



20 Millers Road
TAURANGA
Email: office@brookfield.school.nz

Phone/Fax (07) 576-9433
PO Box 6024
Web: www.brookfield.school.nz

INTERNATIONAL STUDENT PROSPECTUS

BROOKFIELD SCHOOL

Mission Statement:

Brookfield School will provide an environment where each child is valued and supported in a safe world of learning.

Brookfield School is a contributing school in Tauranga that caters for students from Years 1 to 6. The school is part of the Otumoetai Cluster of schools and is in the vicinity of Otumoetai Intermediate and College.

The school, with a roll ranging from 210 – 250, is small for a city school and this allows us to get to know one another well and create a family atmosphere that is valued by our community. We celebrate our cultural diversity and value the contribution made by all cultures represented at our school.

In partnership with parents and the community we do all we can to help children value learning and become lifelong learners. Lifelong learners are creative and enterprising people who have a future focus and are skilled in using new technologies. They are confident, with sound social skills that enable them to be connected to the community.

The staff at Brookfield School are passionate about learning, their own learning as well as the children's learning and are committed to ensuring that each child is performing to the best of their ability and has every opportunity to do so.

The school consists of ten classrooms with data projectors and interactive technologies, a well-stocked library, Manunui (our meeting place) and administration block. The grounds include a senior and junior playground and swimming pool.

SCHOOL CURRICULUM & ERO REPORT

Learning programs at the school follow the New Zealand National Curriculum:

<http://nzcurriculum.tki.org.nz/Curriculum-documents/The-New-Zealand-Curriculum>.

The Education Review Office (ERO) is an independent body that evaluates schools and reports to the school community and the Ministry of Education. Our latest ERO review can be found online at <http://www.ero.govt.nz>.

Learning areas covered at Brookfield School are:

- English – reading, writing, listening, speaking, viewing and presenting.
- Mathematics
- Science
- Social Science
- Technology
- Health and Physical Education
- The Arts
- Te Reo Maori (optional)
- Spanish (optional)

BROOKFIELD SCHOOL OFFERS

- Registered and qualified teaching staff delivering high performance teaching and learning programmes.
- A high level of support staff.
- A broad and varied curriculum.
- Classes from year 1 to year 6 for children from 5 to 11 years.
- Teacher aide support for English language learners.
- An ICT focus.
- Education outside the classroom.
- Maori Cultural group (Kapa Haka).
- School choir.

- Kiwi Can programme (values based programme).
- Sports teams. Interschool sports days.
- A well-resourced library.
- Spacious, well kept grounds with a junior and senior playground.
- Swimming pool.

ENROLMENT

If you have decided to apply for a place at Brookfield School then:

- Complete the Application form.
- If your application is accepted, you will receive an invoice for the school's tuition fees.
- When the tuition fee is received we will send or fax the official receipt and Offer of Place form to you.
- You must take the Offer of Place form and the receipt for your fees to the nearest New Zealand Embassy or High Commission and you will be advised how to obtain a student visa.
- Please let us know as soon as possible when you intend to arrive in New Zealand.

All the information you provide to the school will remain confidential. If any of the details that you provide at the time of enrolment change then it is your responsibility to notify the school of the change.

Brookfield School's Policies and Procedures are available for viewing at the school office.

On arrival at Brookfield School you will need to purchase the school uniform and complete the formal enrolment process. Your child will be placed in a class of children of a similar age. Prior to commencing lessons you will be introduced to the principal Mr. Hyndman, and the coordinator of International Students, Mrs. Phillips. You will also be introduced to the class teacher and the ESOL tutor. As part of the orientation process you will be given a tour of the school and the organisation of the school will be explained. Your child will then go to

class and you are welcome to stay with them for a short period of time to settle them in.

Other general information about the school is available in the International Student Handbook and on the website.

CONDITIONS OF ENROLMENT

Brookfield School can only enrol International Students who are between five and eleven years of age (year 1-6 students).

International Students must be enrolled for a period of not less than one school term.

Placement priority is given to residential students.

Brookfield School does not require a student to have a certain level of English; however the following points will be taken into consideration:

- A student's health
- International Students are not eligible for special needs funding
- Present level of schooling.

All International Students enrolling at Brookfield School must reside with their legal parents or legal guardian for the entire time that they are enrolled at the school. A legal guardian is defined in the code as:

- a) With the legal right and responsibility to provide for the care (including education and health) of an International Student appointed by a New Zealand or foreign court, or by testament; and
- b) Usually providing for the care of the student in the student's home country.

TUITION FEES

The International Student School fee (payable in advance) is NZ\$11,000.00 including GST per annum or \$2750 per term (10 weeks), plus an administration fee of \$500.00. The tuition fee covers classroom tuition, English tuition, stationery and any incidental costs associated with the School Programme.

ADDITIONAL COSTS

Uniforms

Wearing a uniform is compulsory at Brookfield School. The uniform, which can be purchased from the school office on enrolment, is:

- Pale blue polo shirts.
- Pale blue skivvy.
- Plain navy blue school shorts. Girls have the option of wearing a plain navy blue school skirt or skort.
- Plain navy blue sweatshirt and track pants in cooler weather. Girls wearing school skirts may wear navy blue or black tights.
- In Terms 1 and 4 a navy blue brimmed hat must be worn outdoors.

Lunches

All children are expected to have lunch at school each day. They can either bring food from home or purchase food from the school. The school offers a variety of healthy lunch options at reasonable prices. School lunches are available on Thursdays and Fridays.

Local Clubs and Private Tutor Opportunities.

There are many privately run organisations in the Brookfield/Tauranga area that offer many different opportunities (some are run at the school). These include gymnastics, mini-ball, basket-ball, soccer, hockey, tennis, rugby, swimming, netball and martial arts. Music lessons include stomp drumming, guitar, piano and dance.

Other costs that may need to be taken into account are dental, specialist learning and sports fees.

Brookfield School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the New Zealand Ministry of Education website at www.minedu.govt.nz/international.

IMMIGRATION: VISAS & PERMITS

An International Student must have a current Student Visa before entering New Zealand, which must be sighted by the Principal before a child may attend school. The school will need to sight the Visitor's Permit of the parent with whom the child is living, to ensure it covers the period of enrolment. The school will also retain a photocopy of the title and permit pages of the student's and the parent's passports.

New Zealand Immigration Service Guidelines will be followed if it is found that a student:

- Does not hold a valid Student Visa.
- If tuition is terminated.
- Completes the course for which they have enrolled and return to their home country.
- Chooses to leave Brookfield School to continue their study at another school in New Zealand.
- Fails to attend school on a regular basis (act truant).

If the immigration status of the child changes during a term, a parent or caregiver must advise the school of any such changes of that status by allowing the Principal to sight the passport.

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at www.immigration.govt.nz.

REFUNDS

Any student who withdraws from their agreed terms of enrolment may be eligible to a partial refund of tuition fees. Please refer to Brookfield School's Refund Policy.

To be eligible for a Refund:

- To be eligible for a refund, parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance. You must also complete the official leaving process and attach the leaving certificate.
- In every case, the school undertakes to look fairly at applications for a refund of fees or part-fees.

If the application is made before the start of the course:

- Fees will be refunded less the Administration Fee as specified in the tuition fees section of this booklet. This includes if a student is not granted a student permit to attend Brookfield School.

If the application is made after the start of the course but before the second half of the course:**Fees will be refunded less:**

- The Administration Fee as specified in the tuition fees section of this booklet.
- The agent fees.
- Costs to the school already incurred for tuition.
- Components of the fee already committed for the duration of the course.
- Costs already incurred for the use of facilities and resources.
- Any other costs already incurred.

If the application is made after the second half of a course:

- There will be no refund, except under exceptional circumstances. (*See Compassionate Refunds below.*)

Compassionate Refunds:

- In exceptional circumstances, refunds may be granted on compassionate grounds (e.g. death of a close family member,

serious illness, accident, natural disaster). All such refunds will be at the discretion of the Principal and the Board of Trustees.

If an international fee-paying student gains residency during their course:

- No further fees are to be paid from the date documentation of residency has been provided to the school.

The Board of Trustees will make no refund:

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded.
- Where a student returns home for any reason other than serious illness, accident or death of a close family member or other exceptional circumstance.
- If the enrolment application is found to be inaccurate in any way and the contract is terminated.
- If a student wants to transfer to another school or educational institution.

Payment of Refunds:

- All refunds will be paid to either the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student.

The New Zealand Immigration Service will be notified if any student ceases to attend Brookfield School for whatever reason.

WITHDRAWAL

Should an international student choose to withdraw from Brookfield School then an appropriate advance notice of intent must be given (a minimum of at least two weeks). A leaving form must be completed and these forms are held at the school office. Brookfield School's refund

policy will apply in the event of early withdrawal and Immigration will be notified that the student has withdrawn.

TERMINATION

In the case of gross misconduct and /or serious disobedience by a student the New Zealand Ministry of Education Stand-down Suspension, Exclusion, and Expulsion Rules 1999 will be followed. These rules can be found on the Ministry of Education website at www.minedu.govt.nz.

A student's tuition may be terminated at the Board of Trustees discretion when:

- A student has breached the terms of their contract with the school.
- A student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- A student has been stood-down, suspended or excluded.
- A student returns home for any reason other than serious illness, accident or the death of a close family member.
- The enrolment application is found to be inaccurate in any way.

Brookfield School reserves the right to terminate the enrolment of any International Student on the basis of continued and unexplained non-attendance. If an International Student's tuition has been terminated then Immigration will be notified.

FEE PROTECTION

If Brookfield School is unable to offer or continue the agreed course then a full refund of fees will be guaranteed as per the Fee Protection for International Students policy.

TUITION COMPLETION

Upon completing a course of tuition at Brookfield School:

- Students returning to their home country will receive a letter from the school stating the term of enrolment and copies of the school records and assessments.

- Students and Parents/Guardians will be given a questionnaire to complete requesting feedback on their experience at Brookfield School.
- Students who leave Brookfield School to attend another school in New Zealand will be provided with a Transfer Notice with all the school records forwarded to the new school.

MEDICAL & HEALTH INSURANCE

International Students must have appropriate and current medical and travel insurance while in New Zealand.

As part of our International Student enrolment procedure it is compulsory for the insurance policy to be sighted and approved during the enrolment process and before departing from the home country. Brookfield School has a Medical & Health Insurance Policy which is available for viewing.

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.

International Students require a combined Travel and Medical Insurance on one policy but separate policies are permitted and should include:

- Loss of baggage and other personal effects.
- Accident and injury.
- Disruption to travel plans.
- Cost of medical care in any stopover countries.

The policy should;

- Commence the minute the student leaves home for the airport to travel to New Zealand.
- Apply whilst in transit.

- Apply while living in New Zealand.
- Cover the student for any trips to other countries during the period of study.
- Cover the student for any holidays back to their home country during the term of their study.

The minimum requirements are:

- High sum insured – unlimited cover.
- Medical benefits (and should range from General Practitioner visits, prescriptions, optical cover, emergency dental cover through to major hospitalisation – with no excess).
- Emergency evacuation/repatriation.
- Personal effects.
- Personal liability cover.
- Accompanying relative cover.

Your agent will organise insurance for you. If you do not have an agent then Brookfield School can organise the insurance for you. The cost of the insurance would be in addition to all other fees.

ACCIDENT INSURANCE

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 and related costs. Further information can be found on the ACC website at www.acc.co.nz.

STUDENT SUPPORT, GRIEVANCE & COMPLAINTS

Brookfield School will oversee the pastoral care of children through:

- Checking for lateness
- Classroom observations
- Student progress report

If a student has concerns over their treatment from the provider, the first person to contact is the classroom teacher or the Teacher in Charge of International Students. If your complaint is about either of these teachers or if the situation has not been resolved by them then the Principal or another staff member who has been allocated to deal with grievances will

help you. If the complaint is still unresolved a letter should be written to the Board of Trustees detailing the problem.

These procedures are outlined in the school's Grievances Policy which is available for viewing. The code requires having fair and equitable internal grievance procedures for students and you need to follow these internal processes before you can take the complaint any further. If your concerns are not resolved by the internal grievance procedure you can contact the International Education Appeals Authority by writing to IEAA at:

International Education Appeal Authority
Tribunals Unit
Private Bag 32-001
Panama Street
Wellington 6146

If you have concerns about a breach of the Code, advocacy procedures are outlined in the Important information about the Code.

If school personnel are concerned that your child has been, or is likely to be ill-treated, harmed, abused or neglected they will be obliged to notify the Children, Young Persons and Families Service (CYFS) or the New Zealand Police and follow the CYFS's reporting protocol.

REVIEW OF CODE OF COMPLIANCE

To ensure that the Code of Compliance is being complied with, the following actions will take place as part of the school's self review process:

- All relevant policies will be included in and reviewed as stated in the school's program of policy review.
- The enrolment information and fees will be reviewed each year under the direction of the Principal and the Board of Trustees.
- All new staff will be issued with copies of the school's information pack for International Students so that they are conversant with the requirements and the procedures.

IMPORTANT INFORMATION ABOUT THE CODE.

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 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 download a copy of the Code from the Ministry of Education website at **www.minedu.govt.nz/codeofpractice**.

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.minedu.govt.nz/international. If the education provider that you are

seeking to enrol with is not a signatory to the Code you will not be able to study at that institution.

What if I have questions about the Code?

The New Zealand Ministry of Education is the Administrator of the Code. If you have any inquiries about the Code, you can email: info.code@minedu.govt.nz.

What 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 any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

What is the IEAA?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their education provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can write to the IEAA at:

International Education Appeal Authority

Tribunals Unit

Private Bag 32-001

Panama Street

Wellington 6146

Phone: 64 4 462 6660

Fax: 64 4 462 6686

Email: ieaa@justice.govt.nz

Website: [www.justice.govt.nz/tribunals/international-education - appeal-authority](http://www.justice.govt.nz/tribunals/international-education-appeal-authority).

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on education providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and/or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The education provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the International Education Review Panel (the Review Panel).

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an education provider as a signatory to the Code, meaning that the provider would be prevented from taking any international students. Only the IEAA can refer complaints to the Review Panel.

Important information about the Code.

The Code sets standards for education providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments

- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.