



# *Bayfield High School*

*Shore Street, Dunedin, New Zealand*  
*Phone: 03 455-0113*

## How to enrol at Bayfield High School

Once you have decided to apply to Bayfield High School:

1. Fill in your application form
2. Email or post your application form to the school: [international@bayfield-high.school.nz](mailto:international@bayfield-high.school.nz)  
A copy of your most recent school report and examination results should also accompany your application.
3. The Director of International students will assess your application and if you are successful will offer you a Provisional Place at our school. Please note the school reserves the right to place you in the appropriate classes in accordance with your assessment after arrival.
4. Upon payment of your fees a Final Offer/Receipt will be sent to you. This will enable you to apply to the New Zealand Immigration Service for a student visa and permit.

*Either* by Bank Draft

*Or* by telegraphic transfer to the Bayfield High School bank account number at:

Bank Account Name: **Bayfield High School Board of Trustees**  
Bank: **ANZ National Bank Ltd**  
Branch: **The Octagon Branch, Dunedin, New Zealand**  
Account Number: **060901-0226250-00**

6. Take your 'Final Offer/Receipt' to your nearest High Commission or New Zealand Embassy who will issue you with a Visa. If you are already in New Zealand you will go to the Immigration Department.
7. Advise Bayfield High School of your date of arrival.

### Checklist:

Application to Enrol	<input type="checkbox"/>
Contract with Bayfield High School	<input type="checkbox"/>
Homestay Application Form	<input type="checkbox"/>
Homestay Contract	<input type="checkbox"/>
Medical Authorisation	<input type="checkbox"/>
Medical Details	<input type="checkbox"/>

***Please Note: Failure to disclose relevant information or the provision of false information may result in termination of enrolment.***

# **Policy: Academic Placement of International Students**

**The Bayfield High School expects all prospective students, their parents/caregivers and agents, to read and understand this policy before accepting an Offer of a Place**

## **INTRODUCTION**

Bayfield High School was founded in 1961 and has been educating students from other cultures for many years. We have qualified, experienced ESOL teachers who are committed to ensuring that every student has the opportunity to reach their full potential.

## **THE POLICY**

- ▶ All applicants must provide their most recent academic records, translated into English, before the school will make a Provisional Offer of a Place.
- ▶ Once the student has been accepted, their level of English will be assessed and only after this, can the school confirm their Year Level. NB: This may vary from subject to subject.
- ▶ In deciding the appropriate placement, the school will take into account age, academic records and ability to understand and function in a New Zealand classroom.
- ▶ Direct entry to Yr 13 on arrival will not be allowed unless extraordinary circumstances exist.
- ▶ Reaching a certain level in their previous school does NOT guarantee an automatic placement at the corresponding New Zealand level.

## **EXPLANATION OF THE POLICY**

- ▶ Students from non-English speaking countries appear to gain the best NCEA results when they spend 2½ to 3 years in the New Zealand education system. At least 18 months is required to bring their English up to the standard required for senior study.
- ▶ A willingness to “work hard” is not sufficient to enable a student to succeed when their English is not of a standard sufficient for the subjects they are studying.
- ▶ In the New Zealand education system, students spend 5 years in the secondary system before they sit for the University Entrance qualification. Most Year 13 subjects pre-suppose a full Year 12 year of instruction. The New Zealand NCEA University Entrance Examination demands a high level of English to interpret questions accurately.
- ▶ New Zealand teaching and learning styles are often very different from what the student has been used to. The teacher does not present all the material in full to the students. There is a lot of discussion in class and in small groups. At a senior level most courses require a great deal of individual research that must be presented in an appropriate written form.
- ▶ The school is committed to ensure that the student has the best possible chance to succeed and that he/she receives the best value for the investment their family has made in their education.
- ▶ Outdoor education cannot be guaranteed as limited spaces are available. Students who are here for 1 year will have priority over all other students. Students who are here for one term will not be eligible for the year 12-13 outdoor education programme.

# General Information

## CODE

Bayfield High School has agreed to observe and be bound by the Code of Practice 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 [www.nzqa.govt.nz/providers-partners/education-code-of-practice/](http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/)

## 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 [www.immigration.govt.nz](http://www.immigration.govt.nz)

## ELIGIBILITY FOR HEALTH SERVICES

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

## ACCIDENT INSURANCE

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, however you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at [www.acc.co.nz](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. Bayfield High School will organise your insurance for you. We use the International Student Insurance policy from Southern Cross Travel Insurance. Further information can be viewed on their website [www.internationalstudent.co.nz](http://www.internationalstudent.co.nz). Should you elect to arrange your own insurance, you must provide proof of an existing appropriate policy.

## LAWS OF NEW ZEALAND

### ALCOHOL

You must be 18 years old to buy and/or drink alcohol.

You must not be in possession of alcohol in the central city. This includes unopened cans and bottles. There is a "liquor ban" in this area – check the street signs for the exact area. Alcohol is strictly forbidden at school, at any school function or on school trips.

**Consequence:** Youth/District Court – arrested, conviction, monetary fine

### DRUGS

It is against NZ Law to be in possession, produce, sell, or use, any non-prescribed drug (drugs other than those from a doctor or pharmacy). This includes cannabis in any form. Non-prescription drugs are strictly forbidden at school, at any school function or on school trips.

**Consequence:** Youth/District Court – arrested, conviction, monetary fine, visa cancelled. Entry to the United States and New Zealand permanently declined.

**A conviction (being convicted of a crime) of any nature will result in expulsion and the New Zealand Immigration Service will be informed.**

# Policy: Refunds - International Students

**This policy is based on:**

- Section 4B of the Education Act 1989**
- The Fair Trading Act 1986**
- The Consumer Guarantees Act 1993**
- The Code of Practice for International Students 2002**

1. If you withdraw from your course of study before the course completion date you may be eligible for a refund of school fees.
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. 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.
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
5. If your application is made after the second half of your course, you will not receive a refund except in exceptional circumstances.
6. The Board of Trustees will make no refund to a student who is expelled from the school.

## **Homestay Fees**

(Based on all homestay fees paid in advance)

1. If you move out of your home stay before the end of your contract the portion of your home stay fees not already used will be returned to you. The homestay placement fee of \$400 cannot be refunded.
2. To have your homestay fees returned, you must write to the Board of Trustees giving one weeks notice, or pay one week fees in lieu of notice.
3. If you cancel your homestay contract before you move into the homestay, your fees will be refunded in full, less the homestay placement fee of \$400.

**No refunds will be made:**

- Where students are asked to leave the school because of misbehaviour, poor attendance, or violation of the rules regarding motor vehicles.
- Where students wish to transfer to another school for whatever reason.
- Where students return home for any reason other than the student's serious illness or serious illness/death of a close member of the family.
- Where students acquire permanent residence after enrolling at the school.

**EFFECTIVENESS REVIEW**

- ▶ This policy will be reviewed in accordance with the Board's triennial programme of self-review.
- ▶ The review will be conducted in the form of a Board and staff survey, using the objectives listed above as the criteria for determining effectiveness of the policy in action.
- ▶ The Board will make its review report available to members of the school community after it has been received by the Board

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**Mrs. J Forbes**  
**Principal**

# Policy: Homestay for International Students

**Bayfield High School** undertakes to comply with the accommodation provisions set out in Part 6 of the Ministry of Education Code of Practice for the Pastoral Care of International Students. The categories of accommodation that will be accepted by the school are:

- i) Living with a parent
- ii) Living with a designated caregiver
- iii) Living in a homestay

## POLICY OBJECTIVES

1. To provide a suitable living environment conducive to study and a safe and supportive home life.
2. To involve the residential carer in the welfare of a student away from the student's family and home country.
3. To assist the student to successfully integrate into the New Zealand lifestyle.
4. To work towards the overseas parents' peace of mind knowing that the student is well cared for and happy in New Zealand.

## PROVISION OF ACCOMMODATION

**Bayfield High School** will arrange and monitor accommodation for international students.

## ADMINISTRATIVE REQUIREMENTS AND UNDERSTANDINGS

### *General*

1. Students will not be permitted to rent a flat/room/house/apartment or live on their own.
2. All accommodation queries and issues will be dealt with initially by the Homestay Coordinator. Pastoral care issues or concerns arising from accommodation arrangements will be referred to the appropriate pastoral care person/unit.
3. For each student, the full name, current address, contact phone number, occupation and relationship to student of the residential caregiver will be held.
4. Any serious concerns relating to accommodation will be reported to the Code Administrator.

### *Students not living with a parent:*

For all students under 18 years and not living with a parent:

1. Any accommodation to be used by international students will have:
  - An on-site assessment to determine that living conditions are of an acceptable standard.
  - An assessment to determine that the accommodation type is not a boarding establishment, (more than 4 international students) if the student is in a homestay or has a designated caregiver.
  - An assessment of the residential carer's suitability and whether they will provide a safe physical and emotional environment.
2. All students will be interviewed quarterly to ensure that their accommodation is suitable.
3. All accommodation residences (including designated caregiver accommodation) will be visited at least twice yearly to ensure that they remain suitable.
4. Police vetting will be carried out on all adults aged 18 years and over living in a homestay or designated caregiver accommodation used by a student.

5. Bayfield High School will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.

#### *Homestay*

1. Students in the school homestay programme must make homestay payments in advance at the time tuition fees are paid.
2. Students must not make their own private homestay arrangements.
3. Students staying in a homestay are required to exhibit appropriate behaviour.
4. Where a student's behaviour or demands are such that homestay hosts can not reasonably be expected to have the student continue in their care, the homestay service may be discontinued and the student may be sent home.
5. Where the homestay student wishes to withdraw from the Homestay programme, at least one weeks notice must be given in writing to the Dean of International Students.
6. Advice and a support infrastructure for homestay carers will be provided by the Homestay Coordinator.

#### *Designated Caregivers*

1. Parents of each student living with a designated caregiver are required to sign an indemnity document stating that the designated caregiver is a relative or close family friend and that the parents have selected the accommodation for their child, subject to Bayfield High School approving the accommodation. The accommodation must only be with family members. A flatting situation will not be acceptable.
2. On or before enrolment, Bayfield High School will meet and establish communication with the designated caregiver.
3. The relationship between the designated caregiver and student's parents will be checked to confirm that they are a bona fide relative or parent's friend.

### **DIVISIONS OF RESPONSIBILITY**

#### ***Bayfield High School***

Will be responsible for:

- Providing a 24/7 emergency contact person for problems with accommodation.
- Selecting, monitoring and approving all accommodation.
- Providing a support infrastructure for homestay carers.
- Recording the results of all accommodation assessments.
- Recording the results of all quarterly student interviews.

#### *Caregivers*

***Bayfield High School*** will expect all residential caregivers to:

- Provide a safe and friendly living and studying environment.
- Provide day to day care including:
  - 3 meals a day and access to snacks
  - own room
  - bed and bedding
  - study desk and chair
  - adequate bedroom furniture to store clothes, books etc.
  - lamp and adequate lighting
  - adequate heating
  - transport arrangements to and from school
  - bathing/showering/bathroom access
  - laundry

- Treat the student with respect.
- Make the student feels comfortable and part of the family.
- Attend parent/teacher interviews
- Notify the school if there are any changes or additions to the household.
- Notify the school immediately if there are any problems with the student. e.g medical condition, misconduct.
- Notify the school immediately if the student feels homesick or depressed.
- Look after the student in their home to the best of their ability.

Host Families will not be expected to:

- Provide an internet connection for the student.
- Pay for toll or mobile phone calls.
- Cook special food.
- Insure the student's goods or pay for property the student damages or loses.
- Offer accommodation to visiting friends or relatives.
- Comply with unreasonable requests.

### **EFFECTIVENESS REVIEW**

- ▶ This policy will be reviewed in accordance with the board's triennial programme of self-review.
- ▶ The review will be conducted in the form of a board and staff survey, using the objectives listed above as the criteria for determining effectiveness of the policy in action.
- ▶ The board will make its review report available to members of the school community after it has been received by the board

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**Mrs. J Forbes**  
Principal



# Homestay Programme: Information

Bayfield High School can help students to find homestay accommodation. All homestays are checked and approved by the school. Our Homestay Coordinator will support both homestay families and students. The role of the Homestay Coordinator is to try to help both students and homestay families have a happy positive experience together.

The homestay fee is NZ\$260 a week for 46 weeks (\$11,960). The homestay fee provides a fully furnished room, all meals, and laundry facilities.

The homestay arrangement covers the academic year (late January, or when the student arrives during the year, until late November or early December, depending on the student's programme) and includes school holidays (two weeks each in April, July, October).

Any student requiring accommodation over the long summer vacation (December/January) must make a new arrangement, satisfactory to their parents and the school.

The weekly rate can be reduced by 50% if the student gives adequate notice that he/she will be away for 14 days or more.

A Holding Fee of \$300 is required over the summer holidays if returning to the same homestay, in order to hold your room.

The homestay fees should be paid in full (NZ\$11,960) for a full 46 week academic year to Bayfield High School, when the tuition fees are paid.

A homestay is a good way for an international student to have a real New Zealand experience and to improve their English in a supportive environment. Students will be expected to accept and abide by the reasonable rules of behaviour set by the homestay family.

If parents wish their son/daughter to be part of the Bayfield High School Homestay Programme, please fill out the **Homestay Application Form** and sign the Homestay Contract.

# General Information

The School Year in New Zealand usually begins in early February. There are four terms in an academic year.

International students are accepted throughout the year. Any student wishing to gain a particular New Zealand Qualifications Authority qualification should be present for the full academic year. \* Students arriving in the second semester will not be

Any international student enrolling in Term 3 or Term 4 may be directed to a special course, appropriate to his/her level of English.

International students are accepted into classes at Year 9 level and above.

Details of courses are in the Prospectus.

Some school courses have limited spaces available e.g. Outdoor Education and Photography, please check with the International Dean if spaces are available.

All international students are offered special English classes, and help with their other subjects.

Each student must live:

With a parent

*OR*

A designated caregiver

*OR*

In a homestay approved by the school

## **Uniform:**

Students wear the Bayfield High School uniform in Years 9 -13

## **Enrolment:**

Please follow the directions on the sheet:

"How to Enrol at Bayfield High School"

# Appendix 1: Summary Code of Practice for the Pastoral Care of International Students

## *Introduction*

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This booklet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

## *What is the Code?*

The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

## *Who does the Code apply to?*

The Code applies to all education providers in New Zealand with international students enrolled. The Code is mandatory to these providers and must be signed by them.

## *What is an "international student"?*

An "international student" is a foreign student studying in New Zealand.

## *How can I get a copy of the Code?*

You can request a copy of the Code from your New Zealand education provider. The Code is also available online from [www.nzqa.govt.nz/providers-partners/education-code-of-practice/](http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/)

## *How do I know if an education provider has signed the Code?*

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This is available online from [www.nzqa.govt.nz/providers-partners/education-code-of-practice/](http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/) If the education provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

## *What do I do if something goes wrong?*

If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint

## **What to do if you have a complaint**

When you come to New Zealand as an international student or a parent of an international student you can expect to receive a high standard of education, and to feel safe and well cared for while you live and study here.

If you have a complaint, it is important that you go through the right steps.

## **Here are the steps you must follow**

### **Ask your education provider to resolve your complaint**

Your education provider is your first point of contact for any complaint you have, including any complaint about the agents your provider uses.

They must have a complaints process in place for you to go through, and they must tell you what that process is. Follow that process to see if your complaint can be resolved by your provider.

### **If your complaint is not resolved – contact NZQA**

If your education provider has not resolved your complaint, and you still wish to have it resolved, then you can contact NZQA. NZQA is a government organisation. They can provide an independent assessment of your complaint and will either investigate your concerns or advise you what you can do next.

You can submit your complaint query on the NZQA website, or send an email to [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz)

If you need more information on the complaints process, contact NZQA on 0800 697 296.

### **Or – if it is a financial dispute – you can contact iStudent Complaints**

iStudent Complaints is available to help you resolve financial or contractual disputes with your education provider. There is no cost to you for this service.

iStudent Complaints is an independent service with experience in helping people to resolve disputes. You can contact iStudent Complaints on 0800 00 66 75.