



Welcome to Renwick School

Our school's teaching and learning environment is based on mutual respect and is underpinned by our three school values: *Be respectful, Be resilient and Be resourceful*. We endeavour to instill in our students self respect, a sense of fun and the ambition to succeed in the academic, sporting and cultural arenas.

The staff and board are proactive in continuing to build Renwick's excellent reputation in providing a quality education in a quality environment for all our students.

For all other information please check out our school website www.renwick.school.nz.

Michelle Spencer
Tumuaki / Principal



During 2023 we surveyed students, staff and families of Renwick School to share with us the important aspects to include in a school logo.

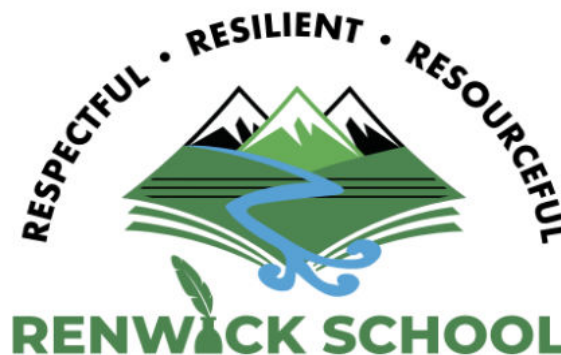
The feedback relayed the importance to include the three maunga (mountains) that surround and guide us; Ōtāhuhu (Mount Richmond), Tapuae-o-Uenuku and Mount Fishtail.

Strong links to the landscape of the Wairau Valley; the support and opportunities this lends to our people through farming, recreation and learning. The land is represented by an open-book which connects the Plain to our school.

The importance of the awa (Wairau River) that signifies life. The three waterways represent the partnership between staff, students and whanau. The lines representing viticulture.

The quill in the word 'Renwick' ties the previous logo to this one to ensure the history and the stories of the past are kept alive.

The three words; Respectful, Resilient and Resourceful are the three values most agreed on by our people displaying who we are at Renwick and what we need to, Be the Best we can Be.





To enrol at Renwick School you must approach the Principal with a request for enrolment. Renwick School is a State School and our first priority is to cater for resident Learners between the ages of five and fourteen. A request for enrolment can be made by visiting the school or emailing the Principals PA at heather@renwick.school.nz.

Please complete the enrolment form which you will find on our website under quick links a copy of your child's latest school report and application fee to be given to the school office. If a place is available at your child's age and class level, you may be offered a place, which may be conditional on New Zealand based assessment. If you are unsuccessful, you will also be notified.

Once you have received your acceptance of a place at our school, you will be asked to complete a Student Enrolment Form and provide further details about your child's previous schooling, level of achievement, health and information about any special needs that may have to be addressed, including background for ESOL (English as Second or Other Language) More comprehensive diagnostic tests are conducted once your child has settled into Renwick School and may include an assessment of proficiency in the English language. The assessment will help determine class level and any individual English language tuition your child may need.

All New Zealand children enrolled at a State School are entitled to a 'free education'. Children can be enrolled at a New Zealand State Primary School from their fifth birthday. Education becomes compulsory at age six. Children fourteen years and over attend Secondary School. Education for New Zealand children remains compulsory until the age of sixteen. State schools are funded by the Government and teachers are paid by a Central Government pay service. International learners do not qualify for 'free' education and are required to pay a fee. Renwick School is a signatory to the New Zealand Code of Practice for the Pastoral Care of International Learners and therefore approved for the enrolment of international learners. Renwick School policy requires

International Learners to enrol for a period no less than one term (approximately 10 weeks.) International Learners who are enrolled at Renwick School must live with a parent or legal guardian for the entire duration of their enrolment.



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



ON ENTRY TO THE SCHOOL

On arrival at the School, the school is required to check the immigration status of parents and learners and retain a copy of entry permits and visa expiry dates. The first installment of tuition fees must also be paid. Learners will also have the opportunity to participate in an orientation programme to introduce them to the New Zealand way of life, to Renwick and to the School.

INTERNATIONAL STUDENT VISAS

International learners studying in New Zealand require a Student Visa. 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. The details completed in the 'Offer of a Place' form provided by the School are required by New Zealand Immigration for the issuing of a Student Visa or Permit. The School will inform the New Zealand Immigration Service when:

- Learners complete the course for which they have enrolled and return to their home country.
- Choose to leave Renwick School to continue their study at another school in New Zealand. In such cases Learners fail to attend school on a regular basis (act truant).
- Learners fail to attend school on a regular basis (act truant).

UPON COMPLETING A COURSE OF STUDY AT RENWICK SCHOOL

- Learners returning to their home country will receive a letter from the school to explain the study course, or Year of Schooling completed, plus a copy of their Cumulative Record.
- Learners who leave Renwick School to attend another school in New Zealand will be provided with a Transfer Notice with all school records forwarded to the new school when requested.

ATTENDANCE REQUIREMENTS

The School treats international learners as it does domestic learners and the school policies apply. Attendance of learners is monitored daily. Disciplinary procedures will be applied in the event of continuing attendance and the student's parents will be notified. This may involve visits to the home by the District Attendance Officer. A student's visa can be withdrawn if the student is not meeting immigration requirements of attendance.

WITHDRAWAL FROM SCHOOL

International learners who wish to withdraw from Renwick School must provide written approval from their parents.



HEALTH AND TRAVEL INSURANCE

Most learners are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary permit that is valid for two years or more

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. Therefore, all learners must have Health and Travel Insurance for the duration of their stay in New Zealand. Proof of cover will be required as part of the enrolment process. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand. We recommend Uni-Care Educational Travel Insurance Service. Further information and application forms are available on their website www.unicare.org

FEES FOR OUR INTERNATIONAL STUDENTS

An enrolment fee of NZ \$200 must be paid on Application. This is non-refundable if you decide against coming, but is deducted from your school fees if you accept a place here.

Fees for International Learners (payable by instalments one term in advance)

- All Year Levels NZ \$10,000 per year (\$2,500 per term)

The fee set by the Renwick School board includes:	The fee does not include:
• Full tuition and subject fees • Stationery and textbooks • Access to all school facilities • Additional tuition if required in English language • Administration costs	• Personal requirements (School shirt) • Costs involved with class excursions • Extra-curricular choices (eg entertainment activities, sports team involvement etc) • NZ travel costs



• Technology materials fee • Includes GST (Good and Service Tax, a government tax amounting to 15% of the total fee) • Additional charges which include a Crown fee (a charge imposed by the Government for the use of a state owned facility) and the annual cost to the school for being a Signatory to the Code of Practice for the Pastoral Care of International Learners)	• Meals • Accommodation • Insurance
---	---

FEE REFUNDS

The minimum course fee is for one term (approximately ten weeks). International Learners who leave Renwick School after attending for more than the minimum period will be refunded for the portion of the fees paid but not used, in accordance with the School's 'Fee Protection and Refund Policy for International Learners'.

OTHER CHARGES YOU MAY HAVE TO PAY INCLUDE:

- The cost of dental treatment
- Specialist services, eg Speech Therapy, Occupational Therapy, Psychological Services

STUDENT WELFARE

- Renwick School, as a signatory to the Code of Practice has a number of obligations relating to the welfare of International Learners.
- The class teacher and Principal will be the first points of contact if an International Student faces difficulties adapting to his/her new cultural environment.



- If you, as parents or the designated caregivers for your child, have concerns about any aspect of your child's schooling, please contact the teacher or Principal.
- If you wish to make a formal complaint, please follow the procedures outlined in the school's policy on 'Complaints'.
- If you have concerns about a breach of the Code, advocacy procedures are outlined in the Education (Pastoral care of tertiary and International Learners) Code of practice 2021
- The School will hold current information for each International Student at all times. As well as the information required on the enrolment form, copies of the passport and permits will be included.
- As part of the enrolment procedures office staff will establish communication arrangements with you should an emergency arise.
- If school personnel are concerned that your child has been, or is likely to be, ill treated, harmed, abused or neglected we are obliged to notify Oranga Tamariki – Ministry for Children or the New Zealand Police.
- The Education Act (Stand-down, Suspension, Exclusion section s80 (1) (a) of the Education Act 2020) apply to all learners, including International Learners enrolled at Renwick School.

GRIEVANCE PROCEDURES

Step 1

- For problems with your school subjects see your teacher
- For personal problems or problems with other learners, see your teacher, another teacher.
- For problems with teachers or other adults at school, see the Assistant Principal

Step 2

- If you still feel your problems have not been solved, bring the issue to the Tumuaki (Principal)

Step 3



- If you are still not satisfied, you may ask the Renwick Board to consider the matter.

INTERNATIONAL EDUCATION APPEAL AUTHORITY

If you believe that the school has breached the Code of Practice and you have not been able to settle the matter following the school's internal procedures, you may contact the International Education Appeal Authority:

*International Education Appeal Authority
c/- Ministry of Education
P.O.Box 1666
Wellington
New Zealand*

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

REVIEW OF CODE COMPLIANCE

To ensure that the Code of Practice 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 programme of policy review.
- The enrolment information and fees will be reviewed each year under the direction of the Principal and Finance Administrator.

All new staff will be issued with copies of the school information pack for international learners so that they are conversant with the requirements and procedures.

Introduction

When learners from other countries come to study in New Zealand, it is important that those learners are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international learners' welfare.

The online booklet provides an overview of the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 provides a procedure that learners and families



can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (The Code)? It is a document which provides a framework for service delivery by educational providers and their agents to international learners. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international learners. The Code applies to pastoral care and provision of information only, and not to academic standards.

What is an “international Learner”?

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

How can I get a copy of the Code?

The Code is available online from:

<https://www.education.govt.nz/further-education/information-for-tertiary-learners/code-of-practice-pastoral-care-domestic-tertiary/-sh-international-learners>

How do I know if an educational provider has signed the Code?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from www.minedu.govt.nz/goto/international. If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong?

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal 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 learners 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).

A summary of the Code

The Code sets standards for educational providers to ensure that:



- high professional standards are maintained
- the recruitment of international learners is undertaken in an ethical and responsible manner
- information supplied to international learners is comprehensive, accurate and up-to-date
- learners are provided with information prior to entering into any commitments
- contractual dealings with international learners are conducted in an ethical and responsible manner
- the particular needs of international learners are recognised
- international learners under the age of 18 are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international Learner 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 learner complaints. Renwick School has agreed to observe and be bound by the Code of Education (Pastoral care of tertiary and International Learners) Code of practice 2021.

Copies of the Code are available online MOE International Learners or from the New Zealand Ministry of Education website at www.minedu.govt.nz.

I have read and understood the terms set out in this agreement, and agree with them.

Signature of Applicant : _____

Signature: _____

Signature for School: _____

Designation: _____

Date: _____