



CARNCOT INDEPENDENT SCHOOL

International Student Information Booklet

effective 05.08.19
Including 2020 fee structure

Carncot Independent School (Carncot) is a primary (Years 1-6) and intermediate school (Years 7 and 8). We welcome international students. Our website gives a brief description of the School and of our commitment to excellence in all areas of school life: academic, sporting, cultural and pastoral.

Carncot has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students (the Code) published by the New Zealand Qualifications Authority. Copies of the Code are available on request from the New Zealand Qualifications Authority at www.nzqa.govt.nz/qualifications-standards/international-qualifications

For further information and applications please contact the Principal, Mr Owen Arnst

Phone: +64 6 353 2302

Email: principal@carncot.school.nz
www.carncot.school.nz

INTERNATIONAL STUDENT INFORMATION

Carncot welcomes students from diverse cultures, and a variety of ethnic groups are enrolled from Indian, Chinese, Thai, Cambodian, British, European, Middle Eastern, New Zealand European and Maori origin.

We cater for students in their first eight years of formal schooling. We deliver the eight curriculum areas of the New Zealand Curriculum: English, Mathematics and Statistics, the Arts, Health and Physical Education, Languages, Science, Social Sciences and Technology. We accept students who are able to participate fully in classroom programmes. ESOL is provided on request.

Prior to acceptance, evidence must be given indicating the student's level of reading, spoken and written English. A letter of recommendation (including a character reference) from the academic leader of their current school and two previous school reports must also be provided. These must be translated into English.

All students in Years 1- 6 must live with a biological parent or designated caregiver for their entire time at Carncot. We encourage parents to ask at the School Office concerning information about Palmerston North and the region.

Year 7 and 8 students, who wish to attend and are not living with their parents, must reside with a caregiver designated by their parents. The designated caregiver must comply with the Code and the school policies and procedures.

It is important that students have a genuine desire to learn. They must have a good level of conduct, attitude and attendance at their current school. Attendance is compulsory unless sickness occurs. Students who do not attend or are withdrawn from the school for short periods of time will be liable for tuition fees incurred during the absence.

Non-disclosure of any medical, behavioural or academic needs may result in the termination of the contract. Full and accurate information is required on enrolment.

Once students have been accepted, they must abide by Carncot's rules and the homestay contract.

IMMIGRATION

The Code states: *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.* Immigration requirements and questions relating to a student's immigration status rest with Immigration New Zealand. Please refer to Immigration New Zealand's website for details:

<https://www.immigration.govt.nz/new-zealand-visas/options/study>

Please ask at the school if you require assistance.

MEDICAL AND TRAVEL INSURANCE

International students must have appropriate and current medical and travel insurance while studying in New Zealand. We recommend *Student Safe International*. Further information and application forms are available from the Executive Officer at Carncot, or online at www.studentassist.co.nz.

Evidence of the policy will be asked for on enrolment, and must be in English.

We recommend that any policy selected includes fee protection. The Carncot School Trust Board undertakes to keep sufficient funds in reserve to refund fees, in line with the Refunds Policy.

ELIGIBILITY FOR HEALTH SERVICES

The Code of Practice for the Pastoral Care of International Students states: *“Most students are not entitled to publicly funded health services while they are in New Zealand”*.

Appropriate insurance is, therefore, required in order to meet any health costs that may arise. Schools must ensure that students have appropriate insurance, see section 16(5)(a-d) of the Code of Practice.

<http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/school-guidelines-code-of-practice>

Students and families are able to provide their own insurance cover. However, in this situation details of the cover available under those policies should be provided in English to ensure that the policy meets the requirements set out in the Code.

Full details on entitlements to publicly funded health services are available through the Ministry of Health at www.health.govt.nz.

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but international students may still be liable for all other medical and related costs. For more information, go to www.acc.co.nz.

We have a registered clinical psychologist and counsellor available if required. Julie Williams 06 353 1108; 021 353 185; julie.williams@ihug.co.nz

TERMINATION OF AGREEMENT

Once an international student has enrolled at Carncot, they have the same rights and responsibilities as a domestic student. A student may be required to leave for gross misconduct, non-attendance or continual disobedience.

The School will follow the provisions of the Education Act 1989 (sections 13-19), the Ministry of Education's guidance for school's on stand-downs, suspensions and termination of enrolment (and provide a web-link to the guidance). <http://www.education.govt.nz/school/managing-and-supporting-students/studentbehaviour-help-and-guidance/stand-downs-suspensions-exclusions-and-expulsionsguidelines/>. Note that any stand-down, suspension, exclusion, or expulsion has to relate to misconduct at the school, rather than outside school hours during the student's personal time.

Immigration New Zealand may be advised in the event of non-attendance or termination of attendance.

GRIEVANCE (COMPLAINTS) PROCEDURES

If you have any problems, please seek help in the following way:

- **Problems with subjects:** see your class teacher
- **Problems with your teacher:** make an appointment to see the Principal, Mr Owen Arnst
- **Problems with school friends:** see your class teacher, if the problem occurs within class time. If there is a problem outside the classroom, see the Peer Mediator on duty. They will be wearing a coloured bib. If there is still a problem, see the duty teacher or your class teacher
- **Homestay problems:** See the Principal, Mr Owen Arnst.
- **Agent problems:** See the Principal, Mr Owen Arnst.
- **Finance problems:** See the Executive Officer. You can make an appointment at the School Office to see her

If you are still unhappy, see the Principal, Mr Owen Arnst

If you are still not satisfied, your parents can write to the Principal, Mr Owen Arnst or make an appointment to see him.

If you are still unhappy, write to the Carncot Trust Board Chairperson.

At this point, we would undertake an internal process to examine the cause of the student's concerns. If the student then wishes to proceed, they may take their concerns further:

The student will be given every assistance to access the New Zealand Qualification Authority (NZQA). Please see there brochure *International Students – How to make a Complaint*. This will be given to the student on their arrival at Carncot.

REFUND CONDITIONS

We will make every effort to ensure that the student’s stay in New Zealand is successful and rewarding. If a decision is made to withdraw, it must be in full consultation with host parents and the School.

To be eligible for a refund, please follow our International Student Refund Policy.

If the withdrawal is made prior to the student commencing at Carncot, a refund will be made, less the enrolment fee.

2020 TUITION FEES

(effective 01.01.2020)

		Tuition	Administration	Pastoral Care
Long Term per year	Years 1-6	\$17,000	\$1,500	\$600
	Years 7-8	\$19,000*	\$1,500	\$600
Short term per term	Years 1-6	\$5,000	\$500	\$300
	Years 7-8	\$5,500*	\$500	\$300
per week	Years 1-6	\$500	\$300	\$250
	Years 7-8	\$550*	\$300	\$250

Homestay \$300 per week or \$13,800 per annum (based on 46 weeks)

Incidentals (refundable) \$1,000 per annum

** Years 7 and 8 Tuition fee includes Technology and Design and twice-weekly second language lessons*

- Stationery, camp, sports and other incidental costs are not included in the Tuition fee. These are deducted from the Incidentals fee as they are incurred.
- Uniform – this can be purchased new, or second hand from our uniform shop. Short-stay pupils (less than 1 term) may hire a polar fleece, track suit pants and PE uniform at \$35 per week.
- Our total immersion experience, and small class sizes, enables effective, personalised teaching to be delivered. Should the student require additional support in English, individual or small group lessons will be arranged at an additional cost with ESOL specialist teachers.

Additional Costs:

Music (optional)	variable
Uniform	variable

Note: Please discuss the **Additional Costs** with the Principal, if necessary.

SUPPORT SERVICES

Carncot is committed to making our international students feel as comfortable and secure as possible while they are away from home. We want students not only to reach excellent proficiency with their English and other studies, but also to enjoy New Zealand's wonderful environment, and safe and secure lifestyle.

Upon arrival, students will be welcomed and introduced to relevant staff, teachers and support staff. A full orientation of the school will be given. Students will also be allocated a 'buddy' student to help them within the school. In our small classes, classroom teachers closely monitor and support all students.

Each student will be assessed using school-based Reading Assessment Tests, the Numeracy Project Diagnostic Test and Basic Fact Test for Mathematics, and placed on programmes to meet their individual needs. Full records will be maintained.

Executive Officer, Ms Catherine Parsons, is the first point of contact for International Students. Tel: 027 2080 705

Second point of contact is the Principal, Mr Owen Arnst. Tel: 0275 496 596

HEALTH & SAFETY

The Schools Health and Safety policies are available for viewing at the School Office: Governance Manual, Part 3, Section 11

Responding to Emergencies

Carncot School has robust systems for responding to emergency situations. In the first instance, the Executive Officer or Principal will make contact with International students, who also hold a card with the Principal and Executive Officer's details.

Critical Incident Team

Principal
Executive Officer
Assistant Principal
Board Chairman

STAFF

See our website: www.carncot.school.nz

Principal: Mr Owen Arnst
Executive Officer: Ms Catherine Parsons
Assistant Principal: Miss Johanna White

Teachers:
Miss Robyn Peters
Mr Matthew Watts
Mrs Juliet Redmond
Miss Jessica Fox-Wright
Mrs Megan Murphy

Mrs Sarah Inman (Mathematics Specialist)

Miss Vicki Sinclair (Specialist Art/Learning Support Teacher)
Miss Helen Haggas (Physical Education and Health Specialist)

Miss Helen Thomson (ESOL)
Senora Cecilia Cuadrado Chaves (Spanish Teacher)
Mrs Melody Chang (Mandarin Chinese Teacher)
Ms Rachel Perigo (Te Reo Maori Teacher)

Administration:

Mrs Sam Gilchrist (Office Administrator)
Mrs Lynette Collis (Librarian)
Mr Chris Brunskill (Caretaker)
Mr Trevor Jones (ICT Technician)
Mrs Liz Hehir (Uniform Shop Assistant)

Music Teachers:

Mrs Heather de Ridder (Woodwind and Piano Tutor)
Mrs Marise McNeill (Violin Tutor)
Mrs Kirsten Clark (Singing Tutor)
Mr Dave Barnett (Guitar & Drums Tutor)

PROGRAMMES

Highly trained and experienced classroom teachers will be the main providers of student programmes along with specialist staff in Mathematics, Literacy, Languages, Art, PE and Music.

Students will be placed in a class appropriate to their year and, if required, they will be withdrawn for short periods from regular classes to the Learning Support and Mathematics Specialist teachers for monitoring and additional English or Mathematics instruction.

We encourage students to involve themselves in the school culture and sports activities. The School organises a wide range of summer and winter sports, and offers a variety of other activities: choir, clubs (gym, craft, Science, drama), camps, exchanges and trips.

COMPUTER TECHNOLOGY

The School provides Macbooks for student use, but students may bring their own device. For Internet Safety, all students and parents must sign an Internet Safety Agreement.

REPORTING

International students will receive full written reports at mid-year and in December. We welcome contact with parents and would like to meet with them, if they have the opportunity to visit New Zealand. At the end of Term 1, parents of students staying with a designated caregiver may have a Skype interview with the classroom teacher (and interpreter if needed/available).

It is very important to notify us of any change of address or contact details for parents or designated caregivers, so that we can keep in contact.

FUTURE STUDY AFTER CARNCOT

Palmerston North offers a variety of single sex and co-educational secondary schooling. Please see the following websites:

Palmerston North Girls High School
Palmerston North Boys High School
Awatapu College
Freyberg High School
St Peter's College

USEFUL LINKS

NZ Police

Tel: (06) 351 3600 (Palmerston North) **Emergency 111**

<http://www.police.govt.nz/>

Child Youth and Family

Tel: 0508 326 459

<http://www.cyf.govt.nz>

Water Safety New Zealand

<http://www.watersafety.org.nz/resources-and-safety-tips/safetyinfo-tips/the-water-safety-code/>

NZTA information for visiting drivers

<http://www.nzta.govt.nz/safety/driving-safely/visitingdrivers/>

Drive Safe

<http://www.drivesafe.org.nz/>

Alcohol laws and penalties

<http://www.police.govt.nz/advice/drugs-and-alcohol/alcohol-lawsand-penalties>

Sun safety

<http://sunsmart.org.nz/>

Budgeting resources

<http://www.sorted.org.nz/life-events/studying>

Earthquakes and other natural disasters

<http://getthru.govt.nz>

Vision Manawatu

<http://www.manawatunz.co.nz>

Palmerston North City Library

<http://citylibrary.pncc.govt.nz>

APPLICATION PROCESS

Step 1

All enquiries should be sent to:

Mr Owen Arnst, Principal
Carncot Independent School
263 Broadway Avenue
Palmerston North
New Zealand

Phone: +64 6 353 2302

Email: principal@carncot.school.nz

An application pack and the International Students Information Booklet will be forwarded to prospective parents.

We recommend that applications should arrive no later than six weeks before the preferred enrolment date to ensure a smooth processing process.

Step 2

If your application is successful, you will be sent a provisional offer of place.

You should accept the offer of place in writing, complete the appropriate forms and send the fees to the School. Fees may be paid to the School either:

- At the school
- Electronically to the School's bank account:
Carncot Private School Trust Foreign Fees
Bank of New Zealand
Broadway Avenue, Palmerston North
Bank Account Number: 02 0727 0607188 025
Swift Code: BKNZ NZ22

Step 3

Carncot will acknowledge your enrolment and send you a receipt for the fees, an assurance that accommodation will be arranged, if required, and an offer of place letter necessary for you to obtain a Student Visa.

Step 4

When students arrive at Carncot, they must have available their Tuition Agreement and Declaration: Fees and Notice of Withdrawal [signed by parents], Medical and Travel Insurance documents (in English) and their passport with copy of Student Visa.

Step 5

Students will then be welcomed into the class and an additional assessment will be completed on their English language and mathematics ability, during the orientation process.