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Information for International Fee Paying Students and Parents: 2019

St Theresa's is a Catholic integrated school located in the suburb of Karori. To Karori is six kilometres from downtown Wellington and a short drive from Victoria University. Please see the school's website, for a full description of our school.

St Teresa's School Karori has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the New Zealand Qualifications Authority (NZQA). The school Principal is a Signatory to the Code. Copies of the code are available on request from the school or from the NZQA website at www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/2016-Code-pdfs/2016-Code-of-Practice-English.pdf

Our Mission is for St Teresa's School to be:

A catholic school where each child is nurtured to grow as a happy, faith-filled learner who is inspired to achieve excellence.

Term Dates 2019

Term 3: Monday 23 July – Friday 28 September

Term 4: Monday 15 October – Thursday 19 December

Term Dates 2020

Term 1: Tuesday 4 February – Thursday 9 April

Term 2: Tuesday 28 April – Friday 3 July

Term 3: Monday 20 July – Friday 25 September

Term 4: Monday 12 October – Thursday 17 December

Visa

To obtain a student's visa you must have – an offer of placement from New Zealand Immigration Service School, a receipt from the school for the year's fees, a guarantee of accommodation.

Full details of visa and permit requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>

Uniform

Students are required to wear a uniform. Information about uniform purchase is available on our school website.

Curriculum

On arrival at St Teresa's students will be assessed to ascertain his or her level of English – oral and written competency. This information will be used to determine the level of support the students will need to learn successfully in the classroom.

Students will study with their age peers. Classes have between 18 and 32 children in them, depending on the age of the child. Year One classes are smaller than classes of older children. Each class has a fully qualified classroom teacher who assesses and teaches all areas of the school curriculum for the year. Some classes have additional teachers for specific learning areas.

St Teresa's has our own unique curriculum https://drive.google.com/file/d/1g_FDaoK_DDXJZe8gM3TB25LZU3-cuPKj/view, developed to respond to our catholic Special Character, and the aspirations of our school community. Our Curriculum also follows the New Zealand Curriculum (refer <http://nzcurriculum.tki.org.nz/>). Information about the New Zealand Education System can be obtained from the Education New Zealand Website: <https://www.enz.govt.nz/>

Communication

The school prepares a fortnightly newsletter of school information. Each teacher regularly emails families to update on classroom events and learning.

The School will send home at least two **written school reports**, usually mid-year and at the end of Term Three. The School will conduct learning conferences with the student's guardian in Term 1 and Term 2.

Please inform the school Principal of any **special education, medical or social needs** your child has, so that this can be catered for in their learning programme. In some circumstances, if your child has special needs that must be catered for more extensively, you may be asked to contribute towards the cost of additional staffing to provide additional care. If you have documentation to support the school to provide for your child's needs, please provide this to their classroom teacher.

Concerns

If parents or guardians have any concerns regarding the student they are encouraged to contact the Principal.

The Teacher or Principal will contact the parents or guardian if the School has any **academic or behavioural concerns** about the student.

School Hours

The school is open between 8.30am and 3.15pm, Monday to Friday. Instruction begins at 8.55am and finishes at 3.00pm.

Out of School Care

Out of School Care is provided onsite by Skids (Safe Kids in daily Supervision) before and after school, and during school holidays. Information is available at http://www.skids.co.nz/locations/st_teresas_karori/

Fee Structure

If you have accepted an offer of placement at St Teresa's School, you must send a tuition fee of NZ \$12,500 + GST for 2019. The fee for 2020 will be NZ \$12,750 + GST. These fees include a government charge of \$429 (agents fees are charged separately).

The Tuition fee (paid in advance) covers:

- Normal classroom tuition
- Administration
- Catholic Schools Board Limited attendance dues
- School donation
- Activity contributions for visiting performances, school trips, swimming lessons, etc
- Senior Camp Attendance Fees

Costs that are not covered by the tuition fee:

- Uniform costs
- Xtra-curricular activities, such as music tuition provided onsite
- Any additional Special Needs support requested for diagnosed medical conditions
- After School Care fees
- Stationery

Refunds

If an enrolment is cancelled before the student attends the school a cancellation fee of 10% of the fees paid will apply.

If a student leaves partway through the year, once tuition has commenced, no refund will be made except in the case of:

1. A student returning home because of serious illness
2. A student returning home because of a death or serious illness of close family member of the student's family.
3. A student whose parent is residing in New Zealand to study and the course of study ends during the year.

In these cases a refund must be applied for in writing by parents or guardians from the student's home country.

NO Refunds will be made to students who are asked to leave the school because of miss behaviour, poor attendance or the use of alcohol or drugs.

NO Refunds will be made to students who transfer to another school for whatever reason.

No Refunds will be made to students who return home for any other reason other than the student's serious illness of a close member of the family.

NO refunds will be made to students who acquire permanent residence status during the year after having enrolled at the school.

Insurance

It is strongly recommended that all International students must hold current fees protection insurance. This will allow the student access to fees owed if the School is suspended or removed from the signatory to the Code.

Guardians

St Teresa's require that International Students have a New Zealand resident or guardian if they are not residing with their parents. This person will act in the place of the natural parents to oversee the well-being of the young person. Some international students have friends or relatives in New Zealand who are willing to act as guardians.

The guardian, in conjunction with the school, has the responsibility to make decisions concerning education and medical concerns. The guardian must be resident in Wellington. The Signatory must be satisfied that the student has appropriate accommodation, care and supervision while living in New Zealand. This may involve the Principal making home visits.

Grievance Procedures

While a student is enrolled at St Teresa's they have the right to have his or her grievances against the Schools breaches of the Code of practice for the pastoral care of International Students heard fairly.

Concerns should be presented to the Principal in a timely manner.

All concerns will be discussed within a short time frame between the parties involved. Student's parents will be kept informed and an independent advocate conversant in the student's first language will be available. An independent mediator may be involved.

All discussions and outcomes will be recorded, placed in the students file and available to the student and his parents.

If the guardian/ parents are not satisfied with the Schools resolution of the issue they have the right to write to International Education Appeal Authority (IEAA) to have their concerns addressed. St Teresa's School will follow the procedures set down by this authority and will assist the student in accessing the IEAA.

Obligations of the School

The school is obliged to provide education appropriate to the needs of the student based on the NZ Curriculum.

The school is obliged to ensure the student is treated in accordance with the guidelines of the St Teresa's School Safe Physical and Emotional Environment Policy.

Privacy Act

The information collected by the School during the enrolment process and during the time the student is enrolled at the School is intended for use in connection with education and well-being of the student. The family (parents-guardians) has the right of access to and correction of the personal information collected by the School.