



**International Students
2018 Guide Book**



Contents

Contents	1
Welcome	2
About Methven Mt Hutt	3
About Methven Primary School.....	4
School Vision – Making Pathways to the Stars	7
2018 Methven Primary School Dates	7
School Terms Public Holidays & Closed Days	7
Methven Primary School International Students	8
Enrolment Process for International Students	9
International Student Fees	12
Fee Protection Policy	13
The New Zealand Code of Practice for the Pastoral Care of International Students	Error!
Bookmark not defined.	
Health and Travel Insurance	14
Accommodation Policy	15
Immigration.....	15
How to make a complaint.....	15
Circumstances in which tuition may be terminated.....	15
Starting School	15
Communication with Parents	16
Attendance.....	16
Class Placement	17
Upon Completing of Study.....	17

Welcome

Methven Primary School welcomes the opportunity to host International Students at our school, recognising the richness that students from other countries add to our understanding of the world.

Methven Primary School is a decile 9, state contributing co-educational primary school (years 1-6) located near Mt Hutt in Mid Canterbury, New Zealand. We are an exciting and vibrant place for children who learn in a positive and supportive environment. Students experience a well-balanced and rich variety of learning experiences.

We welcome international students at all year levels on the condition that students must live with at least one of their parents. We do not cater for students wishing to make home-stay arrangements, and do not offer Study Group tour programmes.

Methven is at the heart of a large and diverse farming area and is surrounded by stunning snow-capped mountains, high country lakes and braided rivers. We are a welcoming place for visitors wanting to interact with the outdoors or relax & unwind in an attractive rural setting with wide open spaces. Our tourism and agricultural industries are supported by overseas workers, which is reflected in the variety of ethnic groups and cultures attending Methven Primary School.

All international students are offered extra English as a Second Language (ESOL) support, which varies depending on the needs and level of the student.

Please don't hesitate to contact us with any questions you have about Methven Primary School and/or our International Students Programme. Detailed day to day information on our school can also be viewed at <https://www.methven.school.nz/international-students/> which has a Google Translate option.

Kind regards,



Chris Murphy
Principal



About Methven Mt Hutt

Methven is located at the base of [Mt Hutt Ski Area](#), one hour south of [Christchurch International Airport](#) on the Canterbury Plains in Mid Canterbury. Traditionally a sheep and grain growing area, dairy farming and specialised crops are now also an important part of our agricultural industry.

Methven is surrounded by stunning snow-capped mountains, high country lakes and braided rivers. We are a very welcoming place for visitors wanting to interact with the outdoors or relax & unwind in an attractive rural setting with wide open spaces. [Outdoor activities](#) include skiing & snowboarding, mountain biking, golf, fishing, walking & hiking, jet boating, clay bird shooting, hot air ballooning, horse riding, hunting, 4WD high country adventures, and helicopter scenic flights.

Methven has the fastest rate of population growth in Mid Canterbury, with people attracted by the lifestyle, schools, welcoming community, and the proximity to the picturesque foothills and high country.

The township provides a wide range of shops & services (including a medical centre, dentist, pharmacy, supermarkets and a bank) to cater for visitors to the area and the local community which has a population of approx. 1,700.

The Methven Mt Hutt area offers a wide range of [accommodation options](#) including backpackers & budget, bed & breakfast, camping grounds, farm stays, holiday houses, hotels & resorts, lodges, and motels & apartments. If your family would like to rent a house (short or long term) we suggest making contact with our local real estate company [Methven Real Estate](#). Our International Student Coordinator, Michelle Bungard, can also assist you to place a “House Wanted” advert on the [Methven Noticeboard Facebook page](#).

There is a great selection of [early childhood and after school care options](#) in Methven and [Mount Hutt College](#), a co-educational school catering for Year 7 – 13 students is located right beside Methven Primary School. Mount Hutt College is also a signatory to the Code of Practice and accepts fee-paying international students.

To discover more about the Methven area, visit the [Methven Mt Hutt Guide website](#).



About Methven Primary School

Methven Primary School's curriculum is based on the [New Zealand National Curriculum](#) sourced from the Ministry of Education. All staff involved in curriculum delivery (educational programmes), are appropriately trained professional teachers registered with the New Zealand Teachers' Council.

Within our rich and broad curriculum there is a belief that being able to read, write and do maths successfully is at the core of a child's learning needs. Our teachers are committed to providing stimulating learning activities both inside and outside of the classroom, we are increasingly using our local environment and resources as teaching and learning tools.

Microsoft has selected Methven Primary School as a [Microsoft Showcase School](#), a global community of schools engaged in digital transformation to improve teaching and learning.

Methven Primary School currently has approximately 290 students which will rise to around 320 by the end of the year. Our school community is based within a zone bounded by the Mt Hutt Range and the Rakaia River in Mid Canterbury, with 50% of the students being rural based and traveling to school via bus.

Key staff for International Students and their families



Chris Murphy

Principal
MEd (Hons)

[Email](#)



Sue Furdorfler

Deputy Principal
Year 3-4 Team Leader

[Email](#)



Keryn Hooker

Deputy Principal
Year 5-6 Team Leader

[Email](#)



Michelle Bungard

International Student
Coordinator / Office Admin

[Email](#)



Jackie Proudman

ESOL Teacher

[Email](#)



Jo Spittal

Year 0-1 Team Leader

[Email](#)



Cheryl Isherwood

Year 1-2 Team Leader

[Email](#)

Visit our website's [School Staff](#) page to view details regarding the other wonderful teachers, release teachers, teacher aides and support staff at Methven Primary School.

Classrooms & School Grounds

We operate four teams across the school, each with a team leader:

- Team 1 (Year 0-1) is housed within Mahuri, an altered open plan unit of three classes.
- Team 2 (Year 1-2) is located within Hakatere (an open plan two-classroom unit) and the adjacent Mt Hutt classroom.
- Team 3 (Year 3-4) is spread across Piwakawaka, one of our new modern learning environment spaces completed last year (housing two classrooms), and the nearby Double Hill and Barrhill classrooms.
- Team 4 (Year 5-6) is located within our other new modern learning environment space completed last year (Opuke houses three classrooms).

Our two new flexible learning blocks (5 classroom equivalents) have ensured the school has the capacity to meet the needs of a growing school and a rapidly changing world.

Other spaces onsite include a library, teacher resource area, learning support rooms, art & e-learning rooms, music suites, and an admin block housing our Principal, two deputy principals and our admin team.

The school site is located on an attractive and extensive 2.8ha of land, and features a sports fields, scooter track, adventure playground, hard court areas, a shared community pool, school vege gardens and an impressive war memorial arch at the entrance to the school.

Visit our [Classrooms / School](#) page on our website for more information on our classrooms & school grounds.

Board of Trustees

Our [Board of Trustees](#) is responsible for setting the strategic direction of the school and overseeing the management of personnel, property, finance and administration. Parent trustees are elected by the parent community. The Principal is also a member of the board and a staff representative attends all meetings. The Board of Trustees do a lot of work behind the scenes ensuring that the school is run according to legislation – we appreciate their support and the positive working environment that exists.

We invite you to visit [SchoolDocs](#) to view our [Policies and Procedures](#) online:

- Username: Methven
- Password: 3028500.



Education Review Office

The [Education Review Office](#) (Te Tari Arotake Matauranga) evaluates and reports on the education and care of children and young people in early childhood services and schools.

An ERO review looks at how an early learning service or school reaches positive learning outcomes – knowledge, skills, attitude and habits – for all children and young people. They are interested in what’s working well and where improvements can be made.

Reviewers are professional evaluators who’ve had many years of teaching experience before joining ERO. All have specific training in education evaluation.

Reviewers follow the State Services Commission’s Standards of Integrity and Conduct. Early childhood services and schools can expect review teams to be fair, impartial, responsible and trustworthy.

Once the review process is complete and the early childhood service or school has had a chance to take in and discuss the results, a final report is published on ERO’s website.

Methven Primary School ERO Review 2014

Methven Primary School’s last Education Review Office (ERO) review took place in October 2014. Our school can proudly say that we are one of just a handful of primary schools in New Zealand who have achieved consecutive 5 year review cycles. In their summary ERO stated:

“Students learn in a positive and supportive environment. They experience a well-balanced and rich variety of learning experiences that helps them to achieve very well. Leaders and teachers are very responsive to the needs of students they identify as not achieving as well as expected. Strong professional leadership and effective board practices put the school in a very good position to sustain and improve its performance.”

If you would like to read the full report please click the following link: [Methven Primary ERO Report](#).

Frequently Asked Questions for new students / A-Z Information Directory

We have created a document for new students covering [frequently asked questions](#) that they may have in the first few weeks at school.

Our [A-Z Information Directory](#) on our website contains general information relating to Methven Primary School which families may find useful.

School Vision – Making Pathways to the Stars

Our Methven Primary School STARS are at the centre of our Vision for teaching and learning for MPS children. Being *Sporting*, *Trustworthy*, *Accepting*, and *Responsible* are the personal qualities we believe will ensure children learn, work cooperatively and play alongside each other successfully.



2018 Methven Primary School Dates

School Terms

Term One

First Day Monday 29 January

Last Day Friday 13 April

Term Two

First Day Monday 30 April

Last Day Friday 6 July

Term Three

First Day Monday 23 July

Last Day Friday 28 September

Term Four

First Day Monday 15 October

Last Day Friday 14 December

Public Holidays & Closed Days

06 Feb Waitangi Day Holiday

20 Feb Teacher Only Afternoon

30 Mar Good Friday Holiday

02 Apr Easter Monday Holiday

03 Apr Easter Tuesday Holiday

22 May Teacher Only Afternoon

04 Jun Queen's Birthday Holiday

14 Aug Teacher Only Afternoon

22 Oct Labour Day Holiday

15 Nov Teacher Only Day

16 Nov Canterbury Anniversary Holiday

Methven Primary School International Students

Our school hosts international students and is a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016 (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 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.

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

An “international student” is a foreign student studying in New Zealand on a student permit from the New Zealand Immigration Service.

Copies of the Code are available on request from the school or from the New Zealand Qualifications Authority <http://www.nzqa.govt.nz/studying-in-newzealand/code-of-practice-for-the-pastoral-care-of-international-students>

As a signatory to the Code, we strive to protect international students and provide them with a positive experience that supports their educational achievement. The pastoral care we provide includes:

- supporting students in a new cultural environment
- identifying and addressing the needs of students, including their safety and well-being
- helping international students participate in New Zealand culture by enabling them to develop relationships and networks
- supporting international students to achieve their goals.

In accordance with the Code of Practice, Methven Primary School:

- maintains high professional standards
- recruits international students ethically and responsibly
- provides students with comprehensive, up to date, and accurate information
- provides students with information before they enter into any commitments
- conducts contractual dealings ethically and responsibly
- recognises the particular needs of international students
- ensures that students are in safe accommodation
- has fair and equitable processes for addressing problems and grievances.

See our school’s [International Students Policy](#)

Enrolment Process for International Students

Methven Primary School welcomes international fee-paying students at all year levels on the condition that students must live with at least one of their parent(s) or a legal guardian. We do not cater for students wishing to make home-stay arrangements, and do not offer Study Group tour programmes.

Before arrival in New Zealand:

- Methven Primary School sends an enrolment package (application, contract/tuition agreement, refund policy, and supporting forms and documents).
- International Students and their parents complete the enrolment application and emails supporting documents to Methven Primary School office@methven.school.nz
- Methven Primary School receives and checks enrolment application:
 - Check that the application is complete.
 - Assess the student's suitability for our school.
 - Assess the student's proposed living situation.
 - Check insurance, visa, and passport.
 - Check that all documents required have been provided
- Methven Primary Schools sends an invoice.
- Funds are deposited into the below bank account:

Account Name:	Methven Primary School
Bank:	Bank of New Zealand, Methven
Account Number:	02-0868-0013797-000
Reference:	Student Name
- Methven Primary School receives and receipts full fee or deposit.
- When the application is approved, you will receive an Offer of Place. The details completed in the 'Offer of a Place' form are required by New Zealand Immigration for the issuing of a Student Visa and a Guardian Visa. You may like to visit the New Zealand Immigration website for more information about the Student Visa at www.immigration.govt.nz.

After arrival in New Zealand Methven Primary School:

- Enrols the student
- Arranges class placement and checks starting date
- Copies and files documents
 - Passport
 - Visa
 - Insurance (medical and travel)
- Ensures cultural support is in place
- Ensures orientation programme is in place
- Arranges school uniform and stationery as appropriate

Enrolment Eligibility

Methven Primary School is able to offer placement for a number of international students. Each enrolment application will be considered on an individual basis taking into account the

school's existing student demand, class sizes and available resources.

Children can be enrolled at a New Zealand State Primary School from their fifth birthday.

Ensuring our school is the right fit for a prospective international student

An Offer of Place is based on an assessment of whether the teaching programme is appropriate for the student's expectations, English language proficiency, and academic capability. In the case of older students, we also consider the student's career intentions. The outcome of this assessment is recorded in the student's file, and will be made available to Immigration New Zealand, if requested.

Our assessment of whether an Offer of Place should be made may include:

- interviewing students and their parents, as appropriate
- asking questions on the application/enrolment form
- testing and assessment in relevant skill areas
- assessing English language proficiency
- checking the student's academic record and attendance at other New Zealand schools (if relevant).

We emphasise to prospective students and their parents the importance of full disclosure to ensure the student receives appropriate care. This includes health information. Non-disclosure can affect insurance.

We will advise students, as appropriate, in writing:

- if they will be required to take tests on arrival in New Zealand
- of the standard that must be achieved through testing in New Zealand
- if course placement, or placement at a particular level, is dependent on that testing
- of the repercussions if they do not reach the required standard.

Assessing English language proficiency and academic capability

As part of the education at Methven Primary School students will be assessed against the English Language Progressions (ELPs). This will assist teachers in preparing learning opportunities for the students as well as assessing their ongoing development of the English language.

Student Permit

All international students, whether previously enrolled at another school or not, must hold a student permit to attend Methven Primary School. A student permit is particular to that student and that school.

Each international student needs to apply to the NZ Immigration Department for a specific permit endorsement in your child's passport naming. Methven Primary School must be named on the student permit.

Student Details

Methven Primary School must be provided with the personal details, full name, current

address and telephone number, and accommodation situation of the student. Enrolment is subject to the parent living and continuing to live with the student in New Zealand. Should a student be found not living with a parent, the school is required to notify the Immigration Service and the student permit may be revoked.

Passports

Passports will be checked for immigration status (a photocopy of the passport, visa and permit will be taken). We will also need to take a photocopy of the Parent's passport for our files.

Insurance

Students must have adequate medical and travel insurance in place prior to enrolment (refer to Insurance section in this guide). Copies of insurance policies must be sent with enrolment for confirmation.

International Student Fees

All New Zealand children enrolled at a State School are entitled to a 'free education'. State schools are funded by the government, and teachers are paid by a central government pay service.

International students do not qualify for 'free' education and are required to pay a fee.

Methven Primary School charges the following fees for international students. All fees are shown in New Zealand dollars (NZD) and are GST inclusive.

Annual fee:	\$10,000
Ministry of Education levy:	\$450
Administration fee:	\$200
Total per year	\$10,650
Fee per term (approx. 10 weeks):	\$2,850
Short Stay Visits (less than 10 weeks)	\$300 per week

Upon full or part-payment of fees, the school issues a receipt which can be forwarded to the Immigration New Zealand in support of an application for a student visa.

Additional Fees

There may be additional fees for extra services, such as:

- Uniform, stationery, technology and other personal requirements.
- Medical & Travel insurance, a requirement for enrolment.
- Out of school activities (e.g. music, sport)
- Class visits and activities i.e. camps, Mt Hutt Ski Area class trips. These will only be charged if the student has agreed to participate in the activity.

Fee Protection Policy

Fee Protection

Fees paid by international students are secure and protected against the possibility of an interruption to the course. Internal procedures assist the school in monitoring income and expenditure to ensure that money is controlled appropriately.

Our fee protection policy is provided to parents before a contract is signed, and is included in the contract signed upon enrolment.

Fees received in advance should only be used by the school as the fees are earned during the course. A portion of advance fees is transferred to the school's main bank account in instalments. Remaining fees paid in advance are available to be refunded if necessary.

Fee refund

Our fee refund policy is provided to parents before a contract is signed, and is included in the contract signed upon enrolment.

If a student withdraws from their course of study before the completion date, they may be eligible for a refund of tuition fees. The school will always investigate requests for a refund and act fairly.

- The school will consider refunding all or part of your fees if:
 - there are special circumstances and you supply proof (e.g. the child has a serious illness or accident, or you need to return home because of the death of a family member)
 - your child gains permanent residency during the course (you will need to provide documentation of the residency within 14 days of it being granted)
 - the school is closed for a period of one week or more due to force majeure. (Force majeure means an event beyond the reasonable control of the school, such as snow, earthquake, etc.)
- The school is not obliged to refund fees if your child:
 - has been asked to leave the school because of poor attendance or a breach of enrolment conditions
 - wishes to transfer to another educational institution for any reason
 - has special needs that you did not explain to the school on the enrolment form.

The refund policy must include refund conditions for the following situations:

- failure by a student to obtain a study visa
- voluntary withdrawal by a student
- the school ceasing to provide the agreed educational programme
- the school ceasing to be a signatory to the Code of Practice
- the school ceasing to be a provider.

If the school ceases to provide the agreed educational programme or ceases to be a signatory to the Code of Practice, Methven Primary School will deal with the fees paid for services not delivered or the unused portion of fees by:

- refunding the amount in question to the student (or the student's parent or legal guardian)
- transferring the amount to another signatory as agreed with the student (as specified in the Code).

How to apply for a full or partial refund of fees

To apply for a full or partial refund of fees, a parent (legal guardian) must apply in writing to the principal within one month of the student's last day at school (or within one month of the student gaining permanent residency) explaining the special circumstances.

Also see: Absence, Withdrawal, and Termination

- If you apply for a refund before the course starts, the school will refund the fees in full, less an administration fee. If you apply for a refund after the course starts the school will determine the level of refund taking into account costs already incurred, and an administration fee. Special circumstances will be taken into consideration (e.g. death of a close family member, serious illness, or accident).

Payment of refunds

The school will only refund fees directly to you. The school will never refund fees directly to the student.

Immigration New Zealand will be notified if any student ceases to attend Methven Primary School for whatever reason.

Health and Travel Insurance

Eligibility for publicly funded personal health and disability services in New Zealand is restricted to New Zealand citizens. Student permit holders and those on visitors permits are not eligible for publicly funded health services regardless of their length of stay in New Zealand. All foreign visitors to New Zealand and student permit holders irrespective of their length of stay, visa status, or nationality have cover for injuries. Full details on entitlements to publicly funded health services are available through the Minister of Health and can be reviewed on their website.

Recent changes to the Code of Practice for the Pastoral Care of International Students (the Code) require all international students to have compulsory medical and travel insurance for the duration of their planned period of study. Methven Primary School needs to sight the current medical insurance policy of every international student upon enrolment. The school requires that the Medical and Travel Insurance policy the student holds must be a New Zealand based, unlimited comprehensive International student policy.

We suggest (as examples) two NZ Insurance companies who sell the required International Insurance that you might like to consider:

Southern Cross: <https://www.scti.co.nz/international-student>

Unicare: <https://www.uni-care.org/our-policies/nz-student-plan.aspx>

Please contact our office should you require more information about your insurance requirements.

Accommodation Policy

- All international students enrolled at Methven Primary School must live with a parent or a legal guardian. The definition of a **legal guardian** is the person with the legal right and responsibility to provide for the care, including education and health, of the student, and **appointed only by a NZ or foreign court**. The legal guardian would also be the person who would normally provide for the care of the student in the student's home country.
- The School must be notified of any changes to accommodation or International student status.
- The School must be notified of any changes of address, contact phone numbers and Caregiver.
- For all International students aged 10 years and under, enrolments are subject to a parent living and continuing to live with the student. Should the student be found not living with a parent the School is required to notify the Immigration Service and the student's permit may be revoked.

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 www.immigration.govt.nz.

How to make a complaint

When you come to New Zealand as an international student, you can expect to receive a high standard of education, and to feel safe and well cared for while you live and study here. If you have a complaint, it is important that you go through the right steps.

Please refer to the [NZQA International students – How to make a complaint](#) document on our website for information.

Circumstances in which tuition may be terminated

- Failure to comply with school rules.
- Gross misconduct.
- Breach of visa requirements.
- The school reserves the right to cease tuition if it receives false or misleading information on enrolment.
- If tuition ceases the school will notify New Zealand Immigration Service.

Starting School

When enrolled children arrive at Methven Primary School all family members are offered a guided tour of the school by one of our leadership team to see the facilities offered and to ask any questions. Families are also introduced to their Homeroom Teacher and Learning Assistants that they will be working with.

For the first week new children are also 'buddied' up with a classmate to help and support with orientation.

When new students start at our school, the class teacher will support and guide your child on:

- Familiarisation with the school layout, systems and resources
- School rules, procedures, counselling and support systems
- Getting to know the staff
- Curriculum and timetable information
- How to talk to other students and make friends
- On-going orientation includes familiarisation with NZ laws, culture and learning

Communication with Parents

Methven Primary School will communicate regularly with parents of international students and report in English on:

- social and emotional development
- English language learning progress
- academic progress (via the Methven Primary School Report which is sent home to all parents at the end of terms 2 & 4) and in parent/teacher/student meetings or conferences

Parents are encouraged to contact Methven Primary School with questions and concerns at any time:

Email: office@methven.school.nz

Phone: 0064 3 302 8500

Attendance

Children are required to attend school whenever it is open. To enable us to monitor attendance and ensure children are accounted for during these hours certain procedures must be followed:

1. Parents must notify the school on or before the day of absence.
2. The teacher will record the absence in the electronic attendance system by 9.15am daily. If they know why your child is absent, they will tell admin staff and no further action will be taken.
3. If the school has not been notified of the absence, the administration staff will contact the family for an explanation. This is regular practice with all student's absences.
4. Where a pattern of irregular, unjustified and/or unexplained attendance becomes apparent the Administration staff will notify the Principal and appropriate senior personnel will follow up. Further actions will be taken as deemed necessary following recommended guidelines (Ministry of Education).
5. If an international student is absent from school for 20 consecutive days and is unexplained, he/she will be taken off the roll and the Immigration Service will be notified.

Please contact the school office on 302 8500 before 9:00am if your child is going to be absent. An answering machine is available to record these absences – please leave the

students name, class name and reason for absence on the message. On returning to school a child needs to bring a note of explanation for any absence – this is to comply with Government regulations regarding school attendance.

Please notify the office if your child:

- Is being picked up by someone else
- Is to leave the school grounds
- Will be absent from or be late for school
- Will be collected early
- Is absent due to a notifiable infectious disease
- will be off the afternoon school bus

If you child is late for school, please have them visit the school office on their arrival so that the attendance register can be updated.

Class Placement

International students are placed in age appropriate class levels and participate fully in classroom programmes with New Zealand students

ESOL tuition is designed to meet individual language learning needs and ensure the student is able to keep up with mainstream classroom workloads.

Upon Completing of Study

Students returning to their home country will receive a letter from the school to explain the schooling completed, plus a copy of their School Records.