe and heel
(**NB:** *OSH Regulations require leather shoes in Workshop Technology*)
- WHHS Jacket (*also sold at school*)
- Plain, brown or black sandals with back heel straps (*Worn without socks*)
- Plain School Navy Flexicap (*no brand names*)

TERMS 2 & 3 ONLY – NOT COMPULSORY

- WHHS Navy Trousers

PHYSICAL EDUCATION UNIFORM (*Not to be worn in place of school uniform*)

BOYS & GIRLS UNIFORM:

- WHHS White T-Shirt
- WHHS Blue Shorts

PLEASE NOTE:

- 1 **NO** Jewellery or fashion accessories TO BE WORN except one stud per ear and **NO** makeup.
- 2 From January 2004, all students are required to wear **plain black** leather school shoes with flat heels, **not** skate shoe design. Skate shoes, eg Globe, Osiris, Vans, etc. are not recognized as School Uniform.
Please Note: (as from 2009)
The following shoes are unacceptable for school: Ballet/Pump shoes, Jandal-style sandals, thin strapped sandals and Slippers/Slip-ons.
- 3 Navy blue or black gloves and/or scarves may be worn in Term 2 & 3.
- 4 Navy blue or black hair ties only no headbands.
- 5 Jandals, Kung Fu shoes, canvas shoes, slippers and white shoes are non-regulation uniform.



WESTERN HEIGHTS HIGH SCHOOL



Wisdom and Honour

UNIFORM REGULATIONS: 2011

Students are to be neat and tidy and well groomed, (boys clean shaven). The uniform is to be worn appropriately.

*School Uniform items available only from
Bill Davis Outdoor Sportsworld Ltd.
(1194 Eruera Street, Rotorua Ph: 348 7119)*

YEARS 12 & 13

GIRLS

ALL YEAR

- WHHS Navy Shorts *to be worn with Navy Polo Shirt only*
or
- WHHS Navy Skirt, Short
or Navy Skirt, Long
- WHHS Navy Polo Shirt with Feature Collar
- WHHS Polar Fleece Vest *(deleted after 2011)*
or
- WHHS Polar Fleece Sweatshirt
- White Ankle or Knee Length Socks
- WHHS Navy Trousers *(worn with navy socks)*
- Plain, flat, all black leather shoes closed in at the toe and heel
(NB: OSH Regulations require leather shoes in Workshop Technology)
- WHHS Jacket *(also sold at school)*
- Plain flat brown or black sandals with heel straps
(Worn without socks)
- Plain School Navy Flexicap *(no brand names)*

TERMS 2 & 3 ONLY – NOT COMPULSORY

Plain Black Full Stockings

BOYS

ALL YEAR

- WHHS Navy Trousers *(worn with navy socks)*
- WHHS Navy Shorts
- WHHS Navy Polo Shirt with Feature collar
- WHHS Polar Fleece Vest *(deleted after 2011)*
or
- WHHS Polar Fleece Sweatshirt
- Sky Blue Walk Socks
- Plain, flat, all black leather shoes closed in at the toe and heel with sky blue walk socks
(NB: OSH Regulations require leather shoes in Workshop Technology)
- WHHS Jacket *(also sold at school)*
- Plain, brown or black sandals with back heel straps
(Worn without socks)
- Plain School Navy Flexicap *(no brand names)*

25. ORIENTATION

The School will provide a comprehensive programme to help students adjust to School life. All students must attend an orientation at enrolment – this happens on the first day of school. Refusal to participate in an orientation will lead to cancellation of enrolment.

- Haka Powhiri (Maori Greeting and welcome to the school).
- English Language testing and English language support.
- Enrolment and subject choices.
- School and New Zealand culture Education.
- Code of Conduct and Uniforms responsibilities.
- Getting to “know each other” BBQ.
- WHHS “Buddy” students to help Internationals find their way around our school and explain our culture.
- “What to do If” session – Code of Practice, setting up of tracking files, complaints procedures, pastoral care, health and wellness centre, absences, homesickness, contact with natural parents etc.
- Tour of City and opening of a local Bank Account – free activities and an introduction to Rotorua the tourist capital of New Zealand.
- Co-curricular involvement and the start of formal lessons.

26. INTERNATIONAL SCHOOL CALENDAR - 2011

January	17th	School Office Opens
February	28th	START OF TERM ONE – orientation program starts
	6th	Waitangi Day (significance lesson).
March	19 th	Kapa Haka – special performance and welcome
	22 nd	Student Trip to Waitomo Caves
	27 th	Marketing Trip to Europe
April	2 nd	Student Trip to Hobbiton
	8th	Tournament – weekend and visit by SA agents.
	13 th	Marketing Trip to ANZA
	15th	END OF TERM ONE and Basketball tournament
May	2nd	START OF TERM TWO
	9th	New Zealand Educated Fam. visits.
	16 th	Exam week starts
June	6 th 13 th – 17 th	Queens Birthday weekend Hamurodai Japanese visit , Stage Challenge and Kapa Haka Champs
July	15th	END OF TERM TWO
August	1st	START TERM THREE and Term 3 Orientation
	22 nd	Winter tournament
	29th	Exam Week
September	9 th	WORLD RUGY CUP BEGINS
	TBC	International Marketing
October	7th	END OF TERM THREE
	25 th	START of TERM FOUR
November	7th	Seniors on leave for NCEA Exam preparation
	10 th	NCEA Exams for years 11, 12 and 13.
	14 th	Start of Alternative program for Internationals
December	9th	Last day for whole school END OF TERM FOUR
	20 th	Heights International Office closes for Christmas

27. CO - CURRICULAR ACTIVITES

The following sports and cultural activities are available at Western Heights High School. If you are interested in doing any, please state these in the International Student Application.

Co-Curricular Activities offered at Western Heights High School

Summer Sports Codes Terms 1 and 4:	Winter Sports Codes Terms 2 and 3 :	One Day Events:
Athletics Beach Volleyball Canoe Polo Cricket Equestrian Touch Tennis Softball Hoewaka WakaAma Girls Volleyball Boys Volleyball Rowing Swimming Mountain Biking/Road Biking Kayaking Yachting Heights Tournament	Boys Rugby Girls Rugby Netball Girls Hockey Boys Hockey Basketball Badminton Boys Soccer Girls Soccer Skateboarding Squash Table Tennis Moto X Gymnastics Golf Smallbore Rifle Shooting Waterpolo Rock Climbing	Mt Relay Cross Country Multisport/Triathlon Other Co Curricular Codes Chess Choir Concert Band Commerce Mind Quiz Innovators Environmental Awareness Group Mooting Comp (Legal Studies) Theatre Production Jazz Band

28. Subject Choices

Refer to 2011 Curriculum Hand Book

29. 2011 International Alternative Program

<u>DATE</u>	<u>ACTIVITY</u>
14th November	Visit to Te Puia
15th November	Rotorua museum visit
16th November	Visit Agrodome and farm tour
17th November	Skyline Skyrides luge riding.
18th November	The Duck- Amphibious Lakes tour
19th November	
20th November	
21st November	Rainbow Springs and UFO
22nd November	Lake front paddle boats - weather permitting
23rd November	Riverjet - thermal squeeze- Waikato river
24th November	Hamurama Springs visit
25th November	Waiotapu - geothermal park tour
26th November	
27th November	
28th November	Waitomo caves
29th November	Mokoia Island trip on Lakeland Queen
30th November	Tui Ridge - paint ball and adventure park
1st December	Surf's up - trip to the Mount or trip to Hobbiton
2nd December	Taupo and Taupo Bungy
3rd December	
4th December	
5th December	White Island - weather permitting
6th December	Blue lake swim and BBQ lunch - weather permitting
7th December	Horse trek
8th December	White water rafting on Kaituna River
9th December	Zorb and end of year BBQ

Activities run will depend on factors such as the weather and numbers of students interested in participating.
The school will cover entrance fee costs.