



## PRE DEPARTURE INFORMATION FOR PARENTS OF NEW INTERNATIONAL STUDENTS

### DEAR PARENTS

Thank you for choosing Kaikorai Valley College for your son/ daughter. Please read the following information about our school and the services available to our international students.

### ARRIVING IN DUNEDIN

Our homestay coordinator and a member of the homestay family will meet your son/ daughter at the Dunedin airport, by holding a sign with his/ her name on it. They will then take the student directly home where they can rest and unpack. The homestay coordinator will issue a 'Welcome Pack' with some small gifts and guide booklets for homestay life and practical information about Dunedin.

### MISSED FLIGHTS

If your student misses a connecting flight and needs to be re ticketed for the next available flight, please inform the homestay coordinator (Brenda Clark) as soon as possible. You can do this by –

1. Phoning Brenda directly on +64 272043747
2. Emailing Brenda at [brclark@kvc.school.nz](mailto:brclark@kvc.school.nz)
3. Calling your agent to contact Brenda by phone

Put this number and email address into your student's phone before departure.

### ORIENTATION

The orientation programme will start at 8.45 on the first day of each new term. The host family will bring your child to the school reception, where s/he will be met by a member of the International Department team. During the orientation they will...

- Learn practical information about our school.
- Learn the basics of NCEA.
- Choose subjects with the international student dean.
- Complete an English writing and speaking assessment
- Meet the staff of the International Department.
- Receive an order form for a school uniform.
- Learn about NZ culture and get some tips for a positive start to homestay life.

### CHOOSING SUBJECTS

During the orientation programme, the new students will have a personal interview with the dean of international students, Ms Skelton. She will help to choose subjects based on interests, goals for the future, university intentions, and English language ability. She will



email parents and teachers to advise of these subject choices. The students can have access to first language support if required during this time.

A link to understanding NCEA in other languages - <https://www.nzqa.govt.nz/about-us/publications/nzqa-brochures/>

## SCHOOL UNIFORM

The school uniform costs have already been covered in the school fees, and there are no further costs. The uniform fee of \$1000 is paid only once during the students enrolment and includes **all uniform items**.

Most new senior international students are required to wear full school uniform. However, the students who are enrolled for two terms or less, are not obliged to buy a school uniform and therefore will not have paid uniform fees. They need to wear tidy and appropriate mufti to school.

Steps to getting the school uniform-

1. An international student staff member will give the new students a Uniform Order Form to take home to their homestay mother or father.
2. The homestay parents will take the student, and the order form to a department store in town, (H and J Smiths). The department store staff will help find the right sizes, and give the student all their uniform items. H and J Smiths will send the invoice to the school accounts office.
3. School shoes can be bought from Number One Shoe Warehouse in the city centre. The student will pay for the shoes and the school office will reimburse them for up to **\$50**. S/he needs to keep the receipt, and take it to Mrs Day in the student office. The shoes need to be black lace up, leather or synthetic leather, flat heeled – the common style of school shoes. They can bring these shoes from home if preferred.

## LUNCHES AT SCHOOL

Homestay families will provide a packed lunch for the student to take to school each day. The International Department has a common room for students to use in their break times. They can have hot water for noodles, use toasted sandwich makers, and a microwave. NZ packed lunches are usually sandwiches, snack bars, biscuits, and some fruit, but this is open to negotiation and discussion with homestays.

There is a school canteen next door to the International Department, where students can purchase a range of lunch or snack items. They will need to use their own cash for this. Homestays are expected to provide a packed lunch, but not cash to buy lunch.

## HOMESTAY LIFE -

Open this link to the homestay guide for international students. They will also receive a hard copy of this when they arrive at the Dunedin airport.

[Homestay Guide for International Students .pdf](#)



## STATIONERY INFORMATION

If the student has paid curriculum fees with the school fees, s/he will not have to pay any further costs involved in study. The International Department staff will provide all required stationery and materials for their courses.

## ENROLMENT CERTIFICATES AND GRADUATION CERTIFICATES

### Graduation certificate

This is awarded to students who have finished studying a full time course at our school for one or more years, at year 12 or 13. To graduate, students need to have attended at least 80% of their classes.

### Enrolment certificate

This certificate is awarded to students who have been at our school for less than one year. Students need to have attended at least 80% of their classes to receive this certificate.

### Reports, NCEA results, reference letters

The International Department staff will produce any required documents to help the students apply for university, or their next steps after graduation from our school.

## SCHOOL REPORTING TO PARENTS

Kaikorai Valley College uses a digital data system to record all information about the students. Parents and students have access to this and can view any time after registering.

The steps to set up access to the parent portal are as follows:

1. Mrs Jan Day, the school's Administration Manager will enter one parent's email address into the school data system. You can email her directly to tell her the email address you will use to register. Contact Jan at [jaday@kvc.school.nz](mailto:jaday@kvc.school.nz)  
When she has entered your email address, you can go to the next step.
2. Go to the website <https://parent.musac.school.nz/> and open the log in link. Google chrome works best with this system.
3. Click on 'forgot password' to set up a password and registration.
4. You will then receive an email prompting you to set up a password for this parent portal.
5. After creating a password, you can log on and check your child's attendance, Attitude to Learning reports (every 2 weeks), NCEA results and pastoral care notes.

Make sure the student name that you enter is identical to the way we have entered in the school system. Email Barbara at [bachartres@kvc.school.nz](mailto:bachartres@kvc.school.nz) if you have any problems.

## REPORTS ON MUSAC



1. Attitude to Learning reports – These are loaded onto the system every two weeks. The numbers beside your child’s name are indications of their focus and work ethic over those last two weeks. The numbers mean the following:

1	2	3	4	5
Little engagement, makes minimal effort with work.	Inconsistent engagement and completes some work.	Engaged, completes most work and makes an effort.	Well engaged, completes work consistently.	Fully engaged and working to their full potential.

2. NCEA academic reports- The students’ parents will be emailed their NCEA results at the end of term two.
3. Academic written report- These are issued via email in term three, and can also be viewed directly on the music data system.

Additionally, you can contact your child’s form teacher in the international department at any time, to ask about his/ her performance at school.

Year 12 form teacher, and contact for years 7-10 students: Barbara Chartres- [bachartres@kvc.school.nz](mailto:bachartres@kvc.school.nz)

Year 11 and Year 13 for teacher: Robyn Skelton [roskelton@kvc.school.nz](mailto:roskelton@kvc.school.nz)

## COMPLAINTS

If a student thinks s/he has been treated unfairly at their homestay or school, s/he can make an appointment with a member of the international staff:

Mr Rod Stewart	International Student Director	+64276009828
Ms Robyn Skelton	Dean of International Students	+64 274418901
Miss Barbara Chartres	Head of ESOL Department	+64 21 2327017
Mrs Brenda Clark	Homestay Coordinator	+64 272043747

- Step 1 Put the complaint in writing, then make an appointment to discuss it with a staff member above. That staff member will listen and address the complaint.
- Step 2 If the complaint is not dealt with or you are not satisfied, make an appointment with Mr Rod Stewart, the International Director and teacher of Japanese.
- Step 3 If you are still not satisfied, you may approach the School Principal, Mr Geerlofs and explain your situation.
- Step 4 If you think the school has breached the Code of Practice and you have not been able to settle the matter by following the first three steps, you can bring the matter to the Dispute Resolution Scheme (DRS)

You can do this by contacting the NZ ‘student complaints’ organisation at



Web: <http://www.istudent.org.nz> E: [complaints@istudent.org.nz](mailto:complaints@istudent.org.nz)

Facebook - <https://www.facebook.com/istudent.complaints/>

## THE CODE OF PRACTICE FOR INTERNATIONAL STUDENTS

Kaikorai Valley College staff and homestays are responsible for our international students' welfare. As a signatory, we are bound by the Education (Pastoral Care of International Students) Code of Practice, 2016 to ensure student safety and well-being.

This includes the understanding that the international students...

- receive accurate and up to date information.
- understand their rights at school and in their homestay.
- do not engage in any risk taking behaviour.
- are well supported throughout their education at our school.
- live in a safe and comfortable homestay.
- can talk openly and honestly to the staff about a problem and/ or a complaint.
- And school staff relate to the students in a professional manner, at all times.

Click on this link [Code of Practice in other languages](#) to read the Code of Practice in six other languages.

Or copy and paste the URL-

<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/code-of-practice-resources-languages/>

## KAIKORAI VALLEY COLLEGE CODE OF CONDUCT

During the orientation programme, the students will be reminded of the School Code of Conduct which they signed as part of their application. By signing they agree to...

1. Not drive a motor vehicle under any circumstances.
2. Not be a passenger in a car unless the driver has a full licence and is at least 25 years old.
3. Not purchase or drink alcohol, even if the student is 18 years old.
4. Not leave the school grounds during the hours of 8.40 to 2.55 without written permission from a teacher.
5. Wear the correct school uniform to and from school and comply with all other school uniform rules as set out in the orientation booklet.
6. Not smoke cigarettes on the school property or off the school property while wearing KVC school uniform.
7. Be at school by 8.40, every weekday.
8. Inform host parents if intending to be absent from school because of illness or another valid reason.
9. Attend all classes during the school day unless there is a special and pre-approved event.



10. In the case of an emergency incident involving the school, to not post photos or comments on social media, regarding this incident.

## **HOMESTAY CODE OF CONDUCT**

During the orientation programme, the students will be reminded of the Homestay Code of Conduct, which they also signed as part of their application. By signing they agree to...

1. Comply with all laws of New Zealand.
2. Not engage in any social or leisure activities that may place them, other persons, in undue danger or risk of harm. This includes the Student putting himself / herself in a position which may give rise to suspicions or allegations of such activities.
3. Obtain written permission from Parents and the School prior to obtaining any tattoo, piercing or other bodily embellishments.
4. Comply with all Homestay rules, expectations and curfews set by the School and Homestay parents, including without limitation, any policies of the School which apply.
5. Not use or do anything which may cause damage to the Accommodation, including without limitation, applying hair dyes, or smoking cigarettes or engaging in any other activity that may cause damage to the Accommodation.
6. Keep the Homestay parents informed of their whereabouts at all times.
7. To stay at the Homestay address daily and not to travel overnight outside of the town or city (as defined by the School) where the student is living without prior written permission of the Homestay or the School.
8. To respect the privacy, values and property of the Homestay. This includes replacing or paying full costs for repairs to property wilfully damaged by the student.

## **TRAVELLING OUTSIDE DUNEDIN**

If a student plans to go away for a weekend or during the school holidays, they must complete a Travel Request form. Their form teacher, Miss Chartres or Ms Skelton will give them this form. One of these teachers will email parents overseas (the legal guardian), to confirm details and get approval in writing, for destination, duration, travelling companions and accommodation.

If a student is under 18, she/ he will not be able to travel without an approved adult of at least 25 years old. The school will contact this adult to ensure they are suited to the responsibility of taking your child away from Dunedin.



## SUPPORT SERVICES

- For careers advice      Make an appointment with Mrs Beagley, the school's Careers Guidance teacher.
- Health services          A nurse and a physiotherapist come to school once a week.  
  
A school counsellor works from school, and is available to help students with emotional issues.  
  
Homestay parents will take your child to their family doctor when required.
- A common room          International students have their own common room for break times. During these break times, one of the international form teachers is available to discuss any concerns or answer questions. The common room has a small kitchen for student use.
- Administration          Mrs Jan Day, Administrations Manager, will renew student visas, pay fees and manage any of their financial matters.

## INFORMATION ABOUT STUDY IN NZ FOR NEW STUDENTS

Follow this link to the Education New Zealand (ENZ) website page for new students arriving in NZ for study for the first time.

<https://naumainz.studyinnewzealand.govt.nz/>

## INTERNATIONAL STUDENT STAFF PHOTOS AND DETAILS

(See page 3 of Homestay Guide for International Students - link to this guide can be found on page 2 of this document)

### 24/ 7 Emergency Contact

Mrs Brenda Clark  
Homestay Coordinator  
+64 272043747