

Takapuna Normal
Intermediate School

Te Kura Waenga
Whakangungu o Takapuna



International
Baccalaureate

TAKAPUNA NORMAL INTERMEDIATE SCHOOL

International Learners Guide

Information and Guidelines for Parents and Learners



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WELCOME

from the Senior Leadership Team



(l-r) Deputy Principal Andrew Milne, Deputy Principal Sandy Harford, Principal Zane Wilson, Assistant Principal Mike Morgan

Tēna koutou

We are very proud of the high-quality teaching and learning that we offer at our school with many opportunities for our learners to learn, achieve and succeed academically, socially, culturally and in sports.

Being a diverse and inclusive community we offer both the New Zealand Curriculum and the International Baccalaureate Primary Years Programme (PYP), which are highly compatible in terms of learner intentions, themes, concepts, attitudes and values.

TNIS provides opportunities for adolescent learners to experience personal growth and develop the skills and attributes they will need as communicators, creators and contributors. Our learners and staff work collaboratively to achieve personal bests and make connections in their own and the global community.

Our committed and talented staff ensure that we offer a future focused curriculum that is personalised, innovative and offers opportunities for tamariki to develop confidence in their learning and personal lives.

We look forward to working together.

**Ehara taku toa i te toa takitahi, engari he toa takitini
My success is not my own, but from many others**

ENROLMENT

Pre-enrolment information

Check the available age range

School age in 2026		School age in 2027	
Year 7	1 May 2014 – 1 May 2015	Year 7	1 May 2015 – 1 May 2016
Year 8	1 May 2013 – 1 May 2014	Year 8	1 May 2014 – 1 May 2015

Immigration

An international student may study in New Zealand for up to three months in any 12 month period with a Visitors Visa. A Student Visa is necessary to study for a period greater than three months.

Where a student is staying with their parents during their stay, it is required that the parent present their passport and visa to the school for our records. (Guardian Visa).

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

Accident insurance (ACC)

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 related costs. Further information can be viewed on the ACC website at <http://acc.co.nz>.

Medical and travel insurance

As per the clause 16 (5) of the Code of Practice for International students, all international students must have appropriate insurance covering:

- the student's travel – to and from NZ; and within NZ; and if the travel is part of the course, outside NZ
- medical care in NZ, including diagnosis, prescription, surgery, and hospitalisation
- repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation
- death of the student, including cover of travel costs of family members to and from NZ; and costs of repatriation or expatriation of the body; and funeral expenses.

Application requirements and procedures

Before you complete any application and enrolment forms, please read the following Guide carefully. Signing the Enrolment Contract represents that you have read and understood the provisions in the document.

The documents you need to prepare

- Enrolment contract
- Passport (student and parent/s)
- Current student visa/permit
- Copies of recent two school reports with verified English translation
- Medical and travel insurance policy
- Immunisation/health checklist including vaccination record from home country
- Completed Designated Caregivers Indemnity form (if applicable)
- Information on any medical conditions or learning difficulties (if applicable)

Once an application has been received

- Documents are checked and assessed
- An interview with student and parent/caregiver takes place
- An offer of place and an invoice for tuition fees are issued

Permanent Residency/Domestic Student Visa

Parents/guardians are required to advise the school upon enrolment or anytime thereafter if they are applying for Permanent Residency or any other visa that will result in a change of Visa Status for the student. This eventual change in student status requires official documentation, such as a visa or letter from Immigration to be shown to the school.

Accommodation

The school will accept International Students who are living with at least one of their parents in New Zealand, or those who have a Designated Caregiver (application form required). Parents/Caregivers must advise the school of a new address, mobile numbers, and email address before the change takes place. The student and/or parents will also advise the school immediately of any change in type of accommodation (e.g. a change from living with parents to living with a designated caregiver) and any change in the contact details of the student and/or parents. **Parents and caregivers are not to leave the student to travel overseas or with other caregivers unless they check with the school. Failure to act may result in a termination of enrolment.**

MONEY MATTERS

Learner fees and associated costs

All fees are in New Zealand dollars and inclusive of 15% GST. Effective from 1 May 2023.

Enrolment period	Tuition fee <i>*includes education levy, stationery, school event buses, online learning programs, Yearbook</i>	Administration fee <i>(non-refundable)</i>	Total
4 terms (full school year)	\$15,640	\$1,000 (non-refundable)	\$16,640
3 terms	\$11,730	\$1,000 (non-refundable)	\$12,730
2 terms	\$7,820	\$1,000 (non-refundable)	\$8,820
1 term	\$3,910	\$1,000 (non-refundable)	\$4,910

NOTE: No additional admin fee for the following year or extension of the enrolment.

Fees for group learners	Please contact the International Director (studynz@tnis.school.nz)
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If the learner stays with a designated caregiver

Designated caregiver administration fees	\$345 (non-refundable) <i>When a student stays with a Designated Caregiver, a supervision fee will be charged to guarantee the School's supervision of the student's safety and wellbeing and cover the cost for the School to assess, approve and supervise the student's accommodation situation.</i>
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Additional fees

EOTC/Camp	\$200 (approximate price, payable in NZ)
Uniform	\$330 (approximately, depending on number of items purchased)
Extra-curricular activities	\$200 (estimate depending on the activity. Sport/dance/music varies depending on choice. Please enquire for specifics.)

NOTE: Prices may be subject to change.

Re-enrolment

Learners are required to re-enrol for the following year by 30 September.

Refund conditions

Requests for a refund of international student fees

You can apply for a refund according to our refund policy. The full refund policy is provided with your application consent document and also can be found on the school's website.

Refund policy summary

Requests for a refund of international student fees

1. The School will consider all requests for a refund of international student fees. Requests should be made in writing to the School as soon as possible after the circumstances leading to a request. All refunds will be settled under the terms of this policy unless otherwise agreed by the School.
2. A request for a refund should provide the following information to the School:
 - a. The name of the student
 - b. The circumstances of the request
 - c. The amount of refund requested
 - d. The name of the person requesting the refund
 - e. The name of the person who paid the fees
 - f. The bank account details to receive any eligible refund including bank address and swift code where relevant
 - g. Any relevant supporting documentation such as receipts or invoice

Non-refundable fees

3. The School is unable to refund some fees. The following fees relate to expenses that the School may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:
 - a. **Administration fee:** Administration fees meet the cost of processing an international student application. Administration fees exist whether an application is accepted or not, or whether a Student remains enrolled after an application is accepted.
 - b. **Withdrawal administration fee:** A withdrawal charge of administration fee \$1,000.
 - c. **Designated Caregiver admin fee:** When a student stays with a Designated Caregiver, a supervision fee will be charged to guarantee the School's supervision of the student's safety and wellbeing, and to cover the cost for the School to assess, approve and supervise the student's accommodation situation.
 - d. **Portion of unused tuition fees:** The School may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the School and may vary.
 - e. **Any payment made to agents** in the form of a commission.

STUDENT PROGRAMMES

Curriculum programme

Takapuna Normal Intermediate focuses on **holistic education – emotionally, intellectually, socially and personally**. If required, international students will receive extra support from the ESOL faculty. This support is intensive small group English tuition several times a week until they can work independently within the classroom. The MLS teacher liaises closely with the classroom teacher to ensure that the student is settled, and progressing with English and the school curriculum, and to give support and assistance as required. They are also supported by Teacher Assistants and attend the Literacy Support programme.

TNIS curriculum outline

<u>TNIS curriculum</u>	TNIS teaches the New Zealand Curriculum. This is supported by the International Baccalaureate Primary Years Programme. It is an interdisciplinary and integrated approach to teaching, rather than a single subject, which ensures that all courses are balanced and include the following elements. – English – Mathematics – Technology – Languages / Te Reo Māori – Social Science – Health & Physical Education – Science
Specialist learning	– Science – Visual Art – Food Tech – Performance Art – STEAM (Science, Technology, Engineering, Art and Math) – Material Tech
Academic reporting	Reports are sent to parents twice a year by email with information on all achievements at school, academic attitude and effort, and participation in school activities (mid-year and end of year report). For any other advice or questions about your child's learning, please feel free to contact the classroom teacher or the International Director.

Groups and opportunities

There are more than 30 [extra-curricular opportunities](#) at TNIS. As long as you can manage your time well, you can choose to participate in any number of them. By finding a variety of activities that suit your interests and talents, you will make friends and improve your English quickly, making your school life more lively and enjoyable.

Each activity has different timetables and may have different fees, so please check the school website for more information or contact your International Director after enrolment.

Music tuition 30 min lessons with private tutors during the school day	– Piano – Keyboard – Violin – Guitar	– Bass – Singing (voice) – Trumpet/Trombone – Ukulele
Performance groups	– Orchestra – Jazz band – Pop/rock band – String group	– Choir – Dance troupe (contemporary/lyrical) – Dance crew (for fun)
Academic groups	– Kids Lit Quiz – Science badges – Toi Toi writing	
Cultural groups	– Pasifika Group – Te Reo Extension – Kapa Haka	
Sports groups	– Basketball – Water polo – Zone days – Chess Club – Netball – Touch rugby	– Sports camp – HEMA Fencing – Hockey – Badminton – Table tennis – NZAIMS
Design groups	– EPro8 Challenge – Brush & Beyond – Makerspace	– Techstyles – Art Extension (Year 8) – Chef Extension
Service groups and leadership	– EPIC Enviro & EPIC Enviro Leaders – Cultural Leaders	– Health & Wellbeing Leaders – Photographers Group – Sports Leaders

Orientation programme

International students are provided with a supportive orientation process. This starts with the Pre-departure Booklet we are sending you four weeks prior starting school.

The First Day Orientation is mandatory for both parents and learners. On the student's first day, he/she will be met by the International Student Director and will have an Orientation. It will include school tours, rules and regulations, timetables, support and resources available. It is also about school communication apps and many practical information to settle down smoothly.

All students will be mainstreamed with an allocated language buddy who will assist with settling them into class routines and help them to blend in over the first few days.

The student will be assessed by the ESOL teacher or Teachers' Assistant in each team. The International Student Director will continue to monitor the student during the first few weeks while the student settles into the class and the school. The Director will also be available for support of the students, the classroom teacher, and the Parents/Caregiver. Once the initial period is over, the International Director will continue to monitor the student and his/her progress through informal meetings, ESOL classes.

Parents/Caregivers and students need to know that Takapuna Normal Intermediate School has an 'Open Door' policy. At any time they may make an appointment to see the classroom teacher, MLS teacher or the International Director to discuss any queries or concerns. Translators will be made available where necessary. These may be another student or an adult, depending upon the situation and the requirements.

Student support services

The following staff members are available for assistance, support, and emergencies:

- **International Student Director** – Sophia Yang (Korean, Japanese, Mandarin)
- **International Communications Co-ordinator** – Lillian Ku (Mandarin, Japanese)
- **Telephone:** +64 9 489 3940 option 5 / 24-hour emergency contact
- **Email:** studynz@tnis.school.nz

EXPECTATIONS & RESOLUTIONS

Behaviour management

We believe that there are rights and responsibilities involved in being part of Takapuna Normal Intermediate School where the right to feel safe, the right to learn and teach and the right to be treated with respect and dignity are most important.

Please be familiar with the School Rules in **Appendix 1** before signing the Contract of Enrolment.

Online publication of student images/work

The school uses a range of learning technologies to enhance student learning. These include email, Google Classroom, and the internet. From time to time we publish on the school's website (www.tnis.school.nz) as well as Facebook, some material for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork, images of students and groups of students in activities at the school. Images of students may include scanned, digital, or video images of them taking part in school or class activities.

Please read the Agreement in **Appendix 2** before signing the Contract of Enrolment.

Computer and internet use agreement

What device to buy

We ask that your child bring a Chromebook to TNIS to support them with their classroom learning. Chromebooks are relatively cheap (approximately \$400NZD), durable, have a battery that will last all day and are designed to work perfectly with the "Google for Education" account each learner receives to do their school work.

Why a Chromebook?

Chromebooks are the best option for protecting your child's online safety and ensuring that the Hapara Classroom Management Software operates effectively. This is not true of other devices that run on Windows or Apple operating systems, and their purchase can allow learners to bypass safety features with far greater ease. Simply put, there is no need for more expensive devices. **Tablets or iPads are not recommended for TNIS as they are not compatible with "Google for Education" and often contain apps or games that can be distracting.**

Device use

The Digital Device and Internet Usage Agreement applies to all students. The student is responsible for their IT use and while the school will do its best to restrict student access to offensive/dangerous or illegal material on the internet, or through email, it is the responsibility of the student to have no involvement with such material.

Please read the Agreement in **Appendix 3** before signing the Contract of Enrolment.

What to do if you have a problem

Complaints and concerns

Students and parents may experience problems and difficulties in adjusting to a new school and life in New Zealand. TNIS undertakes to treat all complaints raised by students and parents seriously (including problems with other students). If there is a problem, in the first instance, please talk with your son or daughter's teacher. If the issue has not been dealt with to your satisfaction please make an appointment at the school office to speak with the International Student Director.

If you have seen the appropriate persons but the issue has not been solved, then we will escalate to a meeting with the Principal.

If you are still not satisfied then you can contact NZQA or Studycomplaints (details below).



Dispute Resolution Scheme

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 any further.

What if my issue is still not resolved?

If you have a complaint about TNIS, you can contact the New Zealand Qualifications Authority (NZQA) by phone on 0800 697 296 or online [International Student's dispute](#). Or, you can contact 0800 006 675.

More information is available on the Study Complaints website: studycomplaints.org.nz.

APPENDIX 1

School expectations of care and responsibility

A culture of care supports the mana of all individuals in the school community. Schools that create a culture of care, recognise the importance of preserving the mana and integrity of all members of the school community. Developing a culture of care creates a sense of unity and inclusiveness characterised by mutual trust and respect. A school that fosters a culture of care celebrates diversity.

**Manaakitia te tangata, ahakoa ko wai, ahakoa no hea.
Treat people respectfully, irrespective of who they are
and where they come from.**

Rationale

The staff at Takapuna Normal Intermediate School create a school environment that is positive and safe for both staff and learners, in which excellence in all areas is fostered.

These expectations enable learners to:

- Take responsibility for themselves in the classroom and the playground
- Interact positively with others
- Experience a safe and positive environment to achieve their potential

These expectations enable teachers to:

- Teach in a positive learning environment
- Have positive relationships with their learners

Consistency is key to this plan

We believe that there are rights and responsibilities involved in being part of Takapuna Normal Intermediate School where the right to feel safe, the right to learn and teach and the right to be treated with respect and dignity are most important.

These expectations enable parents to:

- Work in partnership with the school to support learners
- Understand that the school expectations of care and responsibility are consistent and fair for everyone
- Understand that everyone (teachers, learners and parents) is accountable for their actions

It is important that:

- School expectations of care and responsibility are clear
- Positive behaviour is acknowledged regularly
- Consequences and actions are developed collaboratively

Information about the School Expectations of Care and Responsibility is available:

- On the school website
- In the School Prospectus
- From any staff member

At TNIS we believe in a positive culture, where everybody cares for each other and takes responsibility for their actions. Wherever possible, we will make a collaborative plan to resolve any issues and move forward together. We believe in a strengths-based approach when helping our learners to understand where they need to make changes.

School expectations of care and responsibility

At Takapuna Normal Intermediate School, a high standard of personal conduct is expected at all times.

The following qualities are valued – inclusion, integrity, honesty, self-reflection, connection, respect, understanding and appreciation for self and others.

To achieve the above it is necessary to set the following expectations.

1. Personal conduct

- We speak positively about others and ask politely
- We respect each others' personal space
- We use our devices safely, carefully and respectfully for learning
- We include others during our classroom and break times
- We treat everyone's personal property and the school property with respect
- We dispose of our rubbish correctly

- We use language that is kind
- We respond to requests from adults quickly and positively
- We take ownership and responsibility for our actions
- We look out for others and seek help when it is needed
- We represent our school positively

2. Moving around the school safely

- We walk inside all classrooms and hallways
- We take care when running around buildings
- We only use areas that are permitted
- We must have an adult's permission to leave a classroom

3. Bringing items from home to school

- We only bring items to school that are necessary and safe for learning and extra-curricular activities
- Money and any items of value should be handed into the teacher to be locked away or to the Office for safe-keeping

4. School uniform

- We wear our uniform correctly
- We bring our PE uniform to school for PE, fitness and sports practices
- Shoes are plain black, can have white soles but do not have coloured logos or stitching
- Socks are navy blue or black and can be any length
- We only wear the TNIS school jacket during the school day but can wear our own jacket to and from school
- Hair that is shoulder length is tied up
- Small plain earrings are the only jewellery we wear at school
- Jewellery of religious or cultural significance will be allowed on a case-by-case basis
- School bucket hats or caps should be worn every time we go outside in Term 1 and Term 4 so that we are sun-wise

5. Phones and smart watches

- We only use our phones and smart watches before the first bell and after 3 pm
- Our phones and smart watches are turned off or switched to 'flight mode' during the day
- We hand our phone or smart watch in at 8.45 am to be secured in a locked place
- With teacher permission, we can use our phones to record learning during class time, by taking photos and video

SCHOOL EXPECTATIONS OF CARE AND RESPONSIBILITY ACKNOWLEDGED BY STUDENTS AND PARENTS/CAREGIVERS WHEN ENROLLING AT TNIS



Stop Bully Email Address

At TNIS we encourage all students to take action when they experience bullying or observe their friends being bullied.

Students can email stopbully@tnis.school.nz.

These emails are actioned by members of the Senior Leadership Team and they will make enquiries and take action to support students who are being bullied. Our school bullying poster is also displayed in each classroom.

APPENDIX 2

Online publication of student images/work

The school uses a range of learning technologies to enhance student learning. These include electronic mail (email), the KnowledgeNET and the internet. From time to time, we publish on the school's internet website www.tnis.school.nz and Facebook material for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community.

This may include examples of students' schoolwork, images of students and groups of students in activities at the school. Images of students may include scanned, digital, or video images of them taking part in school or class activities.

Purpose

There are three main reasons the school publishes student material online:

1. To educate the student in accordance with the national curriculum, including the role and use of technology in society.
2. To encourage the student to be part of and participate in the school community.
3. To promote the school in the wider community.

Guidelines

1. The school will publish the material only on its own website www.tnis.school.nz and New Zealand based websites endorsed by the Ministry of Education.
2. The school acknowledges that it cannot control who accesses the website on which students' images or material is published or the copying, by visitors to these websites, of images of the students and their work.
3. The school will identify students on the websites only by their first name and year at school. Students' surnames, home addresses, and telephone numbers will not be available on the websites.
4. The school will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties. All the student material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors.
5. The school has a designated privacy officer who is available to answer any enquiries from parents or students about the operation of the school's policy for the online publication of student images and work.

Enquiries

The school welcomes any enquiry from parents or students about the operation of this policy. The school's privacy officer is: Charlotte Crampsie, email: office@tnis.school.nz.

By signing the International Student Application form a parent authorises Takapuna Normal Intermediate School to publish images of the student on the Internet, as well as any work that he or she may create at school, in strict compliance with the school's policy on the online publication of student images and student work and the associated guidelines. You can withdraw consent by giving notice to the school.

APPENDIX 3

Digital devices and internet use agreement – student

Terms and conditions

I understand that I need to be responsible for privacy and security:

- I will not give anyone on the internet information about myself or anyone else. This includes addresses, Phone numbers, photographs and /or credit card information.
- I will tell a teacher if I come across a virus or security problem.
- I will keep my password private and not share password information with anyone else.
- I will not access or damage files belonging to any other school network user.
- I will respect the privacy of other school network users.

I understand that:

- The only purpose for school computers and other information technology resources is to support teaching and classroom learning. Games will only be allowed when supervised by an authorised staff member, and even then they should be of an educational nature.
- TNIS will do its best to keep me safe online. The school operates security and content filtering systems in order to achieve this. However, these systems cannot protect me from any harm that could occur should I choose to divulge my personal information to an unknown party (refer to section above).
- I am not permitted to access, download, store or distribute material that is offensive (eg pornographic), dangerous, inappropriate, or illegal. This applies on both school owned and student owned devices.
- I am not permitted to send any messages that are offensive, dangerous, inappropriate, or illegal.
- TNIS reserves the right to deny students the use of digital devices at school should any misuse occur.
- TNIS may audit any digital device (including those owned by the student) at any time.
- My activity on the school network and internet is monitored and logged by the school
- During morning tea and lunchtime students are not allowed to use their digital devices in the classrooms, outside, or any other common areas in the school unless directly supervised by a teacher.

After reading through the rules above the Student when enrolled at TNIS agrees to:

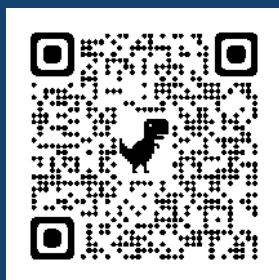
- Take care of all technology resources, such as Computers/laptops and audio/visual equipment.
- Respect the Copyright of software or digital content that prohibits copying. I will take care not to scan or display graphics, record or play sounds, or type messages that could cause offence to others.
- Use only School approved software on school owned computers.
- Be considerate and courteous towards other computer users. eg to not take advantage of someone who has accidentally left a computer logged into their account.
- Share available school equipment when required.
- Be careful not to waste computer related resources such as paper, etc.
- Avoid disruption of any computer or network. I will not tamper with any school technology equipment.
- Remove immediately from the screen any material that would not be allowed at school that I may accidentally come across, and tell the teacher right away.
- Label my own digital device with full name and room number. Parents/caregivers/students must take responsibility for insurance of their own devices and the prevention of theft or damage to the device. During school time, locking and safekeeping will be available.

Student: The student understands and will abide by the agreement and accepts that if they violate any of the above terms and conditions, that school disciplinary action and/or legal action may be taken.

Parent/caregiver: By signing the International Student Application form the Parent/Caregivers confirm that they have read and understood the terms and conditions for internet access at TNIS. It is also understood that at times it may be impossible for TNIS to restrict access to all inappropriate materials and the school and staff can not be held responsible for any material acquired on the network.

Access to this service may be denied if the terms and conditions of the agreement are breached.

DIGITAL DEVICES AND INTERNET USE AGREEMENT – STUDENT ACKNOWLEDGED BY LEARNERS AND PARENTS/CAREGIVERS WHEN ENROLLING AT TNIS



www.tnis.school.nz