

General information

Code of Practice

Willow Park School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz/goto/international

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

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

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 viewed on the ACC website at www.acc.co.nz

Medical and Travel Insurance

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

Accommodation

Willow Park School requires that all international students live with their parents for the duration of their study our school. We do not arrange any accommodation for parents of fee paying students. Parents must notify the school of any change in contact details including change of address.

Absence procedure

Parents must phone the school by 9:00am on the day of the absence.

Fees

Our international fee for 2010 is \$10,500 (inclusive of GST) plus a \$300 enrolment fee. This fee covers the cost of classroom tuition, ESOL tuition and all school trips. Additional costs include the school uniform, stationery and competition sports fees and uniform. No refund of fees will be made unless exceptional circumstances apply. Please refer to the Refunds Policy in the enrolment pack.

Further information

Further information is available by contacting the school or visiting the school website.

Willow Park School

13-17 Compton Street, Hillcrest, North Shore City 0627

Phone: ++64 9 480 9236

Fax: ++64 9 418 0147

E-mail: office@willowpark.school.nz

Website: www.willowpark.school.nz

Willow Park School

Inquire together, inspire forever!

International Student Information



We are life-long learners who strive to develop the attitudes, understanding, knowledge, attributes and skills to thrive in our ever-changing world.

Welcome to Willow Park School

A very warm welcome to international students and their families.

Willow Park School has a strong tradition in quality teaching. We are known for our friendly and welcoming atmosphere where students play and interact with each other in a positive manner and are taught by capable and approachable teachers.

We are an International Baccalaureate Primary Years Programme Candidate School (visit www.ibo.org). The Primary Years Programme (PYP) is an inquiry-based international curriculum taught in international schools throughout the world.

More information about our school is available on our website www.willowpark.school.nz. I look forward to you becoming part of our school community.

Jeff Johnstone
Principal

Why Willow Park School?

- Excellent academic results
- Friendly and welcoming atmosphere
- International Baccalaureate Primary Years Programme (PYP) School
- Chinese taught as a second language
- Specialist teachers for Music, Dance & Drama, Physical Education and Maori
- Rigorous English as a Second Language (ESOL) Programme
- Effective use of information technology
- Quality facilities including sizable hall, well-resourced library, extensive play areas, and

Enrolment procedures

Step 1—Is a space available?

At the time of your initial inquiry we will establish whether or not we have a place at your child's year level. You will be informed of this before any further steps in the enrolment process are taken.

Step 2—Enrolment Criteria

The following criteria must be met:

- The child must be living with their parents.
- A parent must complete the enrolment form and produce the following documentation before the application can be processed.

Step 3—Documentation

1. Passport verification.
2. Student visa/permit.
3. Copy of the most recent school report with verified English translation.
4. Evidence of Medical and Travel Insurance.
5. Health immunisation checklist.
6. Medical information completed.
7. Enrolment fee of \$300.

Step 4—Once application received

You will be notified of an interview time which will include:

1. A tour of the school.
2. Aspects of the school environment, timetable, classroom programme and discipline plan.
3. Establishing your child's level of English.
4. Explaining the Code of Practice.
5. Answering any questions.

Orientation Programme & Support

The Orientation Programme

1. On your child's first day at school they will be met by Margaret White, ESOL teacher. Mrs White is primarily responsible for the orientation of international students and their on-going welfare. Mrs White works closely with classroom teachers and the principal.
2. Your child will be shown their classroom. The classroom teacher will appoint two or more other students who will assist with orientation.
3. Your child will be withdrawn from their main class on a regular basis for English language lessons in a small group.
4. Mrs White will continue to monitor your child during the first few weeks while they settle into their class and school.

Student Support

1. Once the initial period is over, Mrs White will continue to monitor your child through informal meetings, during ESOL lessons and by talking with the classroom teacher.
2. First language support/counselling will be accessed through translators if necessary.
3. In the unlikely event that your child has a problem that cannot be resolved with their classroom teacher or Mrs White, then you should refer to the Grievance Procedures displayed in the ESOL room.
4. You may also seek advice from the International Education Appeal Authority Level 1, 86 Custom House Quay, Private Bag 32001, Panama Street, Wellington 6146. Phone (04) 462 6660 Fax: (04) 462 6686 Email ieaa@justice.govt.nz