



**JOHN PAUL
COLLEGE
ROTORUA**

INTERNATIONAL

INFORMATION BOOKLET



*Nurturing Excellence
while on Adventure*



Dear International Student

Thank you for considering studying at John Paul College. We appreciate this is an important decision for you and your family. You can be assured that we take seriously giving each international student the highest quality education and pastoral care.

This booklet is designed to help your decision making, providing useful background information and specific advice on legal and financial matters.

Our school is ready to help you in any way we can, so please feel free to contact us if you need any further information or help.

We look forward to welcoming you at John Paul College.

Yours sincerely,

Patrick Walsh
(Principal)



JOHN PAUL COLLEGE is a co-educational, state integrated Catholic School. What does this mean?

Co-educational means both boys and girls are enrolled at our school. A State-Integrated School means some of the responsibilities of running the school are carried by the New Zealand Government and some by the Catholic Church.

A number of staff are of other faiths and backgrounds, however, everyone who is part of the school is expected to respect and uphold the Catholic values and traditions which are practiced here.

Even though most of the students have connections to the Catholic Church, international students from other faiths and backgrounds are also welcomed and included. The school promotes the Christian virtues of respect, tolerance, acceptance and homestay. These virtues are also embraced by the international students and their families.



JOHN PAUL COLLEGE is a "Catholic School in the Lasallian tradition."
What does this mean?

The Lasallian institutions are part of a worldwide educational movement of over 900 schools within which 5300 Brothers and 77,000 Lasallian Partners teach some 875,000 students in 84 countries. It's an education without borders.

Lasallian education arose from the work of St John Baptist De La Salle and the other early Brothers. It developed through 300 years of expansion among many cultures, and forms the core of today's Lasallian schools and agencies. Lasallian education has the school as its *setting*, the teacher and the student as its *focus*, and the potential of education as its *inspiration*.

Elements include faith in the presence of God, quality education, concern for the poor and social justice, and a respect for all persons within an inclusive

community. More information about the Lasallian educational movement can be accessed on www.lasallianfoundation.org.

John Paul College has a strong Catholic ethos which is manifested in many ways. There is regular classroom and school prayers, and symbols of faith are clearly evident throughout the school. There is also a close link with the local parish and its priest, Father Mark Field, who holds a voluntary weekly mass in the school chapel for students and teachers, (which many international students attend.) Religious Education is compulsory for all students although it is an optional subject for those international students of other faiths and backgrounds.



HOW WILL THE SCHOOL SUPPORT YOU ON ARRIVAL?



Arrival

If you arrive from overseas, it is likely that Auckland will be your port of entry. Here you might connect with a domestic flight to Rotorua where you will be met by a staff member and/or possibly your homestay family.

John Paul College also has an approved local shuttle service which brings students to our city. This scenic drive usually takes two and a half hours to complete and you will be taken directly to your new homestay where your homestay family will meet you. If you arrive with a family member, different arrangements can be made to suit your needs.

From the outset, you will be given a home phone number and also the phone numbers of at least two other staff from John Paul College, whom you can contact if you need assistance. Support is available 24/7 if required.

Orientation

Your first day at school will be spent with the staff of the International Department. They will show you around the school, explain your timetable, help you set up a bank account, buy uniform and books, and introduce you to your teachers and fellow students. An orientation booklet is also given to you, to help you get started. Only once it is clear that you are ready and prepared to be integrated into the classes, will that step take place.

Change of details

During this orientation period the student's details, including all the necessary contact details, are filed. It is essential, and a requirement of the Code of Practice (7.6), that *should any changes occur with respect to contact details, passport or insurance details, the school must be immediately notified.*



HOW WILL THE SCHOOL SUPPORT YOU DURING YOUR STAY AT JOHN PAUL COLLEGE ?

General Support

The **International Director (Mr. Dwight)** is always available to meet with you to discuss any issues which might concern. He will also give you his home phone number so that you can contact him at any time.

The **International Homestay Manager (Ms. Lilly)** is also available to help and support you. She arranges your homestay family and will visit you at least twice a year in your home to ensure you are comfortable and happy.

ESOL tuition is guaranteed through timetabled ESOL classes with TESOL qualified teachers. Should further teacher aide support be required in the mainstream classes, then this can be arranged at an extra cost.

Intensive English tuition is available for those who wish for this support. This is essential for those at the beginner/elementary level. John Paul College has a

number of tutors on hand ready to provide this individual or small group tuition, both at school or even in the home environment.

Service providers who offer interpretation and counselling services can be contacted by phone if you ever feel you need to explain something in your own language. Friends of the school, who are resident in Rotorua, have also offered to help where they can. These include speakers of Korean, Chinese, Vietnamese, German, Spanish, Thai and Japanese. Rotorua boasts to have residents from over 150 different national backgrounds, so it is very likely that someone who speaks your language can be traced.

Senior Leadership Team

The Principal and his Senior Leadership Team provide the overall leadership for the school including the International Programme. They include:

Mr Patrick Walsh - Principal

Mr Peter Sinclair - Deputy Principal (Curriculum)

Mrs Ali McHugh - Deputy Principal (Student Management)

Mrs Maree Stewart- Deputy Principal (Human Resources)

Finance Department

To help ease your financial management of running your personal school expenses, our Accounts Department provides a personal school banking service. Parents can deposit any amount they wish to operate this service. At any time they can request a statement reflecting school expenses and any money remaining at the end of the student's study period is fully refundable. The staff in the School Accounts Office are there to assist you. Mrs Sandy Bird is the International Services manager and because she also works in the School Account Office she is well placed to assist you with any money issues.

Medical support

Confidential medical advice and support can be arranged through the services of the School Nurse Mrs Cathy Flavell. Visits to the doctor can also be arranged

through these school services, the home-stay parent, the International Director or the Home-stay Manager. Payment for these services must be made at the time of these appointments and then the medical claims can be organised afterwards. It also includes dental services.

Further support

In addition to the above mentioned support, international students can make appointments to meet with our well qualified School Guidance Counsellor and our School Career Counsellor, if there is a need. The Schools Form Class system ensures that every day, the international student meets together with their 15-20 class members - for pastoral and administrative purposes. An International Whanau is also held once a week to discuss International issues.



SCHOOL INFORMATION

School operating times

All New Zealand schools have four terms of tuition per year, and normally each one is ten weeks long. Term One usually begins in late January and Term Four ends in late November for seniors (YRS 11-13) and in early December for juniors (YRS 7-10). There is a two-week holiday between each term, and a long holiday of about seven weeks between the end of Term Four and the start of the new school year.

The school calendar for 2013 is as follows:

TERM ONE - Tuesday 29 January until Friday 19 April 2013

TERM TWO - Monday 6 May until Friday 12 July

TERM THREE - Monday 29 July until Friday 27 September

TERM FOUR - Monday 14 October Friday until 18 December.

Seniors finish tuition in mid-November and then prepare for their external exams which usually finish early December.

School lessons take place from Monday to Friday with sport and cultural events throughout the week, including weekends.

Tuition begins at 8.55 a.m. and there are five one-hour lessons each day. Form classes meet daily for 20 minutes at the beginning of each day to deal with administrative and pastoral issues. The school day starts at 8.35 and ends at 3.05 p.m.

Studying at School

It is expected that when enrolled into the various classes, you attempt all educational assessments. Only after thorough discussions with you, the teacher, agents and/or parents will an exemption be made. Even if you attempt the various subject assessments, you do not have to enrol with NZQA. Comprehensive reports are issued twice a year and specially designed reports which meet the demands and criteria of certain countries, can be arranged.

Every endeavour will be made to place international students into the subjects of their choice. However, this unfortunately, cannot be guaranteed. It is sometimes difficult to place students into their preferred subjects - especially in the middle of the year when some classes are at their maximum size. However it is easier to accommodate if choices are submitted before the academic year begins. Thorough discussions will take place before placing students into the classes and if combinations don't work out, the school is always open to make further changes.

Involvement in school life and community

John Paul College, as well as the Rotorua community, offers a wide range of sport and cultural activities to participate in. It is strongly encouraged that you enrol in as many activities as you can, as this will help you make friends and it will without a doubt ensure that your English will improve. Please take note of all the sporting and cultural opportunities available in school, by reading the *JPC International Prospectus*.

A wide range of the city's clubs and activities is listed and explained in the brochure, "What Rotorua has to offer. Both these are available in hardcopy or downloadable on our school website www.jpc.co.nz

A highlight of our school calendar in the third term, is the International Food Festival. All international students are encouraged to participate and promote their country in this colourful and vibrant occasion.

School Uniform

The John Paul College uniform defines who we are, and our students, proud of their school, wear uniform at all times.

JPC believes it is important that students are always dressed correctly and only wear items on the uniform list.

Juniors (Years 7 - 10) wear a different uniform to the seniors (Years 11 -13) and to accommodate the seasonal changes, a separate outfit is worn in Summer and in Winter.

Uniform items need to be clearly named, cleaned, ironed and mended. Full school uniform is to be worn between College and home, both ways.

During your Orientation of the school, Mrs Carolyn Constable will support you to acquire your own school uniform. School uniforms can be bought at The School Uniform Shop which is open Monday -Thursday from 8am. until 4 pm. Her phone number there is +64 7 3478795 ext.8863

School Houses

John Paul College is organised on a horizontal Year Level system. Students are also allocated to one of five houses for curricular and co-curricular activities. The House System is one of the processes by which School Spirit is inculcated and maintained throughout the scholastic year.

The Houses are:

- Kanea House - Yellow
- McKenna House - Blue
- MacKillop House -Green
- Rice House - Red
- La Salle - Purple

kanea .mckenna .mackillop rice .

lasalle .kanea .mckenna

mackillop .rice .lasalle .kanea

mckenna .mackillop .rice lasalle .

kanea .mckenna mackillop .rice .

lasalle

JPC Intranet and e Learning Agreement, Permission and Privacy Act Slips

John Paul College has modern digital equipment and besides the computer laboratories and pods throughout the school, students are also able to access the School's Wi Fi through their own digital devices. There are however strict guidelines when using these gadgets. To be able to use these computer facilities, all students must sign a contract before they are given a computer password. This JPC Intranet and e Learning Agreement can be downloaded on the school website www.jpc.co.nz. in the 'Useful Resources' section of the International drop-down.

Permission Slip : JPC students need parental permission for students to partake in educational activities outside the classroom. International students also need the same permission granted and so this standard form used is also accessible on the 'Useful Resources' section of the International drop down menu. Please fill in the form, sign and return.

Privacy Act Slip: The same applies to a form relating to private information. Please access the form on the same above mentioned site - sign and return.

FURTHER DETAILED SCHOOL INFORMATION, WILL BE SHARED WITH YOU DURING YOUR ORIENTATION PROGRAMME.



YOUR HOMESTAY

All International Students at John Paul College must stay in a Police-vetted homestay arranged or approved by the school. This ensures that the home you will be living in is safe, comfortable and welcoming of international students;

A *Student Homestay Booklet* will be issued to you and this will contain all the information related to your accommodation that you will need to know. Of special importance is that:

- All toll calls, cell-phone calls, international calls and Internet use must be paid for.
- Sleeping overnight with friends is ONLY acceptable if the homestay family has given permission.
- International students must phone their homestay family if they are going to be late home.
- Permission from the homestay family and the Director of International must be granted if the student intends to leave the immediate vicinity of Rotorua and the appropriate form must be filled out and handed in to school at least 3 days before the date of intended travel.

Your happiness and well-being in the homestay family is critically important and the school ensures a high level of service in this regard. Ms Dena Lilly is our Home-stay Co-ordinator and she is always available to make sure you are comfortable in your home.



ADMINISTRATIVE INFORMATION

(All these sub sections are taken from the International Policies of John Paul College. The full wording of the various policies can be shared on request.)

CONDITIONS OF ACCEPTANCE

John Paul College reserves the right to accept or decline and enrolment. The following conditions must be met before acceptance of enrolment.:

- Full payment of all fees
- Must be 11-18 years old. If the student is 18 years old on 1 January of the year of enrolment, then the student will meet the age requirement of enrolment.
- Receipt of a satisfactory character reference.
- School reports for the previous academic year are to be provided.
- An acceptable standard of English - beyond elementary level. If it is clear that the student will not be able to function in mainstream classes then extra support is essential. An individual programme of accelerated English language

development will be designed and these extra costs involved are to be met by the student.

ATTENDANCE REQUIREMENTS

- 1 School Policies apply to all our domestic and international students.
- 2 Form Teachers and / or International staff will contact home-stay parents in the event of an unexplained absence.
- 3 Discipline procedures will be applied in the event of truancy and the student's parents / and agents will be notified.

SAFETY AND WELFARE

- 1 Parents and agents will be directly notified should any serious relationships develop. Any inappropriate sexual activity is not permitted.
- 2 Consuming alcohol under the age of 18 is prohibited.
- 3 Students are not permitted to purchase, possess or shoot guns of any kind, including those at gun clubs.
- 4 Students are prohibited from possessing, purchasing or using illegal drugs.
- 5 Students must abide by the laws of New Zealand.

DRIVING A VEHICLE

1. Any international student at John Paul College may not own or drive any type of motor vehicle, unless the student is learning to drive with a registered driving instructor, having first obtained written permission from their parents and the Director.
2. The only exceptions to this rule are students living with their families here in New Zealand.
3. Students may not travel in any vehicle driven by any other student unless having received permission from either the parents or agent, and the school. That person's name will be recorded on your Drivers' List, which will be maintained by Mr Dwight.

- 4 Serious consequences will result from any student who is found in a vehicle which is driven by a student of the school, and who is not on the Drivers List which is kept at the International Office.

INDEPENDENT TRAVEL

Students aged under 18 will not be permitted to travel independently during their period of study in New Zealand. However, those who are keen to travel, can join organised tours which cater specifically for international students. Any tours with other families or adults must be approved by the school.

If there is time after their period of study has been completed and before their visa has expired, then trips can be organised after school policy procedures have been followed.

Should a student wish to enjoy an overnight visit with a friend in Rotorua, then this can only take place after both families are comfortable with the arrangements. Students wishing to visit families and friends away from Rotorua, need to follow the safety procedures which the International Department has organized.

WITHDRAWAL FROM SCHOOL

International students who wish to withdraw from John Paul College must -

- 1 Provide written approval from their parents or agent.
- 2 Complete the school's leaving form.
- 3 Give home-stay parents two weeks' notice if this involves terminating their home-stay arrangements

REFUND CONDITIONS

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. If a refund is requested, the following guidelines will apply:

1. To be eligible for a refund:
 - Parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of

attendance. The official leaving process must have been followed and the leaving certificate should also have been attached.

- In every case, the school undertakes to look fairly at applications for a refund of fees or part-fees.
 - If the application for a refund is made before the start of the course then fees will be refunded in full, less the *Administration Fee* stipulated in the *Conditional Offer*. The same procedure would apply for a student who is not granted a student visa to attend John Paul College.
2. If the application is made after the start of the course (*i.e. in Terms 1 or 2*), but before the second half of the course (*i.e. Terms 3 & 4*), fees will be refunded less:
 - An Administration Fee stipulated in the *Conditional Offer*.
 - Costs to the school already incurred for tuition.
 - Components of the fee already committed for the duration of the course.
 - Specialist fees (*if applicable*).
 - Appropriate proportions of salaries for teachers and support staff (*if applicable*).
 - Costs already incurred for the use of facilities and resources.
 - Any other costs already incurred.
 3. If the application is made after the second half of a course, there will be no refund, except under exceptional circumstances. (*See Compassionate Refunds below.*)
 4. **Compassionate Refunds:**

In exceptional circumstances, refunds may be granted on compassionate grounds (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.
 5. If an international fee-paying student gains residency during their course no further fees are to be paid. The new resident will then abide by the school enrolment scheme or procedures. Documentation of residency must be provided within 14 days of it being granted.
 6. The Board of Trustees will make no refund:

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded
- Where a student returns home for any reason other than serious illness, accident or death of a close family member
- If the enrolment application is found to be inaccurate, false or misleading in any way and the contract is terminated
- If a student wants to transfer to another school or educational institution

7. Homestay Fees

If a student moves out of their Homestay before the end of their Contract:

- The Homestay Placement Fee will not be refunded.
- All other unused Homestay Fees will be refunded, provided the Homestay has been given two weeks' notice that the student is leaving.
- If the student does not give two weeks' notice, then two weeks' Homestay fees will be deducted from any refund.

8. Payment of Refunds:

- All refunds will be paid to either the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student.

N.B. The New Zealand Immigration Service will be notified if any student ceases to attend John Paul College for whatever reason.

FEES PROTECTION

In accordance with 7.2.4 of the Code of Practice for the Pastoral Care of International Students, John Paul College has developed a fees protection policy to be provided to international students. This ensures that international student fees are handled consistently with normal accounting practices. It also means that any international funds are secure from misappropriation and are only made available to the school in accordance with the School's Refund Policy or in the event that the school is not able to continue tuition.

TERMINATION OF TUITION

International students have the same rights as domestic students. However, international students must follow the additional rules outlined in the Tuition Agreement, which is signed by parents on enrolment.

International students can have their Tuition Agreement terminated in the event of:

1. Continued and unexplained absenteeism. The Tuition Agreement with each international student will explain the attendance requirements.
2. The exclusion or expulsion of the student in accordance with the current Education Ministry rules (of stand down, suspension, exclusion and expulsion.)
3. Provision of false or misleading information by the student on enrolment.
4. Inadequate progress by the student.
5. Failure by the student to pay fees.
6. John Paul College being unable to guarantee accommodation due to the student's behaviour.
7. Criminal behaviour by the student (including such behaviour outside John Paul College's premises).
8. An inability to attend school due to reasons such as illness or family obligations, where the student cannot make up the missed course time and needs to re-enrol if they wish to complete their course.

Should one of the above mentioned circumstances occur, the following procedures will take place:

- A. A 'First Letter of Warning' outlining the problem and the possible consequences will be written and signed by the Director and the Principal. This letter will then be sent to the student, the agent and parents.
- B. If satisfactory progress is not made over the stipulated time, then a second letter will be sent, this time outlining a course of action which could include being summoned in front of the Board of Trustees who have the right to terminate the tuition agreement.
- C. The student has the right to appeal to the International Education Complaints Commission.

COMPLAINT PROCEDURES

The following procedures are to be followed, if you think the school has failed to adhere to the Code of Practice for Pastoral Care of International Students:

INTERNAL PROCEDURES:

- STEP 1. Contact the Homestay Manager, Ms Dena Lilly, if it is a home-stay issue.
Contact the International Director, Mr Dwight for anything else.
- STEP 2. If the complaint is not dealt with to your satisfaction, arrange an appointment to talk to the Principal, Mr Patrick Walsh .
- STEP 3. If you are still not satisfied with the matter, you may ask the Principal's Personal Assistant to contact the Board for you.

EXTERNAL PROCEDURES

INTERNATIONAL EDUCATION APPEAL AUTHORITY (IEAA)

If you believe the school has breached the Code of Practice and you have not been able to settle the matter following the schools internal procedures, you may bring the matter to the IEAA.

How can you contact the IEAA?

Postal address:

International Education Appeal Authority Tribunals Unit
Private Bag 32-001 Panama Street
Wellington 6146

Phone: +64 4 462 6660
Fax: +64 4 462 6686
E mail: ieaa@justice.govt.nz



John Paul College

INTERNATIONAL CONTACT DETAILS

International Director: Mr (Mike) Dwight

**John Paul College
Whitworth Road
P.O. Box 5040
Rotorua 3044
New Zealand**

Phone : +64 7 3478795 ext. 8855

Mobile : +64 21 179 2088

Email : johnpaulcollege.international@gmail.com

Homestay Manager: Ms (Dena) Lilly

Phone : +64 7 3478795 ext. 8863

Email : dena.lilly@jpc.school.nz

Administrative Support: Mrs (Sandy) Bird

Phone : +64 7 3478795

Email : sandy.bird@jpc.school.nz