

MOTUEKA HIGH SCHOOL

INTERNATIONAL STUDENT PROSPECTUS



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HOW TO APPLY TO ATTEND MOTUEKA HIGH SCHOOL AND OBTAIN A STUDENT VISA

Step 1

Complete the registration form (also on this web-site) and send this by air-mail plus appropriate verified documentation, a photograph and application fee.

Step 2

Your application will be assessed according to Admission Requirements and, if successful, you will be offered a place which may be conditional on NZ-based assessment. If you are unsuccessful you will also be notified.

Step 3

You should accept the offer in writing and send the first year's tuition fees.

Step 4

You will be sent a receipt for your fees, an assurance that accommodation will be arranged and information necessary for you to obtain a Student Visa (see Step 6).

Step 5

HEALTH AND TRAVEL INSURANCE: Most 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
- ❖ The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. We strongly recommend that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand.

All students will be required to take insurance with Unicare which guarantees under Section B Additional Expenses, Section 4 1(d) cover for students due to "the unforeseen insolvency, regulatory closure or withdrawal of accreditation of any education provider". This policy also provides an extensive travel and medical cover (see appendix 1).

Step 6

Apply for your visa.

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>

NB: If your course of study is less than three months, a visitor's visa may be sufficient.

Step 7

Copies of student visa and passport must be presented on arrival at the school

CODE: Motueka High 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 from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

ADMISSION REQUIREMENTS

Motueka High School has a proud history of academic excellence, extracurricular activities and high standards of behaviour. International students are selected on both academic and personal standards.

ENGLISH LANGUAGE REQUIREMENTS

Intensive English language courses are offered to students with limited English. A full assessment is made on arrival to determine class level and the number of hours of English a student needs and an individual study programme is prepared.

The school reserves the right to place the student in appropriate courses based on the student's competency in English

For senior academic courses, students must satisfy the Motueka High School English Language requirements. Students are required to prove that they are sufficiently proficient in English to undertake their proposed course of study (TOEFL or IELTS) or supply proof of other appropriate qualifications.

All students must supply appropriate educational qualifications and reports from their school which satisfy both New Zealand and Motueka High School standards and requirements. The student must also supply a personal character reference (not from their current school).

CONDITIONS OF ACCEPTANCE

Each application is individually considered.

On entry to the school, all students and parents are asked to sign a contract with Motueka High School and are placed on a one-month trial. Failure to comply with the contract may mean a student's place is terminated.

On arrival in Motueka students will participate in an Orientation Programme which is designed to introduce them to the New Zealand way of life, to Motueka and District and to the school. This programme will help students familiarise themselves with their new surroundings and to attend to the personal business of banking, shopping and preparing for school under adult guidance.

PROGRAMMES OF STUDY

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

When a student to whom English is a second language first arrives at Motueka High School, he/she is referred to the International Students' Department for assessment and an individual study programme is prepared for them.

Some students with limited English may spend most of their time at first studying English, but all students are placed in a form class and are usually mainstreamed into Mathematics, Science and Physical Education as soon as possible. As their level of understanding improves, they will gradually be placed in regular classes and given any class support and extra assistance if it is needed. All international students continue learning English during their time at Motueka High School and ongoing assistance is available right through to Year 13.

A percentage of students may sit the Pitmans ESOL examinations and thus gain an internationally recognised certificate during their time at Motueka High School.

Careful selection of subjects is very important and guidance and advice is given to all students. Some subjects are heavily language oriented and students often find them more difficult in their first year at High School. Students may also find that they cannot take subjects at a senior level if they have not studied them previously. Most importantly, they must look ahead to the tertiary course they wish to study in order to choose appropriate subjects which may be a prerequisite for certain courses.

Reports are sent twice yearly to parents of International students. The High School welcomes contact with families and parents and is always happy to discuss any questions or concerns they may have.

All international students become part of the Nelson International Students' Association with students from other Nelson colleges. The Association, run by the students themselves, offers a variety of cultural, social and sporting events during the year and gives the students a chance to meet others from different countries.

GUIDANCE

All staff are involved with the guidance of students at all levels and parents and students must feel free to make contact with an appropriate staff member on a particular matter. In addition to this, all students are assigned to a form group with one staff member (form teacher) being given the specific responsibility for the overall care of students in that group.

As well as the International Student Counsellor, there are Deans at each level who take responsibility for all students at that level. Parents are encouraged to approach the Counsellor or Dean if they have any concerns.

Both the Guidance Counsellor and Careers Adviser provide information, advice and guidance on careers, tertiary education, training courses and subject choice.

CURRICULUM FLOW CHART

Diagrammatic representation of Subject and Course Development Year 9-13 (Form 3-7)

YEAR 9	YEAR 10	YEAR 11	YEAR 12	YEAR 13
ENGLISH	ENGLISH	ENGLISH or ALT ENGLISH	ENGLISH or PRACT ENGLISH	ENGLISH*
Maori	Maori	Maori	Maori	Maori
	Future Problem Solving			
MATHEMATICS	Mathematics	Maths Achievement Standards Maths Unit Standards Applied Maths 1	Mathematics General Mathematics	Maths with Calculus* Maths with Statistics*
SCIENCE	Science	Science NZASE Science NCEA Horticulture	Biology Chemistry Physics Electronics Horticulture	Biology* Chemistry* Physics* Horticulture*
SOCIAL SCIENCE	Social Studies	Geography History Social & Community Studies	Geography History Tourism	Geography* History* Tourism
		Economics Accounting	Economics Accounting	Accounting*
TECHNOLOGY	Technology	Cooking & Food Preparation Food & Nutrition Materials Tech – Wood & Metal Materials Tech – Fabrics Graphics Computer Studies Information Mgmt	Design Tech – Wood & Metal Fabric Tech & Design Graphics Industrial Pathways Computer Studies Information Mgmt	Design Tech – Wood & Metal Fabric Tech & Design Graphics Industrial Pathways Computer Studies Information Mgmt
THE ARTS	The Arts	Art Music Drama	Practical Art Photography Music Drama	Painting* Printmaking* Sculpture* Design* Photography* Music*
PHYSICAL EDUCATION and HEALTH	Phys Ed Health	Phys Ed Lifeskills	Phys Ed Outdoor Ed Transition	Phys Ed* Outdoor Ed & Sport Transition
FRENCH GERMAN	FRENCH GERMAN	By Correspondence: FRENCH GERMAN JAPANESE	By Correspondence: ART HISTORY	By Correspondence: ART HISTORY ECONOMICS
JAPANESE by Correspondence	JAPANESE by Correspondence			

* Denotes course qualifies for Higher School Certificate and Bursary

FEES

An enrolment fee of NZ \$100.00 must be paid on application. This is non-refundable if you decide against coming but is deducted from your school fees if you accept a place here.

The full amount of fees must be received before a place is secured at the High School.

WHAT DO YOUR TUITION FEES INCLUDE?

1. Full Tuition and subject fees
2. Text Books
3. Full study and guidance facilities including an Overseas Student Counsellor
4. Access to all school facilities
5. Additional tuition if required in English language
6. Uniform and a stationery package (should cover full year)
7. Being met at Nelson or Motueka Airport or bus terminal if you advise us in advance of your arrival place and time.

WHAT IS NOT INCLUDED IN YOUR TUITION FEES?

1. Personal requirements
2. Extra-curricular choices (e.g. Senior Ball, sports team involvement, etc)
3. NZ travel costs
4. Meals
5. Accommodation

HOMESTAY ACCOMMODATION** includes board for 46 weeks at NZ \$170 per week including G.S.T. If a student does not require boarding accommodation during the school holiday weeks, a partial refund will be made, with a \$60 per week retainer being paid to the Homestay family.

INSURANCE is a condition of enrolment that all students take out insurance with Unicare. See Appendix 1 for the Unicare Policy.

Please Note: These fees are subject to annual review.

TUITION

Fees for 2005 are:

<u>Tuition</u>	NZ \$ 11,000
(For courses with Outdoor Education or Photography* NZ \$11,500)	
<u>Homestay Accommodation</u> (46 weeks)	NZ \$ 7,820
<u>Insurance</u>	NZ \$ 615
<u>Total</u> – payable in advance	NZ \$ 19,435

LIVING COSTS

General Living Expenses	NZ \$ 2,000
Extra Spending Money (\$20 X 46 weeks)	NZ \$ 920
<u>TOTAL</u>	NZ \$ 22,355

Half-year and single term enrolments may be accepted:

Half-year Tuition	NZ \$ 6,325
Half-year with Outdoor Education or Photography	NZ \$ 6,675
One term	NZ \$ 3,990
Three terms	NZ \$ 9,000

The full amount of fees must be received before a place is secured at the High School

INTERNATIONAL STUDENTS' REFUND POLICY

Refund of Student Fees

The refund policy for fees of overseas students will be based on Section 48(7) of the Education (No 4) Amendment Act 1991. The Principal will act as the agent of the Board of Trustees in establishing the circumstances and the level of the fees to be refunded within the spirit of this policy.

Where at any time a foreign student withdraws from a subject, course or programme at a state school, the Board may refund to the person who paid (in respect of the student's enrolment in the subject, course or programme) the amount of the fees paid (or the sum of any instalments paid in respect of those fees) any amount it thinks appropriate not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts.

- a) The Board's best estimate of the cost to the Board (including the appropriate proportion of the Board's administrative and other general costs and the appropriate proportion of any initial or start-up costs of the subject, course or programme) of providing tuition in the subject, course or programme for 1 student up to that time.
- b) An amount that is in the Board's opinion an appropriate reflection of the use made by 1 student receiving tuition in the subject, course or programme of the Board's capital facilities.
- c) The appropriate proportion of the amount (if any) prescribed under section 4D of this Act for a student receiving tuition at a state school in the subject, course or programme.
- d) All other fees (if any) prescribed by the Board.

In order to be eligible for any refund the student must apply in writing to the Principal setting out the special circumstances of the claim.

In arriving at their decision the Principal will take into consideration the special circumstances of the withdrawing student and:

- a) If the withdrawal is made prior to the student coming to New Zealand a full refund shall be made less **\$550.00** administration fee;
- b) Costs already incurred by the High School;
- c) The salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course
- d) An amount, which covers use of the facilities and the resources to date of withdrawal;
- e) The proportion of the Government levy the school is required to pay.

Other than in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the course. In the case of a full year student, the second half of the course commences on the first school day in July after the holiday break.

No refund will be made to any student who transfers to another school or educational institution or is asked to leave because of misbehaviour, poor attendance or violation of the contract with the school.

Fees Protection Policy

Rationale

The school is required to ensure that all student fees are protected in the event that the school is unable to continue to offer tuition to international students or in the event that a student is required to return home or is transferred to another institution. Motueka High School Board of Trustees guarantees a refund of unspent fees to International students in the unlikely event of the school not being able to deliver its normal programme.

Guidelines

All students attending Motueka High School are required to take insurance with Unicare, which guarantees under Section B Additional Expenses, Section 4 1(d) cover for students due to "the unforeseen insolvency, regulatory closure or withdrawal of accreditation of any education provider". This policy also provides an extensive travel and medical cover. Documentation attached.

NEW ZEALAND STATE EDUCATIONAL SYSTEM

1.....**PRE-SCHOOL**

[Two - four years of age]
Kindergartens
Play Centres

These provide an informal style of education with the aim of preparing children for formal education

2.....**PRIMARY SCHOOLS**

[Five - twelve years of age (approximately)] (Year 1- Year 6)
Basic Primary Schools
New Entrants
Primers 1,2,3 and 4
Standards 1,2,3 and 4

Intermediate Schools (Year 7 and Year 8)
Forms 1 and 2

3.....**SECONDARY SCHOOLS**

[Thirteen - eighteen years of age (approximately)] (Year 9 – Year 13)
(called High Schools, Grammar Schools, Colleges)

All teach much the same programmes - the only difference is in the name)

Year 9 and 10

All students follow a compulsory "core" consisting of English, Mathematics, Science, Social Studies, Physical Education, Art and Music. There will also be some electives (ie choices), differing from one school to another.

Year 11

National Certificate of Educational Achievement (Level 1)

Students study English, Mathematics and Science plus two or three other optional subjects. Most subjects are assessed via approximately 5 to 7 separate topics called Achievement standards. Some are assessed in examinations held in November, and others are assessed through work completed during the year. Students are graded *Not Achieved*, *Achieved*, *Merit* or *Excellence* to each Achievement Standard.

Year 12

National Certificate of Educational Achievement (Level 2)

All students do English and choose four or five other subjects.

Most subjects are assessed against Achievement Standards or Unit Standards with a combination of internal assessment and external assessment (exams).

Year 13

(Pre University)

National Certificate of Educational Achievement (Level 3).

Students choose five from 19 possible subjects.

Many Year 13 subjects need to have been studied at Year 12 , eg most languages and the sciences.

Scholarship is also offered at Year 13. This is a higher level qualification with a separate examination.

TERTIARY STUDY

Polytechnical Institutes - Institutes of Technology

Teach a huge range of courses leading to specific occupation at trade, technical or professional levels. Qualifications range from local certificates to National Certificates, Diplomas and Degrees. Polytechnic graduates are keenly sought after by employers. Nelson Marlborough Institute of Technology attracts a large number of overseas students.

Universities

There are seven Universities offering degrees which are recognised world-wide. Intending students need to be aware that not all degree courses are open to overseas students, and that entry standards are high. It is also important to realise that some degrees require prior study of specific subjects at secondary school level, eg Engineering requires Mathematics, Physics and Chemistry; Architecture requires Mathematics and Physics.

Motueka students generally go to Canterbury, Otago, Victoria or Lincoln Universities.

HOMESTAY

Motueka High School will arrange Homestay accommodation for overseas students with local families. These families are carefully vetted by the school to ensure a high standard of Homestay accommodation is maintained. Any families who wish to make private arrangements will need to have the host family checked by the school, which has the discretion to make the final approval.

Homestay students need to be aware that a high standard of personal behaviour is expected of them, both at school and while they are in Homestay accommodation. They will be expected to sign a contract, detailing the behaviours required. Students who do not meet these standards may be sent home.

If, for some reason, a student wishes to change his/her accommodation, it can only be done with Motueka High School's approval.

The Principal of the High School will liaise with the Homestay Manager and will maintain regular liaison with families to ensure that both the needs of the student and the Homestay parents are being met.

INTERNATIONAL STUDENT HOMESTAY POLICY

All students who study at Motueka High School must be homestay. The school has this as a requirement because it believes this is in the best interests of the students. Academic progress is enhanced when students are continually exposed to the use of the English language and greater study time is available within a homestay environment.

Homestays are arranged for the study by the Homestay Manager employed by the High School. Students must fill out a 'Student Profile' prior to their arrival in New Zealand to assist the Homestay Manager in finding a suitable family.

Management of Homestays

The school employs a Homestay Manager whose job it is to select and monitor homestay carers for international students. The focus is on finding families who will provide a safe physical and emotional environment.

Guidelines

- 1 All homestay carers over 18 years of age will be vetted.
- 2 The homestay manager will make an assessment of the homestay carer's suitability to provide suitable accommodation and appropriate physical and emotional support and guidance.
- 3 The school provides guidelines and a support structure for homestay providers through the homestay manager.
- 4 The homestay manager will carry out ongoing monitoring of the homestay families. This involves a physical visit to each student's home at least once a term.
- 5 The homestay manager will meet with each student a minimum of two times a term or as the need arises, to assess the student's happiness and well-being.
- 6 Any families who wish to make private arrangements will need to have the host family checked by the school, which has the decision to make the final approval.

Appendix

- 1 A profile of homestay carers must be produced. This needs to include:
 - Full names of all residents
 - Address and contact phone numbers
 - Occupations
 - Information of relevance (description of home, family interests, etc)
- 2 All caregivers are provided with copies of policies and guidelines relating to the care of students.
- 3 Information about the homestay family must be provided to the International Director in order for the student's family and agent to be fully informed about arrangements for the student's care.

CALENDAR

The school year is divided into four, roughly equal, terms. The dates for 2005 are:

Term 1

Begins 3 February and finishes 15 April. The holiday break lasts for two weeks.

Term 2

Begins 2 May and finishes 8 July. The holiday break lasts for two weeks.

Term 3

Begins 25 July and ends on 23 September. The holiday break lasts two weeks.

Term 4

Begins 10 October and ends 9 December. This term is a busy one for senior students with NCEA Level 1 (Year 11) Level 2 (Year 12) and Level 3 (Year 13) examinations beginning in mid-November.

There are a number of statutory holidays throughout the year. School closes on these days:-

Waitangi Day: 6 February, is New Zealand's national holiday.

Easter: 25-29 March, three days' holiday (Friday and the following Monday and Tuesday).

Anzac Day: 25 April, is a holiday except when it falls on a weekend.

Queen's Birthday: Is the first Monday in June.

Labour Day: Is the Monday nearest to 25 October.

School Organisation

Students are allocated with a range of students from Year 9 to Year 13 into form classes under the guidance of a form teacher. Each student is issued with an individual timetable, depending on the subjects he/she chooses to study.

At Motueka High School, there is a five day week, Monday to Friday inclusive. School begins at 8.40 am daily. There are five periods a day, each one hour long. The school day ends at 3.20 pm. Roll checks are taken each period.

8.45 - 9.45 am	Period 1
9.45 - 10.45 am	Period 2
10.45 - 11.00 am	Assembly or Form Meetings
11.05 - 11.30 pm	Interval
11.30 - 12.30 pm	Period 3
12.30 - 1.25 pm	Period 4
1.30 - 2.20 pm	Lunch
2.20 - 3.20 pm	Period 5

UNIFORM

Year 13 students may wear sensible everyday clothing during the week at school.

Students at all other year levels must wear school uniform during the school week or on other special school occasions.

All students may wear what they choose on weekends and during holiday time.

FACILITIES & STAFFING

FACILITIES

Motueka High School offers the friendliness and family atmosphere of a rural school combined with the facilities of a large city school.

- Computer links to teaching rooms
- Fully computerised Learning Resource Centre
- Modern, well-equipped specialist science laboratories
- Newly expanded and upgraded art and photography facilities
- Outdoor education programme utilising the local environment
- Full range of sporting codes and facilities
- Gymnasium, swimming
- Three computer suites
- Computerised music suite and practice studios
- Modern graphics and design suite
- New metal and wood technology workshops
- Senior student common room
- Student Centre House to support and help students and families

STAFFING

Mr R Smith, B.Sc, Dip Teaching
 Ms M. Keenan, B.A., MGuid C, Dip Teaching
 Mr P. Blackbeard, B.Sc, Dip Teaching

PRINCIPAL
 DEPUTY PRINCIPAL
 DEPUTY PRINCIPAL

TEACHERS WITH MANAGEMENT RESPONSIBILITY

Mrs F. Craven, M.Sc, Dip Teaching
 Ms G. Wipou
 Mr G. Witney, B Sc, Dip Teaching
 Mrs R.F. Bolt, L.T.C.L., TTCert
 Mr G.R. Coleman, B.Soc.Sc(Hons), Dip Teaching
 Mr S Floyd, B Ed (Design & Technology)
 Mrs Y. Fenemor, TTCert
 Ms C. Wyatt, B.Sc, Dip Teaching, PG Dip Counselling
 Mr T.A. Adams, B.Ph Ed., B.Sc, Dip Teaching
 Mr M.J. Howell, Dip Teaching
 Mr G McClintock, BA, Dip Teaching, M.Ed., P.G. Dip Ed Psych
 Mr J. Burrell, B Sc, Dip Teaching

Head of Science Department
 Head of English
 Head of Maths Dept, IT Co-ordinator
 Head of Music Department
 Head of Social Sciences Department
 Head of Technology
 Acting Head of Technology (Food, Fabric, ICT)
 Acting Guidance Counsellor
 Head of Physical Education Department
 Head of Art & Photography Department
 Head of Learner Support Department
 Head of Outdoor Education Department

Mr B.E. Stare, B.Sc., Dip Teaching
 Mr D. Dixon-Didier, B.Sc.(Joint Hons), Dip Teaching
 Mr T. Aikenhead, Dip P.E., Dip Teaching
 Mrs S. Fry, B.A. (Hons), Dip Teaching
 Mr P.D. Allan, Adv. Trades Cert, Dip Teaching, TTCert
 Mrs S. Thorp, BFA (Ak), Dip Teaching
 Mr J.W. Blair, Adv. Trades Cert.
 Mr J.K. McFadgen, M.A., Dip Teaching
 Miss L.E. Wilson, M.Com(Hons) A.C.A.
 Mr M. Paaka, Tohu Matauranga Maori, Dip PE, Dip Teaching

Timetable
 Year 13 Dean
 Head of Transition, Year 12 Dean
 Year 11 Dean
 Year 10 Dean
 Year 9 Dean
 D.T.L.
 D.T.L.
 D.T.L.
 Maori, Guidance

TEACHERS

Mrs B Adcock,
 Mrs S. Beuke, M.A.(Hons)
 Mrs T. Ellery, B.Sc, Dip Teaching
 Ms A Garmey, B.Sc, Dip Teaching
 Mrs J Hobday, B.A.(Hons), M.A., Dip Teaching
 Mr J. Howell, B.A., Dip Teaching
 Mr J. Hudson
 Mrs M. Hudson, B.A.(Hons), PGCE
 Mrs F. Jackson, B.A., Dip Teaching
 Ms R Jephson, B.A., Dip Teaching
 Mr S. Laing, Dip PE, Dip Teaching

Ms D. McLeod
 Mrs C.J. McNabb, H/C Teachers Cert.
 Mr B.W. Reid, M.A.(Hons), Dip Teaching
 Mr K. Richards
 Mr R. Saunders, B.S., Dip Teaching
 Ms E. Sim
 Ms S. Turner, B.Ed, Dip Sport & Rec
 Ms K. Vrij
 Mrs. S. Wright, B.A., Dip Teaching
 Ms F McKenzie, B.PR&TM, Dip Teaching

INTERNATIONAL DEPARTMENT

Dean : Judy Thorp

HOMESTAY MANAGER : Jilly Blackman