

Papatoetoe High School



PROSPECTUS

for International Students

International Students

Papatoetoe High School welcomes the opportunity to enrol international students keen to gain a New Zealand educational experience and New Zealand secondary school qualifications.

Papatoetoe High School is a school with proud traditions where priority is placed on meeting the individual learning needs of all of our students. We believe this is achieved through having a well balanced curriculum, excellent staff and facilities and a school-wide commitment to high standards and expectations. Our curriculum is designed to offer a broad base to our year 09 and 10 students so that they can discover and develop those subjects they enjoy and in which they show potential. Senior students are able to choose from a wide variety of subjects, including a number of vocational courses, and to study towards national qualifications. The school is very proud of the excellent achievement of our students in examinations and of their ongoing academic successes as they move into tertiary study.

International students have full access to our comprehensive curriculum and are encouraged to integrate into all aspects of school life in the same manner as our resident students. The school has excellent, modern facilities and places a strong emphasis on students gaining advanced digital technology skills that assist them in all areas of their learning.

Papatoetoe High School is a signatory to the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the code are available on request from this institution or from the New Zealand Qualification Authority website at <http://www.nzqa.govt.nz>.

The latest Education Review Office report on Papatoetoe High School stated:

“Papatoetoe High School provides high quality educational programmes and pastoral care for its international students. Students receive very good language support, achieve academic success and are involved in many aspects of school life.”

This prospectus provides necessary information about study in New Zealand, and particularly at Papatoetoe High School.

P R Gall, BSc, PGDipEdL.
PRINCIPAL



Studying at Secondary School in New Zealand

New Zealand is recognised internationally as having a high quality education system and is a safe, friendly country with a stable political system.

The New Zealand Secondary School System

Secondary schools cater for students from age 13 to age 18. There are five year levels of study available:

- 1st year of secondary school (age 13/14) year 9
- 2nd year of secondary school (age 14/15) year 10
- 3rd year of secondary school (age 15/16) year 11
- 4th year of secondary school (age 16/17) year 12
- 5th year of secondary school (age 17/18) year 13

Students in years 11, 12 and 13 are able to sit national examinations that are a requirement for entry into university or other tertiary organisations.

Students in years 11 and 13 typically study five subjects per year. Our year 12 students study six subjects.

State (government) schools are monitored and reviewed on a regular basis by government agencies to ensure that a consistent, high quality education is provided across all schools.

The School Year

The New Zealand school year starts in early February and consists of four school terms of approximately ten weeks each.

Immigration Requirements

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>

Health and Travel Insurance

It is a requirement of Immigration New Zealand that international students have appropriate and current medical insurance while holding a valid study visa in New Zealand for the duration of the study New Zealand. The insurance policy must be compliant with the New Zealand Qualification Authority Code of Practice requirements and be approved by Papatoetoe High School. Papatoetoe High School can arrange insurance on your behalf with Southern Cross. Please see www.internationalstudent.co.nz for policy details. The cost of this will be included in your invoice.

Digne lampada tradas. Be worthy to carry the torch.



Studying at Papatoetoe High School

International students have full access to the conventional secondary school curriculum offered at the school and are fully integrated into our normal school programme. There are opportunities for some students to study non-conventional tertiary courses and these would normally cost international students an extra fee.

The Curriculum

The curriculum offered at the school is comprehensive and diverse. In years 9 and 10 the curriculum is based on the seven essential learning areas of the New Zealand Curriculum. A wide range of options exists for students in years 11,12 and 13, and multi-level study is also available. Details of the curriculum offered at the school are best accessed from our website – www.papatoetoehigh.school.nz. Placement in a year level does not depend on age, but on student's academic capability.

English Ability

As all teaching is in English, it is important for potential international students to show that they have some proficiency in this language. English language support is available but the school reserves the right to decline an application if the prospective student's English language ability is not sufficient to access the curriculum.

Uniform

Students in years 9-12 must wear a school uniform as detailed in the school Prospectus and on our website – www.papatoetoehigh.school.nz. Year 13 students have no uniform, but certain guidelines exist for what can be worn.

The School Day

The school day is divided into five 60-minute lessons. In years 11-13 students will normally do four lessons of each subject per week. Students are issued with a timetable that details which rooms the lessons are in and who the teacher is. All classes are compulsory and an attendance check is taken each lesson. Students are placed into a form class for administrative purposes. Each form class consists of approximately 27 students from year 9 to year 13, and they meet with their form teacher briefly once a day. Sports, drama, music and cultural group practices normally happen at the end of the school day.

Guidance/Support Services

International students have full access to the school's guidance and support services which include:

- ◆ director of international students homestay coordinator
- ◆ student advisor
- ◆ careers advisor (includes providing advice on university study)
- ◆ school nurse
- ◆ deans—two deans work with each house and provide advice and guidance on courses
- ◆ senior leadership team
- ◆ form teacher
- ◆ academic mentor—to assist students with goal setting and mentoring their performance throughout the year.

Facilities

International students have access to all facilities at the school designated for student use and curriculum delivery. The school has an extensive computer network with over 500 computers available for student use. All students are able to access the internet via our WiFi system and are able to use their own devices (smartphone, tablet, iPad, etc).

Orientation

In their first week at school international students are in the care of the director of international students and homestay coordinator, who will confirm courses of study with the relevant deans, introduce the student to their various teachers, and give them a guided tour of the school campus.

Grievance Procedures

The director of international students is the contact person for students who have a grievance or complaint. The school has a standard policy detailing procedures for complaints. International students are able to appeal decisions made against them to the International Education Appeal Authority.

Discipline

International students are to comply with our school rules exactly the same as our resident students. An international student may be withdrawn from the school under the following circumstances:

- ◆ committing an act of gross misconduct
- ◆ continual disobedience
- ◆ poor attendance

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The Curriculum

Year 09

Compulsory

English, Mathematics, Science, Social Studies, Technology, Physical Education, Health, Music (½ year), Language, Information Technology, Art (½ year).

Note:

- 1 Technology is divided into three modules [hard materials with graphics or soft materials with graphics (2 terms), food technology (1 term), information technology (1 term)].
- 2 Languages offered are French, Japanese, Maori and Samoan which run as full year courses.
- 3 A homeroom class exists for those students who require special support in most curriculum areas.

Year 10

Compulsory

English, mathematics, social studies, information technology, physical education & health, technology (refer to options), language, science, the arts (refer to options).

Options

Students must study a total of four options. They choose one option from categories A, B and D plus one other which can come from any of the four categories.

Year 10 Options

A. Technology Options

Enterprise studies
Graphics
Information technology
Media studies
Technology – food
Technology – hard materials
Technology – soft materials

B. Art Options

Art
Computer art
Music
Drama
Dance

C. Other Options

Accounting
Economics

D. Language Options

French
Japanese
Maori
Samoan
Extra English

Delivery of Curriculum

The timetable involves:

- 24 x one hour periods
- Five periods per day except for Wednesday which has four periods



Year 11 (NCEA Level 1)

Compulsory

English, mathematics, gym, health/financial literacy (½ year each).

Year 11

Options: Students pick 3 options from this list:

Accounting
Art visual
Dance
Drama
Economics
English
French
Geography
Graphics
History
Horticulture
Human biology
Japanese
Mathematics
Media studies
Music
Photography
Physical education
Science
Social studies
Social sciences
Spanish
Technology – fabrics
Technology – food
Technology – information mgmt
Technology – materials
Technology – workshop
Te Reo Maori

Year 12 (NCEA Level 2)

Compulsory

English. All students to take six subjects in year 12.

Year 12

Options

Accounting
Art – digital design
Art – visual
Automotive engineering
Biology
Business
Chemistry
Classical studies
Drama
Economics
Electronics technology
English
Finance
French
Furniture
Geography
Graphics
History
History of art
Horticulture
Hospitality
Human development
Japanese
Law
Mathematics
Media studies
Maori enrichment studies
Music
Photography
Academic physical education
Physics
Science
Social studies
Sports leadership
Technology – apparel
Technology ICT – applications
Technology ICT – introduction
Technology ICT – programming
Technology ICT – solutions
Technology ICT – web design
Technology – materials
Te Reo Maori
Transition
Travel and tourism

Year 13 (NCEA Level 3)

Students are able to take 5 subjects or 4 subjects plus a tutorial. All students take one subject as a double option.

Year 13

Options

Accounting
ASDAN
Automotive engineering
Biology
Business
Chemistry
Classical studies
Design
Drama
Economics
Electronics technology
English
Fashion design
Fine furniture
French
Geography
Graphics
History
History of art
Hospitality
Human development
Japanese
Law
Mathematics
Media studies
Music
Painting
Photography
Academic
Physics
Science
Social studies
Sports leadership
Technology ICT – applications
Technology ICT – programming
Technology ICT – solutions
Technology ICT – web design
Technology – materials
Te Reo Maori
Travel and tourism

Application Procedures

The following is a summary of the application procedures for a place at Papatoetoe High School.

All of the forms are available in our International Students' Prospectus or can be downloaded from the school website – www.papatoetoehigh.school.nz.

1. Complete details on our International Students' Application Form.
2. Prepare supporting documentation
 - i. Letter of introduction.
 - ii. Latest school reports.
 - iii. Principal's testimonial.
 - iv. Public examination results (if applicable).
 - v. Supporting evidence of English language ability.

Note: All documentation must be English translations and certified as a copy of an original. Incomplete documentation will delay processing.

3. Completed application form and supporting documentation can be emailed to office@papatoetoehigh.school.nz or sent to:

Director of International Students
Papatoetoe High School
P O Box 23088
Papatoetoe
New Zealand
4. The school will decide whether or not an application is accepted. Factors taken into consideration will include the applicant's suitability for study at the school – eg, English ability, previous school record, age (students over 18 will not be considered) – and the number of places available in our international students' programme.
5. If the school accepts the application a completed Offer of Place letter will be sent to the applicant. This letter will indicate a date by which the offer must be accepted.
6. If the applicant accepts the offer then the tuition fee will need to be paid to the school. A receipt will be issued immediately and this will be required to support the Student Visa Application.
7. The applicant's position at the school will be confirmed on receipt of approval by Immigration that the Student Visa is granted.
8. Insurance details are to be sent on notification of a visa being granted and travel arrangements being confirmed.

On arrival at the school the student is required to complete a school enrolment form.

Accommodation

There are three accommodation arrangement options available for international students who attend our school.

1. Living with a designated caregiver as arranged by the parents.
2. Homestays arranged for the student by the school.
3. Parents living with the student.

1. Designated Caregivers

Where parents have arranged accommodation with a close family friend or relative in New Zealand then the Statement of Designated Caregiver Arrangements form needs to be completed.

2. Homestays

The school is able to arrange homestay accommodation. The school appoints a homestay coordinator and they have a responsibility for the school's compliance with the International Student Homestay Guidelines as produced by the Ministry of Education. Their tasks include:

- i. Checking on the suitability of homestay families, including obtaining a police vet.
- ii. Introducing students to their homestay families.
- iii. Providing an orientation programme for students.
- iv. Liaising with students and their homestay families on a regular basis.

Accommodation Costs

Weekly accommodation cost includes room, all meals and laundry facilities but does not include transport costs and internet usage. If the school arranges the homestay there is an initial placement fee.

1. If the student moves out of the homestay before the end of the contract the portion of homestay fees not already used will be returned. The homestay arrangement fee cannot be refunded.
2. To have homestay fees returned, the student must write to the board of trustees giving two weeks' notice, or pay two weeks' fees in lieu of notice.
3. If the student cancels their homestay contract before moving into the homestay, fees will be refunded in full less the homestay arrangement fee.

Fees and Costs

1. Tuition Fees

The tuition fee covers all tuition at the school, including access to the library, computer network and borrowing of textbooks.

The fee does not cover:

- ◆ stationery use
- ◆ school uniform for year 9-12 students
- ◆ costs of school trips
- ◆ national examination entry fees

2. Enrolment Fee

3. Homestay Placement Fee

There is an initial placement fee for those students who use the school's services to locate a homestay.

4. Other Expenses

In addition to accommodation expenses students should allow for costs of incidentals such as transport costs (buses/trains), entertainment (cinema etc) and snacks.

5. Payment of Fees

All fees are payable once an Offer of Place is issued by the school.

Accommodation fees are paid directly to the school for the year and are then paid fortnightly to the homestay family by automatic bank transfer.

6. Refunds

- a. If a student withdraws from their course of study before the course completion date they may be eligible for a refund of school fees.
- b. An application for refund of fees must be made in writing. The student must write to the board of trustees explaining why they have withdrawn from the course and the reasons for seeking a refund.
- c. A full refund, less the administration fee, will be made if the student is not granted a visa.
- d. If the application is made before the start of the course, fees will be refunded in full less an administration charge to cover costs incurred by the school.
- e. If the application is made after the start of the course, but before the second half of the course, fees will be refunded less:
 - ◆ An administration charge.
 - ◆ 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.

- f. If the application is made after the second half of the course, no refund will be made except in exceptional circumstances.
- g. No refund will be made to a student who is expelled from the school by the board of trustees or has breached the tuition or homestay agreements.
- h. No refund will be made to a student enrolled at the school prior to 1st March who becomes a permanent resident after 1st March (in any year).
- i. Apart from exceptional circumstances, no refund will be given to students who transfer to another New Zealand school.

7. Insurance

All international students who attend the school must be covered by suitable medical and personal loss insurance for the time they are in the country. The school will assist students and families with their insurance needs if requested.



The school philosophy is summed up in its motto 'Digne Lampada Tradas' - "worthy to hand on the torch" and refers to the emphasis we place on developing pride, teamwork and a tradition of excellence.

Our school motto (Latin) refers to an essential aspect of the life of the ancient Greeks who believed in perfection of mind and body. At the Athenian Games, the most prestigious event was the torch relay race, which consisted of keeping the torch burning and handing it, still lit, to the next runner. Selection to be a torch bearer and member of the relay team was very competitive and, indeed, a high honour.

A modern day parallel is the Torch Relay that precedes the Olympic Games. People who carry the Olympic flame are chosen because of the excellent contribution they have made in their chosen field of endeavour, to their communities and to their country.



Our aim is for all members of our school to eventually leave us as fully participative members of the community through 'living the values of our school'. Their learning journey will empower them with access to suitable qualifications, a desire to continue their learning and the ability and willingness to 'hand on the torch' to those who follow.



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