

# International Student Prospectus 2017



Queenstown Primary School promotes **quality** learning, encourages **perseverance** and empowers students to create their own pathways to **success**.

Contact Details:

20 Robins Road, Queenstown

Phone (03) 442 9120

Email [international@queenstown.school.nz](mailto:international@queenstown.school.nz)

Website [www.queenstown.school.nz](http://www.queenstown.school.nz)

# Welcome to Queenstown Primary School

Thank you for enquiring about our International Student Programme. Queenstown Primary School delivers a high quality, balanced education and is focused on developing well-rounded, capable students who are life long learners.

Queenstown Primary School is located a 3 minute walk from the heart of beautiful Queenstown and is a multi-cultural Decile 10 school renowned for providing students with the opportunity to participate in the great New Zealand outdoors as part of the school curriculum. Queenstown is one of the most beautiful international resorts in the world.

The New Zealand Curriculum specifies 8 learning areas: English, The Arts, Health and Physical Education, Learning Languages, Mathematics and Statistics, Science, Social Sciences and Technology. Queenstown Primary School is committed to providing programmes and initiatives to both support and challenge our students. We recognise children's diverse abilities, interests and ethnicity and aim to provide a wide-ranging programme that will meet all of their needs.

We believe that for schools to be successful, there must be a strong and dynamic partnership between family, school and the community. We provide an inclusive culture and welcome families from all over the world.

If you would like to know more about Queenstown Primary School, information is available on the school website. [www.queenstown.school.nz](http://www.queenstown.school.nz)



## MISSION STATEMENT

Queenstown Primary School promotes **Quality**, encourages **Perseverance** and empowers each student to create their own pathways to **Success**.

The school values **Respect, Caring and Integrity** are an integral part of the teaching and learning programme. They are expressed in everyday actions and interactions within the school.

In addition we encourage each student to:

- Develop a positive attitude and work ethic
- Self regulate their learning
- Inquire and create new knowledge
- Develop key competencies to ensure they become a lifelong learner
- Take pride in personal and collective achievements
- Enjoy outdoor education activities
- Care for the environment
- Show resilience and respond to change
- Be creative and strive for excellence
- Meaningfully use technology in a global community

Facilities include:	Features:	Programmes and Support
Well resourced Library	Student and House Leaders	English as a second language support programmes (ELL)
3 separate playgrounds	Student Librarians	Gifted and Talented Education (GATE)
Extensive, well maintained playing fields	Environmental Group	Extensive Learning Support Programme to raise student achievement
School Hall and Multi Purpose Room	Trees for Survival Programme	Reading Recovery Programme to raise literacy levels
Music Room	Tecki Experts (ICT)	Specialist Physical Education (PE) teacher for all year groups
Swimming Pool	Kapa Haka Group	Specialist Science and Technology teacher
Wide range of ICT equipment	Physical Activity Leaders (PALS)	Perceptual Motor Programme
Wireless network	Choir	Swimming Programme
Dedicated Science and Technology classrooms	Rock Band	Life Education Programme
	Peer Mediators	Outdoor Education Programme including school camps
	Various sporting activities and sports teams	Winter Snowsports Programme including skiing, snowboarding and ice skating.



## Application Process

1. Complete the International Student Application for Enrolment form and Enrolment Contract.
2. Send the completed enrolment form to [international@queenstown.school.nz](mailto:international@queenstown.school.nz)
  - One enrolment form per student.
  - Include a copy of student's passport.
  - Include a copy of parent's passport.
3. On receiving these documents Queenstown Primary School will issue you with an Offer of Placement and invoice for fees.
4. Once the fees have been paid, a **Receipt** will be issued. You will then be able to apply for a student visa.
5. Send a copy of both the **student visa** and the **Medical Insurance documentation** to Queenstown Primary School. The Medical Insurance documentation must be from a New Zealand registered company.
6. Enrolment will be confirmed by email. An introductory appointment will be made for you to meet with school personnel on your arrival in Queenstown for a full induction into our school.

## Fees and Associated Costs

### Tuition Fees (*payable in advance*)

- This fee covers classroom tuition, textbooks on loan and ELL (English Language Learning) if required.
- Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies).

Administration Fee Uniform Hire Fee – less than 1 term	\$1000 per student (\$250 per term) \$100 per student
Tuition Fee - Long Term per student per week	\$400
Tuition Fee - Short Term per student per week (less than 1 term)	\$450
Tuition Fee Group Short Term per student per week (less than 1 term, available from Term 3, 2017)	\$450
Homestay	\$320 Per student per week

### Homestay Fees - Homestay is **ONLY** available to students aged 11 – 13 years old without parents or Group Students (NB Groups will **ONLY** be accepted from Term 3, 2017)

- The homestay fee will be invoiced for the dates the student is enrolling at Queenstown Primary. It is a New Zealand Immigration Department requirement that homestay fees are paid for the entire period of study.

### Additional Compulsory Costs

There are other **additional compulsory costs** to cover **compulsory activities** such as class trips, swimming lessons, winter programmes, outdoor education programmes and school camps. These costs will vary according to the year group the student is in. All additional compulsory costs need to be paid prior to commencement of the school activity.

## School Uniform

Queenstown Primary School has a compulsory school uniform. Should the student be attending for more than 1 term, the purchase of this uniform will be an **additional compulsory cost**. If the student is attending for less than 1 term, a uniform hire is available for the duration of attendance at a cost of \$100 per student.

## General Information

### Code of Practice for the Pastoral Care of International Students

Queenstown Primary 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 or you can access this document from the New Zealand Ministry of Education website.

<http://www.education.govt.nz>

### Eligibility for Health Services

International students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- Is the holder of a temporary permit that is valid for two years or more

If you do not belong to one of these categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. Full details on entitlements to public-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.health.govt.nz>

### Accident Insurance

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 in New Zealand. This policy must cover the student for the entire duration of the planned period of study. **We will ONLY accept a policy from a New Zealand Insurance Agency and recommend Southern Cross Travel Insurance** <https://www.scti.co.nz/international-student>

### 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>.

### Quality Assurance Evaluations and NZ Education Information

- Education Review Office - [http://www.queenstown.school.nz/docs/qps\\_ero2015.pdf](http://www.queenstown.school.nz/docs/qps_ero2015.pdf)
- Ministry of Education (Primary schools) - <http://www.education.govt.nz/>
- Education New Zealand - <http://www.enz.govt.nz>

### Grievance Procedures

If a student has any of the following problems at Queenstown Primary School:

- Problems with subjects or teachers
- Problems with school friends
- Homestay problems

The student should make an appointment to see the International Group Coordinator and Principal with their first language support person and follow the school policy "Parent/Caregiver Concerns or Complaints".

If they still feel their problems have not been resolved, they may contact the iStudent Complaints, the Disputes Resolution Scheme Operator at <http://www.fairwayresolution.com/istudent-complaints>

The student must be able to show that they have tried to get the school to act before they contact them. The Authority will consult the school to see if anything can be done to help the student.

If the student does have a problem they should ask for help while it is still a little problem. They should not wait for it to become a big problem. If they are not confident that their English is good enough they can always bring a friend who has better English, or their first language support person.

## Conditions of Acceptance

- For the duration of their enrolment, all international students must have proof of valid student visa and have proof of travel and medical insurance.
- Students must observe the conditions of their visa. If a student breaks the terms of the visa, Queenstown Primary School has an obligation to report this to New Zealand Immigration Service.
- The student and/or parents will provide academic, medical and other information that is relevant to the wellbeing and course placement of the student. Because class placements are decided on the evidence of assessment after arrival in New Zealand, all information given before enrolment about placement on courses and in classes is provisional. The school reserves the right to adjust placements and individual programmes at any time if it is in the student's interests to do so.
- The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
- Students and parents must accept and abide by the school guidelines regarding behaviour and conduct that apply to all students.
- Students must observe the laws of New Zealand.
- Parents must inform the school of their address, telephone number, fax number and email address (whichever applies) and will advise the school of any changes with these throughout the duration of the study period.

## Student Withdrawal – Student Termination

If a student chooses to withdraw, Queenstown Primary School must be notified in writing by the parents prior to the student's last day, giving the date of the final day of attendance and the reason for leaving. Queenstown Primary School may terminate the agreement in the following circumstances:

- The student ceases to live with his/her parent.
- False documentation.
- Fees not paid in advance.
- Expiry of required immigration status.
- Breach of school guidelines for behaviour, conduct or attendance.

Where misconduct occurs the school will follow the provisions outlined from the Ministry of Education's guidance for schools' on stand-downs, suspensions and termination of enrolment.

<http://www.education.govt.nz/school/managing-and-supporting-students/student-behaviour-help-and-guidance/stand-downs-suspensions-exclusions-and-expulsions-guidelines/>

For any student withdrawal or termination, Queenstown Primary School will notify Immigration Service. The Refund Procedure for International Students shall apply.

## Refund Conditions and Procedures



If a student withdraws from his/her course of study, he/she may be eligible for a refund of tuition fees. The following procedures and guidelines would apply:

- Parents must apply in writing to the Principal setting out the special circumstances of the claim within one month of the last day of attendance.
- If you are eligible for a refund, fees will be refunded less \$40.00 per week for the duration of confirmed enrolment.
- Additional compulsory costs that have been paid for in advance will be refunded in full for activities the student has not participated in.
- If an international fee-paying family gains their residency or a work permit during the course of study, you will be eligible for free education in New Zealand and will be eligible for a refund of the unused portion of the prepaid fees. Residency or work visa documentation must be provided within 14 days of it being granted.
- A refund will be granted if Queenstown Primary School ceases to be a signatory to the Code of Practice or is no longer a provider.

Queenstown Primary School will make no refund:

- When a student has been terminated for disciplinary or behavioural reasons.
- Where a student returns home for any reason other than serious illness or death of a close family member.
- When a family decides to take a holiday during term time.

In any dispute regarding the above, the decision of Queenstown Primary School is final.

## School Hours

School is open Monday to Friday, 8.55am – 3pm. Students are able to enter the school grounds from 8.30am and are expected to be ready to start their school day by 8.50am. All students must be collected by 3.30pm.

School Starts	8.55am
Teaching and Learning	8.55am – 10.40am
Morning Break	10.40am – 11am
Teaching and Learning	11am – 12.30pm
Lunch	12.30pm – 1.25pm
Teaching and Learning	1.25pm – 3.00pm

New entrant students spend the full day at school from the time they start.

## Our Values



## Getting To and From school

### CAR PARKING

Parking areas at school are limited therefore it can become very congested at drop off and pick up times. It is important to allow plenty of time when dropping off or collecting children. Please use the median strip and pedestrian crossing at all times.

In the mornings and afternoons when the volume of traffic is high, we have a kerbside **'PICK UP DROP OFF (PUDO)' area** at the front of the school (left hand side of the pull in area). This is a 'no parking' area, allowing vehicles to move through the PUDO area to drop off and pick up children at the kerbside. **Please do not leave your vehicle unattended in the PUDO area.**

- The school car parks (next to the playing courts and also the top car park) are **not available for parking at drop off or pick up times**. Please use the car parks across from the PUDO area or the surrounding streets.
- Do not double park or park on yellow lines or bus stops outside the school as this can cause a major safety problem.
- The no exit road between the fire station and the school is a no parking area.
- Do not park in the designated Fire Station car parks as these are for emergencies.
- If you are at school for a period of time (such as parent help), a parking pass is available from the school office for display in your vehicle, once you have signed in at the school office.
- To help ease the parking pressure for some large school events, (e.g. Outdoor Education Week) the lower field may be open for parking.

### SCHOOL BUSES

If your child is going to be travelling to and from school on a school bus, the school office will need to be advised. Your child/children will be placed on the appropriate roll and this is checked each day by the bus monitor before students leave school. Your child will be buddied with another child, but first they need to be capable of getting on the right bus and off at the right stop. As new entrant children often do not travel on the bus straight away, the office and classroom teacher need to be told when you wish your child to be a bus passenger. It is expected that you will meet your child off the bus at the end of the day.

If your child is registered to use the school bus, it is important to phone the school office if your child is not catching the bus home on any one given day. It is not possible to change bus routes temporarily, e.g. for sports events or birthday parties. Please see the parent information section of the school website for more details.

### CYCLE HELMETS

It is compulsory by law for all children to wear an approved cycle helmet when cycling to and from school. Law states that children must be 10 years and older to be able to ride their bike on the road without being accompanied by an adult.



## SNOW DAYS

One of the realities of living in an alpine environment is the possibility of school being closed because of bad weather. It is more likely that the bad weather will occur overnight and a decision regarding school being open for instruction will be made in the morning. If you think there is a possibility that school may be disrupted, please listen to our local radio stations for advice. If there is any change to the school day, you will receive a text through our 'school links' text system (please ensure the office has your updated cell phone details on file) and through the school App. When possible, we will also place a notice on our school website.

Should snow occur during the school day, school will remain open.

Please do not attempt to phone school as our lines will be over-loaded, but do listen to the local radio stations or view our website for instructions. Buses will not run early. Contingency plans are in place to accommodate children at school, if this is deemed necessary. It is better for you to stay at home and to only travel on the roads if you have chains fitted and are experienced in driving in these conditions.

## General Information

### SCHOOL UNIFORM

The **compulsory** school uniform is 'mix and match', allowing you to choose items that best suit your child's needs. There is a uniform 'try on' shop in the School Hall, 8.30-9am every Tuesday and Thursday. Second hand uniforms are also available for purchase at that time. All orders for new uniforms can be placed at the 'try on' shop or can be completed anytime online. Please allow 10 days for delivery.

<https://qpsuniform.bigimpact.co.nz/> (An accurate measuring guide is available online)

### LUNCHESES

Students must bring food with them every day for morning tea and lunch. School lunch options are available for purchase on Wednesday and Fridays. More information is available through the school office. Students should bring water for drinking throughout the school day.

### ASSEMBLIES

A whole school assembly is held in our school hall every 2 weeks at 2.20pm. These alternate weekly with team assemblies (see your classroom teacher for day/time of all assemblies). We encourage you to come to assemblies to celebrate your child's learning.

### CYBERSAFETY

Queenstown Primary School recognises that it is essential to ensure the safe use of ICT within the school community. We have rigorous cyber safety practices in place, which include cyber safety use agreements for all school staff and expectations for students to follow.

### MOBILE PHONES

Students are able to bring cellphones to school however these must be turned off between 8.55am – 3pm. They are **not to be used** during morning break and lunch time. Should your child need to contact you urgently, there is a phone available for use in the school office.

### B.Y.O.D. (Bring Your Own Device)

Students in Years 5-8 are allowed to bring a device to school to support their learning. There are strict guidelines to follow and a B.Y.O.D. agreement for parents/caregivers and students to sign. See your child's classroom teacher for details.

### EMERGENCY PROCEDURES

To ensure the safety of all staff, students and visitors, should an emergency occur, efficient drills are practised for the whole school at least once per term

## School Administration

### **ABSENCES**

It is important to inform the school office should your child be absent from school. If this is a planned absence, a form will need to be completed. This is available at the school office or can be downloaded from the school website. For unplanned absences, please phone (442 9120), email ([absences@queenstown.school.nz](mailto:absences@queenstown.school.nz)) or use the school App to notify the school office prior to 9am.

### **MESSAGES**

If you wish to leave a message for your child, please phone the school office before 2.30pm Monday-Thursday and before 2pm on Fridays. Please only do this in emergencies.

### **CHANGE OF DETAILS**

For your child's safety, it is important that the school office has your current personal information. Please inform us of any change of details since enrolment – address, bus, medical, work and home phone numbers etc.

### **MEDICATION AT SCHOOL**

There are times when you may need to request staff to administer medication to your child while they are at school. If this is necessary, you will be asked to complete an authorisation form. All medications given to any student is recorded in the school's medication register.

### **STUDENT ACCIDENTS & SICKNESS**

If your child has an accident or becomes unwell at school, we will contact you. If staff are unable to locate you, it may be necessary to inform the emergency person nominated by you on the enrolment form and ask for their assistance.

### **LEAVING SCHOOL GROUNDS THROUGHOUT THE SCHOOL DAY**

Children who need to leave the grounds during the school day must be collected by a parent or caregiver and signed both out and in at the school office.

### **LOST PROPERTY**

We have a lost property box outside the Caretakers area. Unclaimed items are transferred weekly to the basement storage - if you wish to check the basement store for your child's items, please talk to the office staff. On the last day of each term, lost property is displayed for collection. Following that, any unclaimed items are given to the Salvation Army.

## Communication

All parents are welcome to talk to their child's teacher at any time throughout the year, however we do ask that you phone the school office to make an appointment. You are also welcome to email the teacher through [admin@queenstown.school.nz](mailto:admin@queenstown.school.nz). Please do not hesitate to contact them if you have any concerns or feedback.

### **School provides the following methods of communication:**

**School App** – please download this from the App store

**School Website** - The [news centre](#) and noticeboard is updated regularly with valuable day to day information. Notices and newsletters are also accessible.

**School Links Text Messaging System** – We operate a text messaging system to enable us to communicate directly with caregivers and parents for any urgent communication.

**Weekly Newsletter** - A newsletter is produced every Friday and is emailed to all families. It is also accessible through the school website. This newsletter informs parents of school activities, meetings and other functions.

**Term Newsletter** - At the beginning of each term, a class/team newsletter is sent home outlining activities, topics and general information.

**Facebook** – The Facebook page keeps families and the community up to date with happenings at QPS.

**Noticeboard** – Lost, found, community and buy/sell second hand uniform advertisements can be left at the office for display on the school noticeboard (which is located outside the entrance to the school hall).

## Term Dates 2017

Term 1	1 February – 13 April
Term 2	1 May – 7 July
Term 3	24 July – 29 September
Term 4	16 October – 18 December

**We look forward to welcoming you to our school.**

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encourages **perseverance** and empowers students  
to create their own pathways to **SUCCESS**.***