

# Matarau School



## Information Booklet for Parents of Foreign Fee Paying Students

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Kia ora (Maori); Kia Orana (Cook Islands Maori); Bula (Fijian); talofa Lava (Samoan); selamat Datang (Indonesian); sa wat dee (Thailand); Neehow (Taiwan); Unyounghaseayoh (Korean); Konnichi wa (Japan); Guten Morgen (German); Buon Giorno (Italian); Hola (Spanish); Bonjour (French).

***Introduction***

***We feel privileged that you have entrusted us with the education of your child. International students are an integral part of our school and we are committed to ensuring that your child's time with us is both productive and rewarding. While the acquisition and enhancement of English Language skills will be our primary focus, your child will also be immersed in a variety of educational, social and cultural experiences alongside other children.***

***Welcome aboard !***

## About Our School

### *Our School Mission Statement*

*To be valued*

*To know your worth*

*To make choices*

*To have fun*

Matarau School is a progressive rural school providing a quality education for approximately 320 children from years 1 to 8 (ages 5 to 13). Our location only 7 minutes from Whangarei (and about 2.5 hours drive from Auckland) enables us to combine the best of both rural and urban education.

Our families are typical kiwi families – mainly running successful farms and businesses. Most of our parents commute daily to Whangarei for work and are keenly interested in their children’s education and supportive of the school. While wanting an education which is modern and progressive, our parents are also keen for their children to celebrate the benefits of living and learning in rural New Zealand.

Our school has a proud history of success in a wide range of educational domains. We are committed to providing a rich and diverse educational experience for our children (incorporating basic skills and opportunities for extension in areas of personal ability and interest) and work hard to ensure that this occurs within an environment where children feel safe and where every child is valued for their unique talents.

**A recent Education Review Office Report commended the school for providing high quality learning opportunities ... delivered by a cohesive team of thoroughly committed and professional teachers ... in a caring and supportive environment.**

*(Full ERO report available at [www.ero.govt.nz](http://www.ero.govt.nz) )*

## **Educational Philosophy**

The following principles underpin programmes at Matarau School

- 1) the belief that a positive attitude is the key to success in all that we do
- 2) that education should have, as its primary aim, independent self-managed learners who take personal responsibility for their learning and behaviour
- 3) that education is both an end in itself and a preparation for life beyond school
- 4) that values instruction is integral to school life
- 5) that learning is enhanced when there is a partnership between parents and school

## **Physical Resources**

Matarau School has ....

- 13 well resourced classrooms
- Resource and specialist teaching areas
- A music / video room
- A specialist art room
- A modern well stocked library
- Computerised library issues and search systems
- Modern computers in each classroom
- a specialist computer suite
- Internet access in all classrooms
- Well developed and safe outdoor recreation facilities including a full sized sports field, junior and senior adventure playgrounds, sandpit area, basketball court and two tennis courts
- Swimming pool
- School hall / gymnasium
- A study / homeroom for foreign fee paying students

- Encourage critical and creative thinkers and problem solvers
- Encourage self-management and goal setting within an encouraging and supportive school environment
- Provide values education
- Encourage children to support each other in working towards personal bests
- Emphasise the importance of basic skills in English and Mathematics
- Encourage the active involvement of parents in their children's learning
- Offer specialist teaching in a number of learning areas
- Provide opportunities to develop skills in areas of personal interest

**Matarau School offers instruction in the key learning areas of ..**

English

Mathematics

Science

Social Studies

Technology

The Arts (including Dance, Drama, Art and Music)

Health and Physical Education

**We also offer ..**

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Accelerated and differentiated learning programmes  
Training in goal setting and self evaluation  
Training in thinking and problem solving  
A calf club / home garden programme  
A values education programme  
A dramatic production / choir (in alternate years)  
Regular camps and excursions as part of our Outdoor Education programme

**And for foreign fee paying students we offer ..**

- A warm and hospitable environment
- Opportunities to learn and practice English in a mainstream NZ classroom
- Specialist daily instruction in written, spoken and conversational English by a qualified teacher of English as a Second language.
- Opportunities to participate in special school wide sporting and cultural events
- Personnel employed to support international students with their integration into classrooms
- A programme co-ordinator with responsibility for pastoral care
- A caring and supportive per network
- Schooling within a beautiful and safe environment

### **Director of Foreign Fee Paying Studies**

Mrs Rebecca Anderson has responsibility for oversight of the foreign fee paying programme. Rebecca is a member of the school's Board of Trustees.

Rebecca (in conjunction with the programme co-ordinator) has responsibility for monitoring the quality of the foreign fee paying programme and reports to the Board of Trustees on related matters. This ensures the programme is represented at the highest level of the school.

### **Programme Co-ordinator**

Mr Kevin Trewhella is responsible for the day to day management of the foreign fee paying programme. Mr Trewhella is the principal of the school and has responsibility for enrolment of foreign fee paying students (including class placements) and liaison with the parents of these students. Mr Trewhella is also responsible for teaching the specialist language (ESOL) component of this programme .



## **Homestay / Pastoral Care Co-ordinator**

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Mrs Pol is the school's pastoral care co-ordinator. She checks regularly on the well being of international pupils, visits their homestay where appropriate and ensures pastoral needs are being met. The homestay / pastoral care co-ordinator reports regularly to the programme director and advises any matters of concern. Mrs Pol has particular responsibility for monitoring the emotional well-being of international students.

## **E.S.O.L. Teacher Aide**

This person visits international students daily in regular classrooms to monitor their integration and provide curriculum support.

## **Peer Support Tutors**

These are children currently enrolled in the school who are trained to support foreign fee paying students during their period of placement at Matarau School. They provide support for international students in the classroom or playground and are trained in listening and problem resolution.

## The people you should know at Matarau School

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Mrs Rebecca Anderson	Programme Director
Mr Kevin Trehella	Principal Programme Co-ordinator Monitors ESOL delivery
Mrs Renate Slykerman	E.S.O.L. teacher
Mrs Miranda Pol	Homestay/ pastoral care co-ordinator
<i>Mrs Miranda Pol</i>	E.S.O.L. Teacher Aide
Mrs Helen Dorahy	Main office
Mrs Rachael Robertson	Deputy Principal
Mrs Katie Donaldson	Assistant Principal
Home Room Teacher	For a significant part of the day your child will be placed in a home room class. The teacher of this class will be interested in and supportive of your child and will treat your child much the same as any other child in their class. On occasion your child will move with the rest of their class for instruction by a specialist teacher (e.g. Art, values Education, problem solving etc.)

## Where to go for help

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All of the above staff have a special interest in our foreign fee paying students and are intensely interested in their well-being. We want your child to be happy during their period of enrolment at our school.

The first port of call with problems might be ..

- 1) Problems with programmes or teachers ..  
see the programme co-ordinator (Mr Trehwella)  
**Mr Trehwella is available 24 hours a day and can be contacted at either  
4335823 OR 4372790**
- 2) Problems with school friends or missing home ..  
see your regular classroom teacher  
the Pastoral Care Co-ordinator (Mrs Pol)  
the ESOL teacher aide
- 3) Homestay problems ..  
see the pastoral care co-ordinator (Mrs Pol)
- 4) We can also arrange for you to see the Programme Director (Mrs Anderson)
- 5) If you are still unhappy we will help you to make contact with

The International Appeal Authority  
C/O Ministry of Education  
P.O. Box 1666  
Wellington  
New Zealand

*The IEAA investigates any breach of the Code of Care for International Students and can take actions on your behalf.*

## **The Foreign Fee Paying programme**

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Your tuition fees entitle your child to participate fully in the life of the school. Your child will thus have equal access to the resources, facilities and programmes on offer at the school. At the same time, it is recognised that your child will have some unique needs and that it is the responsibility of the school to meet these needs in a structured and co-ordinated way.

### **PASTORAL NEEDS**

The well-being of your child will be constantly monitored by staff with responsibility in this area. Rest assured that areas of concern will be met quickly and that you, as parents, will be kept informed of any matters pertaining to the well-being of your child.

### **ACADEMIC NEEDS**

#### ***Prior knowledge of English***

*Although each child's English language proficiency is assessed on entry to the programme, there are no specific English language requirements at Matarau School.*

#### ***ESOL instruction***

At Matarau School we recognise that foreign fee paying students have a quite unique set of learning needs – especially in the area of English language. Accordingly foreign fee paying students are withdrawn daily for specific ESOL lessons with an ESOL experienced teacher.

Later in the day when integrated into mainstream classes fee paying students continue to receive support from ESOL staff. These staff exist to ease the transition of these pupils into an English immersion environment.

*Reporting to parents*

Parents will receive term reports on the academic progress and social well-being of their children.

**Orientation Programme**

At programme's commencement children will participate in an orientation programme designed to familiarise them with key personnel, layout of the school, avenues for personal support and other important information. They will also get the opportunity to meet other international students and visit their home room. An assessment will also be made of entry level English language skills

Parents and caregivers will be given a tour of the school and will meet key personnel. A map of the school and full contact details will be provided.

Classes start at 9:00 AM and finish at 3:00 PM

Term dates and holidays ..

.. can be found on the NZ Ministry of Education website

[www.minedu.govt.nz](http://www.minedu.govt.nz)

### School Uniforms

These are available from the school office. The uniform at Matarau School is optional but encouraged. It must be worn on special trips away from school.

All International students are issued with a uniform on enrolment. The cost of this uniform is covered by the international student fee.

### School Stationery

On enrolment international students are provided with full stationery. The cost of stationery is covered by the international student fee.

Stationery can be purchased from the school office before 9:00 AM each day

### Transport to School

Most children travel to school by bus. Bus transport is available to our foreign fee paying pupils residing within the school zone (usually at no additional cost). Parents unable to get their children to bus pick up must make alternative arrangements for transport of their children to and from school each day.

### Tuition Fees

Tuition fees cover the cost of all materials used and the cost of special trips, cultural experiences and so on.

## Reporting on Progress

The parents of foreign fee paying students will receive a report on their child's progress in English at the end of each term. They will also be invited to meet with their child's teacher in March and June to discuss their progress, will receive an annotated portfolio of their child's general schoolwork in June and October and a formal written report in early December. Teachers and staff with responsibility for international students are highly available at other times by appointment.

## General Enquiries

Parents are welcome to contact the course co-ordinator at any time to discuss the social or academic progress of their child. The course co-ordinator can be contacted at school or by email [k.trehwella@clear.net.nz](mailto:k.trehwella@clear.net.nz)

## School Rules

Foreign fee paying students are expected to abide by the same rules as the other students. Consequences for breaking these rules will be the same as for other pupils and may involve loss of lunchtimes and other privileges or withdrawal of placement in more serious cases.

## Student Visas and Permits

Your child must have a student permit to study in NZ. The permit will state the name of the school at which your child is enrolled. You must also have a student visa which allows you to enter the country to study. A single entry visa allows you to enter and leave NZ only once. A multiple visa allows you to leave and return to NZ as many times as you like within the period specified.

It is the responsibility of parents (or an approved agent acting on behalf of the parents) to arrange visas and permits for their child. Please ensure visas are renewed before expiry dates.

***The student visa information sheet enclosed with this application material explains what you need in order to make an application.***

## **Expectations of Fee Paying Students**

As with other pupils fee paying students are expected ..

To be punctual

To be well presented

To be respectful in their dealings with staff

To abide by the rules of the school

To apply themselves diligently to tasks

To complete all assigned homework

To make all efforts to integrate into the life of the school

## **Health and Travel Insurance**

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

A resident or citizen of Australia

A national of the United Kingdom in New Zealand

The holder of a temporary permit that is valid for two or more years

If you or your child 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>

International students must have appropriate and current medical and travel insurance while studying in New Zealand. This must be sighted by the school prior to (or very soon after) enrolment.

## **Accident Insurance**

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to NZ, 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>



## IMMIGRATION

“Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration service, and can be viewed on their website at <http://www.immigration.govt.nz>.”

### Homestay Options

Students in years 1 to 6 (approximately ages 5 to 11) are required to reside with a parent during the term of their enrolment at Matarau School. Parent is defined as legal guardian and person with whom the child customarily resides in their home country.

Students in years 7 and 8 (approximately ages 12 to 13) may reside with a designated caregiver during their term of enrolment at Matarau School.

Parents are required to advise the school promptly of any changes to residential or contact details.

### Special Circumstances

Under special circumstances permission may be sought from the Code Administrator to place year 7 and 8 children in suitable homestay accommodation. In such a situation the homestay will be approved and monitored by the school.

The school is unlikely to support a homestay placement unless ..

- i) the child concerned is considered likely to benefit from, and cope with the challenges of, such an arrangement
- ii) the school is able to locate a homestay which is well matched to the needs of the child in question
- iii) the family concerned has an extended family member or close family friend residing near the school who is able to assist with pastoral care.

The school prefers that year 7 and 8 children reside with a parent or parent designated caregiver during their term of study. Only under VERY SPECIAL CIRCUMSTANCES would a homestay placement be considered and final approval rests with the Code administrator and not the school.

## **Tuition Fees**

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Tuition fees are as follows (quoted in NZ dollars) per pupil

\$2,750 per term

## **What your fees cover**

Your tuition fee covers all costs associated with your child's education including

A uniform (T Shirt, Sweater and track pants)

Stationery

Photocopy fee

Transport costs relating to educational excursions away from the school

Fees for camps and other outdoor education experiences

Extra curricular activity fee

## **Deposit**

The first term's tuition fee (\$2,750) is required as a deposit to be paid within one month of acceptance into the programme.

## **Process For payment of Fees**

Term Fees (\$2,750) to be paid prior to the commencement of each term.

## **Method of Payment**

Fees may be paid by direct transfer to the schools account

ACCOUNT NUMBER *(available from the school)*

MATARAU SCHOOL BOARD OF TRUSTEES

## **Refund of Fees**

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- 1) Where a student withdraws from a programme prior to the commencement of this programme a full refund of tuition and homestay fees will be made less ..
  - .. general administrative expenses incurred by the Board
  - .. any other fees incurred by the Board in the processing of the said students enrolment (usually \$500)
- 3) Where a student withdraws during the first term of study refund of term fees is unlikely.
- 4) Where a student withdraws within 7 days after commencement of a second, third or fourth term's study programme refund of tuition fees for that term shall be made less
  - .. the cost of any general administrative fees incurred by the Board
  - .. the cost of tuition (including materials, personnel and use of facilities) up to the time of withdrawal from the programme
- 5) Where a student withdraws more than 7 days after the commencement of a second, third or fourth term's study programme refund of fees for that term shall normally not be made.
- 6) Where a student withdraws from a homestay situation full refund of fees shall be in accordance with the conditions outlined in the homestay agreement between the parents and the homestay agent.
- 7) Application for refund of fees must be submitted in writing to the Board of Trustees.

## **Fee Protection**

Fees paid in advance of term will be held by the school and expended only in the term for which they apply e.g. fees paid for term 2 tuition will not be used to meet programme expenses during term 1 and so on.

## **Termination of Tuition**

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Any issues of concern will be brought promptly to the attention of parents so that these issues can be appropriately resolved. The support of parents in resolving such matters shall be anticipated. The school reserves the right to terminate tuition where this is considered in the best interests of the school and/or student. The parents of the student shall be informed of reasons for the termination and will receive an appropriate refund of fees (less reasonable costs incurred by the school).

## **Code of Practice For Care of International Students**

“Matarau 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> “

## **Procedure For Application**

An Application For Enrolment form will need to be completed by the parents of intending students by **October 15** of the preceding year (or 15 April for term 3 and 4 enrolments).

A limited number of places will be available in any given year with children selected on the basis of their suitability for the programme. Applicants are asked to complete their application form carefully paying particular attention to the Reasons For Applying and Suitability For International Study. Offers of placement will be advised by November 15

Matarau School has responsibility for ensuring that the international students enrolled in the school are both suited to international study and likely to benefit from the programmes on offer at the school.

In selecting students the school (and its agents) will consider ..

Previous English language experience

Age of applicant

Prior experience living away from home

Commitment of parents to supporting student during period of study

Evidence of previous academic achievement

Recommendations of current teacher

Suitability for the NZ cultural experience

### **Finally**

International students are an important part of our school. We take seriously our responsibility to care for these pupils during the period of their stay in New Zealand and to provide them with a high quality educational experience.

We thank you for entrusting your child to our care and invite you to work with us as partners in their education.

We look forward to your application and to welcoming you and your child into our school family.

**If you would like to proceed with your application please contact us for**

Conditions of Enrolment

Enrolment Application Form

Testimonial (for head teacher at child's current school)

Visa Guidelines

Code of Practice for the Pastoral Care of Foreign Fee paying Students

Summary page from the school's last Education Review Office report