



ROTORUA
GIRLS
HIGH SCHOOL

every girl counts

2017

**International Students and
Homestays**

Information Pack



Welcome International Students

Students from overseas are extremely welcome to study at Rotorua Girls' High School. Girls are accepted on exchange programmes organised through agencies or they can study as foreign fee paying students for whom home stays can be arranged for an additional cost. Once students are accepted on an exchange programme with us we send an 'Offer of Place' to students to use for Visa applications.

We provide ESOL (English for Speakers of other languages) opportunities for students from overseas. For students from non-English speaking backgrounds, this is a wonderful opportunity for girls to develop and extend their English skills and to work in a safe and secure environment. ESOL lessons are available for students whose placement test results indicate additional English lessons would be beneficial.

Ally Gibbons, our Principal, has responsibility for all overseas students including students visiting from our sister schools in Australia, the United Kingdom, New Caledonia, and Taiyuan, China.

CATCH (Cultural Awareness To Create Harmony)

CATCH is a group of students who are interested in meeting and making friends with people from different cultures. The sharing, understanding and appreciation of different ideas and customs are important aspects of CATCH meetings. A range of activities, camps, talents, quests, experiences and talks are arranged and the committee is chaired by one of the Year 13 Senior Leaders.



Homestay Arrangements

We work very hard to ensure that our Homestay Providers are carefully selected, with the student's best interests at heart.

Students have their own private room, with desk and heating facilities. Personal clothes washing is done by the host mother, unless students prefer to do their own. Students will be expected to keep their room tidy, and may be required to help with basic household chores, such as washing the dishes.

Homestay parents are encouraged to regard their student as part of their own family. They will provide transport around Rotorua to sporting or cultural activities. The Code of Practice requires that Homestay parents are aware of the student's whereabouts at all times.

Students will be expected to join the family at meal times, and let their host parents know where they are, whom they are with, and what time they are returning home each day.

The cost of Homestay is \$220.00 per week.

Support Services

The Principal of International Students is responsible for the student's well being at RGHS and will assist with subject choices.

The school Guidance Counsellor and Year Level Dean, as well as individual whanau teacher will be responsible for monitoring progress, attendance and providing advice and guidance. An interpreter can be arranged if necessary to help with translation.

We wish to make joining Rotorua Girls High School a happy and memorable experience for you and we will do our best to make this happen.

Hints for New International Students

All new students from another country find that things are very different and you may be a little bit nervous. You may find that you feel tired, and want to sleep a lot and you may be homesick. All these feelings are normal, but you will not feel like this for long and you will soon feel happy and confident again.

To help yourself get over these feeling, spend some of your spare time with friends from your own country but not all of it. Talk to teachers or to the ESOL teacher, join a sports team or club and above all, be patient, things will improve with time.

The following suggestions may help you settle in.

Using the Bathroom

Discuss with your host when you should shower each day (one shower a day is usually enough in New Zealand, unless you have been taking part in a physical activity). Try not to splash water on the walls or floor, as it takes a long time to dry in New Zealand and always wipe the walls and floor after you have showered.

Do not spend too long in the shower – 5 minutes should be adequate to get yourself clean.

Keeping Warm

Wear warm clothes during the day and warm pyjamas at night. Ask your host, if you need more blankets on your bed. If you have an electric blanket, use it to warm the bed before you get in. Do not sleep with it on, and do not leave it on during the day while you are at school.

Never try to dry clothes or towels by putting them close to a fire or heater. Keep dry by buying a waterproof school jacket and a large, strong umbrella.

Your Homestay Family

Remember, that, at first, your homestay family might feel shy with you. Things you might find different are:

Houses in Rotorua are not heavily secured – we do not have bars or grilles on windows. However, it is important to make sure that the house is locked at night and when nobody is at home.

You may want to spend a lot of time in your room. However, it is polite to spend a little time each evening with your hosts. When you do go to your bedroom, remember to say ‘good night’ to your hosts – don’t just disappear.

Do join in with your host family’s weekend activities if they ask you to – you will make new friends, and practice your English. Offer to pay for yourself if you are doing anything that involves expense.

Do not use the kitchen to cook anything at 9.30pm at night, and ask permission to do so at any other time. If you are longing for food from your own country, offer to cook a meal for your host family.

Sniffing loudly is offensive in New Zealand – use a handkerchief or tissues to blow your nose quietly. If you cannot manage a knife and fork easily, ask if you can use chopsticks or a spoon. Do not eat or drink noisily – you may talk during the meal, but not while there is food in your mouth.

Caring for your Bedroom

You will be asked to make your bed each day – ask your hosts to show you how to do this. You usually have an under blanket, two cotton sheets and a duvet. You must always sleep between the sheets, not directly under the duvet. This is because sheets are changed and washed each week, whereas a duvet is much more difficult to wash.

You must keep your room as tidy as you can – you may be asked to vacuum it once a week for yourself, or your host might do it for you.

Open your windows for at least one hour each day and pull the curtains back during daylight hours. Do not hang pictures on your walls without asking your host's permission.

It is unusual in New Zealand for people to have locks on their bedroom doors. If this makes you feel very insecure, speak to the Principal in charge of International students and they will discuss it with your homestay parents.

Food

You may find New Zealand food difficult to adjust to, especially potatoes. Ask your hosts to buy you a bottle of chilli sauce or something else you may like to add to your meals and this may help. New Zealanders eat a lot of meat as it is not so expensive here.

You could ask your host to cook rice or noodles once or twice a week, or you could offer to do this for them. Make sure that you thank your homestay mother for your meal and tell her when you have enjoyed something in particular. If you want to keep biscuits or sweets in your bedroom, check with your hosts that this is alright.

Helping in the House

It is polite to offer to help with doing the dishes, bringing in the washing off the line and setting the table for dinner. Young people are expected to do these things in New Zealand.

It is very rare that a host asks a student to do an unreasonable amount of housework. If this does occur, please come and discuss it with the Principal.

Laundry

Generally your hosts will do this for you. If you have something special that you wish to wash for yourself, ask your host when it is convenient for you to do this.

Ironing

If this is not done for you, ask when it is convenient for you to do it. Always use an ironing board to iron on.

Holidays

If you are planning to leave Rotorua for the school holiday period, you must give your host family and the Principal of International Students at least two weeks notice of this.

During the three two week holidays, you should simply leave your room in a tidy state with all your possessions put away in drawers or cupboards. However if you are returning to your homestay after the seven week summer holiday, you will need to discuss with your host family what they would like you to do with your possessions.

Some Other Homestay Hints

Keep your telephone conversations brief – no more than ten minutes. Never make toll calls without permission, and pay for them as soon as the phone bill arrives. It is better if you ring home collect or use your own cellphone.

Do not stay up studying into the early hours of the morning as this will worry your host.

Let your host know in advance if you are going to miss a meal, or you are going to be late home. They feel responsible for your safety and welfare and will worry if they don't know where you are.

Remember to say "please" and "thank you" when speaking to New Zealanders.

Health

Rotorua Girls High School requires that all International students take our Medical Insurance, organised by the school, on arrival in New Zealand.

If you are unwell, you can either arrange to visit your host's doctor or the school doctor at the Wellness Centre.

New Zealand has no dangerous stinging insects or snakes – it is really a very safe place.

Daily Routine

Ask your hosts what time they want you to get up in the morning, what time the bathroom is available for you, and what time they want you to have breakfast.

You may be expected to make your own lunch for school. (Please ask your host mother if you are not sure what is expected of you, or if you are unsure of what food you should use).

Make sure you know what time your hosts expect you home from school and what time the family usually has dinner.

If you are feeling homesick, and you feel that you do not like your teachers or host family. These feelings will not last. Your Dean, your whanau teacher, ESOL teachers, school guidance counsellor and Deputy Principal in charge of International students will help you with any problems.

You will soon find that you are enjoying a new and valuable experience at the same time as you are improving your English.

2017 Fee Schedule for International Students

Tuition Fees	
Annual Tuition Fee	NZ\$16,000.00
Accommodation Fees	
Homestay Accommodation (incl. \$500.00 non-refundable Administration	NZ\$11,500.00
<ul style="list-style-type: none"> This covers the four school terms plus the three mid-term two week holiday periods. This does not cover the main summer vacation. 	
Insurance Fees	
International Student Insurance	NZ\$620.00
<ul style="list-style-type: none"> Please note that all students attending Rotorua Girls High School must have this medical insurance. Rotorua Girls High School will make the necessary medical insurance arrangements for the fee. Full documentation of the insurance policy will be provided to the student and/or her family. 	
Other Miscellaneous Fees	
Uniform	NZ\$1,000.00
Airport Transport	NZ\$300.00
<ul style="list-style-type: none"> Pick up from and return to Auckland International Airport 	
Bank Fees	NZ\$50.00
NZQA Fees	NZ\$383.00
Total Annual Fees – International Student Package – Homestay	\$29,853.30

Bank Account Details

Send a bank draft or pay to:

Account Number

Bank

Bank Address:

Rotorua Girls High School

12-3155-0090200-03

ASB Bank

Cnr Tutanekai & Pukuatua Streets
Rotorua, New Zealand

Ally Gibbons

Principal



APPLICATION FORM

1. Date the student intends to commence study at Rotorua Girls High School. _____

- All students will be assessed for English Literacy Skills and academic level of learning on arrival and placed accordingly. Students may not be eligible to go into mainstream classes when they first attend Rotorua Girls High School.

2. **ACCEPTANCE OF TERMS:**

Before the application can be considered the following acknowledgement must be signed by a parent or guardian that he / she:

- Guarantees the good behaviour of the student in New Zealand
- Accepts the decision of the school when placing the student in a class
- Accepts the right of the school to make a course change if this is seen to be in the best interest of the student
- Has read, understood and signed the attached Tuition Agreement which will apply if the student enrolls
- Understands the student may not own or drive a motor vehicle while a student at Rotorua Girls High School
- Accepts the student may not own or rent a house which they occupy by themselves or with another student
- Accepted the student must live in homestay accommodation provided by the school.

Signed: _____ Date: _____

Full Name: _____ Relationship to student: _____

Address: _____

Phone: _____ Fax: _____

Should your application be successful, you will receive an "Offer of Place" and an invoice for the fees. Before your Visa is granted you will have to pay the fees. If you accept the "Offer of Place" this and the attached tuition agreement, shall be the terms and conditions by which tuition shall be provided to the student.

With this application you should enclose:

1. A certified copy in English of this student's most recent school report
2. Results of any public examinations the student has entered
3. Details of proposed insurance if the student does not wish Rotorua Girls High School to arrange this

Post to: Principal – International Students
Rotorua Girls High School
P O Box 518
Rotorua 3040
NEW ZEALAND



RGHS ACCOMMODATION POLICY

All international students must live in one of the following types of accommodation.

- ◆ A RGHS-approved homestay.
- ◆ With their parents or legal guardians (proof of legal guardianship must be supplied).
- ◆ With a designated caregiver chosen by their parents / legal guardians. All accommodation offered by designated caregivers must be approved by RGHS, as required by the *Code of Practice*.

FEES PROTECTION POLICY

Rotorua Girls' High School requires that all international students obtain an insurance policy that includes a fees protection clause. RGHS can arrange a suitable insurance policy. If a student's insurance is arranged independently, a copy of the policy must be sent to the school before enrolment.

Purpose

To show in the Board's financial policy, a statement outlining how the board will deal with the income from International student fees so that there are good fiscal control mechanisms in place

Methods

- These fees are separately coded and audited
- These fees are not spent in advance on the premise that future students will attend the school
- That the Board will always have sufficient reserves to be able to return to students their fees in the event of a student refund being required or because the school is unable to continue a course or programme
- That all students attending the college have insurance. The insurance would include health and travel but also a fee protection policy

Conclusion

The Board of Trustees fee protection guarantee will ensure that there are sound fiscal control mechanisms in place to protect student's investments.

ENGLISH LANGUAGE REQUIREMENTS

There are no English language proficiency requirements for admission to RGHS. Students will be placed on an ESOL course appropriate to their level as part of their programme of study until they reach a high level of proficiency, at which point they can choose to follow an IELTS course or the mainstream English programme.

Students in need of an intensive programme of English language may benefit from courses offered by the Rotorua English Language Academy.

The English language capability of a student will be taken into account when advising her about curriculum options.



APPLICATION FOR HOMESTAY

Please arrange homestay for my daughter with a New Zealand family

A. Student's Name: _____ **Phone:** _____

Family Name: _____ Fax: _____

Given Name: _____ Nationality: _____

Address: _____ Male/Female: _____

_____ Date of Birth: _____

B. Personal Details:

	Yes	No
a Object to cats/dogs in her home	<input type="checkbox"/>	<input type="checkbox"/>
b Have any food she cannot eat	<input type="checkbox"/>	<input type="checkbox"/>
c Require any special foods	<input type="checkbox"/>	<input type="checkbox"/>
d Require any religious observances	<input type="checkbox"/>	<input type="checkbox"/>
e Drink alcohol in her home	<input type="checkbox"/>	<input type="checkbox"/>
f Object to small children in the house	<input type="checkbox"/>	<input type="checkbox"/>
g Is she a vegetarian	<input type="checkbox"/>	<input type="checkbox"/>
h What are her hobbies and interests _____		
e.g. Does she require the use of a Piano etc _____		

Please use the rest of this page for any other comments you may have that will help us to make her stay a happy one:

Parent / Caregiver Signature

Date



CONTRACT WITH HOMESTAY PROVIDERS

Name of homestay hosts	_____
Address of homestay	_____ _____ _____
Phone _____ Fax _____ E-mail _____	

Name of student _____
Home country _____ Age _____ Gender _____

1. Homestay Residents

1.1 Details of all people living at the homestay address.

Name	Relationship to homestay provider	Age if under-18

1.2 The homestay provider must inform RGHS at once if additional people take up residence at the homestay address.

1.3 All adults resident at the homestay address must consent to their name being submitted to a search by the Police Vetting Service.

1.4 The homestay provider must seek the permission of RGHS before offering accommodation to other students whose first language is not English.

2. Provision of Facilities

2.1 A private bedroom must be provided. It should contain a bed (with linen and blankets or duvet), a wardrobe, a chest of drawers, a desk, a chair, a heating appliance and other appropriate bedroom furniture.

2.2 Laundry facilities should be available. Whether the student does her own laundry, or the host does it for them should be agreed at the start of the period of residence.

2.3 Bathroom and toilet facilities should be easily accessible and clean.

- 2.4 The homestay should be clean, secure and warm.
- 2.5 The student should have free access to communal areas.
- 2.6 There should be access to a telephone.
- 2.7 The student should be provided with a key and shown how to get in and how to make the home secure.

3. Meals

- 3.1 The homestay should provide breakfast, lunch and dinner seven days a week.
- 3.2 Students may be asked to prepare their own breakfast and lunch from food provided.
- 3.3 Snacks and drinks should be provided, with reasonable rules for access to them.
- 3.4 Students are expected to eat the food of a type typical in New Zealand homes. However, hosts should take student preferences into account and should provide some food from the student's country, particularly in the first few weeks.

4. Transport

- 4.1 Students are expected to make their own way to school unless the homestay's location means that the distance to school or available transport is too far to walk, or that walking would be unsafe.

5. Duty of Care

- 5.1 The homestay host should attempt to assist the student with problems (e.g. homesickness, school work, illness) to the best of their ability. RGHS should be informed of problems that are serious or which threaten to become serious.
- 5.2 No student should be left overnight in a house in which there are no responsible adults.
- 5.3 No female student should be left overnight in a house in which there are no responsible female adults.
- 5.4 Students should be invited and encouraged to join in with family activities.

6. Student Conduct

- 6.1 Students are expected to accept reasonable, agreed rules.
- 6.2 Students are expected to assist with some domestic duties (e.g. washing-up) as any family member would.
- 6.3 Communication with students over conduct should be clear. Hosts have the right to ask that reasonable rules be observed. However intimidation of the student (e.g. shouting) or the use of physical force is unacceptable.

7. Termination of the Homestay Contract

- 7.1 The contract may be terminated by RGHS or the homestay hosts on one week's notice, or less if, for any reason, RGHS considers that the student should not remain in the homestay. In that event a full week's fees will be paid to the homestay host.

8. Insurance

- 8.1 Students should not be asked to pay for accidental breakage or damage. Homestay hosts should have insurance against this eventuality.
- 8.2 It is a condition of enrolment that students have insurance to cover loss or damage to their own possessions.

9. Training and Inspection

9.1 Training sessions for homestay hosts may be held from time to time to fulfil the school's commitment to *The Code of Practice for the Pastoral Care of International Students*. Every effort will be made to hold these sessions at convenient times. Homestay hosts must attend training sessions unless there is an unavoidable reason that prevents them from doing so.

9.2 *The Code of Practice for the Pastoral Care of International Students* requires RGHS to inspect homestays every six months. Homestay providers must allow access to RGHS staff to fulfil this requirement at a mutually agreed time.

10. Contact With RGHS

10.1 If a student does not attend school the RGHS office must be informed by the homestay hosts before 8.45am.

10.2 If the student has an illness or accident that is more than minor RGHS must be informed straight away.

10.3 RGHS should be informed about all problems relating to international students. For urgent problems the 24 hour emergency contact number can be used. For non-urgent problems contact RGHS during office hours.

10.4 RGHS must be informed if there are any changes in the conditions prevailing in the homestay since the time of the last inspection. Examples of such changes include:

- Family emotional crisis such as separation
- Property being offered for sale
- Substantial building work
- Acquisition of new pets

11. Payment

11.1 Homestay providers will be paid at a rate of \$220 per week, paid every four weeks.

12. Terms and Conditions

12.1 Should any dispute or difference arise between the parties concerning this agreement or the provision of homestay accommodation, the parties agree that they will, in good faith, endeavour to resolve the dispute by consultation and negotiation.

12.2 The host's rights and obligations under these terms and conditions may not be assigned without the prior written agreement of the School.

12.3 These terms and conditions may be varied by the School upon written notification and will continue to apply to the provision of homestay accommodation by the host until notified otherwise.

12.4 The homestay host has the right under the Privacy Act (1993) to obtain access to and request any corrections of any personal information held by the School concerning the them. All personal information provided to the School is collected and will be held by the School as [Rotorua Girls' High School, 251 Old Taupo Road, Rotorua. Phone 07 3480156, fax 07 3461269

Signature of homestay provider _____

Name of homestay provider _____

Date _____



CONTRACT WITH THE PARENTS/LEGAL GUARDIANS OF INTERNATIONAL STUDENTS

If the contract is signed by a legal guardian, proof of legal guardianship must be attached.

This document is a contract between the student, parents (or legal guardians) and Rotorua Girls High School (RGHS).

1. Tuition and Pastoral Care

- 1.1. RGHS will provide tuition, in accordance with the programme in the school's *Curriculum Guide*.
- 1.2. RGHS reserves the right to modify the student's placement or programme of study at any time during the period of enrolment.
- 1.3. RGHS will provide pastoral support in accordance with the *Code of Practice for the Pastoral Care of International Students*.

2. Conduct and Attendance

- 2.1. The student will accept and abide by the RGHS Code of Conduct and all instructions given by members of staff.
- 2.2. The student will attend RGHS on all occasions when it is open unless prevented by illness or other urgent cause.
- 2.3. Tuition may be terminated if the student fails to comply with the RGHS Code of Conduct or breaches the conditions of her visa.
- 2.4. International students will be treated in the same way as New Zealand students regarding termination of tuition, with the additional requirement to observe visa conditions. If a student withdraws, ceases to attend, or tuition is terminated, RGHS will notify New Zealand Immigration

3. Fees

Tuition Fees.

1 Year	\$16000.00
2 Terms (6 Months)	\$8000.00
1 Term (3 Months)	\$4000.00
Plus an administration fee of	\$500.00.
Homestay fee - \$220 per week	

Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies)

- 3.1. Homestay fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies).
- 3.2. All additional costs (as outlined in the school prospectus) will be paid promptly, as required.
- 3.3. Fee Refund Policy (refer to refund Policy attached).
 - 3.3.1. If you withdraw from your course of study before the course completion date you may be eligible for a refund of school fees.
 - 3.3.2. An application for refund of fees must be made in writing. You must write to the Board of Trustees explaining why you have withdrawn from the course and your reasons for seeking a refund.
 - 3.3.3. If your application is made before the start of your course, your fees will be refunded in full less an administration charge of \$500 to cover costs incurred by the school.
 - 3.3.4. If your application is made after the start of your course, but before the second half of your course, your fees will be refunded less:
 - An administration charge of \$500.
 - Costs to the school already incurred for tuition.
 - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable).
 - Costs already incurred for the use of facilities and resources.
 - The proportion of the Government Levy the school is required to pay.
 - Any other costs already incurred.
 - 3.4.5 If your application is made after the second half of your course, you will not receive a refund except in exceptional circumstances.
 - 3.4.6 No refund will be made to a student who is expelled from the school by the Board of Trustees.
 - 3.4.7 Homestay Fees
 - 3.4.7.1 If you move out of your homestay before the end of your contract the portion of your homestay fees not already used will be returned to you.
 - 3.4.7.2 To have your homestay fees returned, you must write to the Board of Trustees giving two weeks' notice, or pay two weeks' fees in lieu of notice.
 - 3.4.7.3 If you cancel your homestay contract before you move into the homestay, your fees will be refunded in full less the Homestay Arrangement Fee of \$220.
- 3.4. Fee Protection Policy. All students are required to have an insurance policy that includes full fees protection.

4. **Insurance**

- 4.1. All students are required to have travel and medical insurance for the duration of their period of enrolment at RGHS. RGHS will arrange insurance unless students choose to make their own arrangements, in which case proof must be provided that the insurance purchased is adequate and is in English. Any policies arranged by the school do not cover pre-existing conditions.

5. **Accommodation.**

5.1. All international students must live in one of the following types of accommodation.

- ◆ A RGHS approved homestay.
- ◆ With their parents or legal guardians (proof of legal guardianship must be supplied).
- ◆ With a designated caregiver chosen by their parents / legal guardians. All accommodation offered by designated caregivers must be approved by RGHS, as required by the *Code of Practice for the Pastoral Care of International Students*.

5.2 If the student is away from her homestay during short vacations she will not be eligible for a homestay fee refund. If she is away over the summer vacation she may pay a holding fee of \$20 per week to secure the accommodation.

6 **Grievances and Disputes**

6.1 All disputes will be dealt with in New Zealand law.

6.2 The RGHS complaints procedure for international students will be used to deal with grievances.

7 **Essential Information**

7.1 Parents must inform RGHS of their address, telephone number, fax number and e-mail address (whichever applies).

7.2 The student and/or parents will advise RGHS of any change in the contact details of the student or parents.

7.3 The student and/or parents will provide academic, medical and other information to RGHS that is relevant to the wellbeing and course placement of the student.

8 **Owning/driving a Motor Vehicle**

No international student for whom RGHS has regular pastoral responsibility outside school hours is allowed to own or drive a motor vehicle.

9. **The Code of Practice for the Pastoral Care of International Students**

Rotorua Girls' High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

PARENTS' DECLARATION

I/we have read, understood and accept the terms of enrolment at Rotorua Girls' High School.

Signature _____

Date: _____

Name _____

Relationship to student _____

Address _____

Telephone _____

Fax _____

E-mail _____

Signature _____

Date: _____

Name _____

Relationship to student _____

Address _____

Telephone _____

Fax _____

E-mail _____

STUDENT'S DECLARATION

Signature _____

Date: _____

Name _____

E-mail _____