



CRAIGHEAD

DIOCESAN SCHOOL



INFORMATION BOOKLET

Mission Statement

Craighead Diocesan School encourages:

“The pursuit of excellence in all fields of endeavour, spiritual, academic, physical and cultural, with emphasis on the development of each girl within a caring, Christian family atmosphere, so that each is well-educated, responsible, confident and capable of contributing to society.”

INTRODUCTION TO CRAIGHEAD DIOCESAN SCHOOL

We promote:

- **ACADEMIC EXCELLENCE**
- **TRADITIONAL CHRISTIAN STANDARDS**
- **A DISCIPLINED WORK ENVIRONMENT**

Introduction

First established in 1911, Craighead is a Christian day and boarding school for girls from Year 7 - 13 (ages 11 - 18) in a small city linked by air from International airports and 2 hours by road from Christchurch. Student numbers are restricted to 370 including up to 20 International students.

Students work for **excellence** in all areas, spiritual, academic, physical and cultural. Craighead has a history of **high academic success** and **traditional standards of discipline**

Students work towards all national examinations and are prepared for university and other tertiary training institutions. Multi-level classes are available

The School also has a proud tradition of music and art, with a national award-winning choir and scholarship level students in recent New Zealand senior examinations.

The School is set in large gardens with a heated swimming pool, tennis courts and sports grounds.

Classrooms are modern and there are **Boarding House** facilities accommodating 143 girls.

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

**The Craighead School family welcomes the contribution
that International Students bring to its community.**

KEY FEATURES OF THE INTERNATIONAL PROGRAMME

ASSESSMENT

- Students are assessed on arrival for placement.

ORIENTATION PROGRAMME

For individuals and small groups this covers:

- School routines
- Boarding House routines
- Ordering and purchasing of School uniforms and related school material
- Opening of banking facilities for pocket money
- Familiarity tour of the city
- Introduction to International Staff, Form Teacher and teaching staff
- Provision of "Buddy System"

ENGLISH SUPPORT

- Small group tuition
- One to one support
- IELTS support classes can be arranged.
- Optional extracurricular English classes
- Study support classes for NCEA Geography and Science
- English support class for Year 11,12 & 13 NCEA

Students needing intensive English on arrival will be offered ESOL classes as required.

PASTORAL CARE

- International Student meetings are held each week
- Each student has a weekly appointment to meet with the International Director to discuss pastoral and academic matters.

The International Director is responsible for course administration and student welfare. There is an Accommodation Officer, Guidance and Careers Teacher and a School Chaplain.

ADDITIONAL SERVICES

- Vacation schools and extra vacation activities can be arranged.
- Students are met at Christchurch International Airport.

VISA CONDITIONS IN NEW ZEALAND

“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 <http://www.immigration.govt.nz>.”

A student cannot come to Craighead Diocesan School unless she has applied for and been granted a Student Visa from the New Zealand Embassy in her country.

Once the student has been issued a visa, she will be generally able to travel freely in and out of New Zealand for twelve months (some conditions and exceptions apply).

The student cannot normally work in New Zealand, if she is issued with a student visa only.

The visa is issued for the school which accepts the student. If the student changes school, she must obtain a new visa. If the student breaks the School rules, the School can request the withdrawal of the student's visa and she will have to leave the country.

If the student's parents or family wish to visit the student at any time, they may do so by entering the country on a tourist visa, which is valid for a short period of time. Customs agents will confirm the length of time the visa is available, when parents enter the country.

HEALTH INSURANCE

Eligibility for 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 <http://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 <http://acc.co.nz>.

Medical and Travel Insurance

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

N.B. Students must provide evidence of appropriate and current medical and travel insurance. This insurance must cover the full length of time spent in New Zealand. New Zealand Insurance cover will be accepted only. The school will keep a record of the Insurance Policy number and the type of cover provided.

When studying in New Zealand the student must have Medical Insurance to cover fees for hospital care. If the student is staying in New Zealand for two years, she will be entitled to free hospital care for emergency treatment on the same basis as the New Zealand people. Medical insurance is necessary to cover unexpected costs or the need for non-urgent surgical work. The School will help arrange this insurance for you.

REFUND OF FEES

If the student leaves the School before the period of tuition is complete, refund of fees is at the discretion of the Board. Notice of leaving the School or Boarding House of at least one term must be given, to be eligible for any refund of Boarding Fees.

Please read and sign the Refunds policy (and Tuition Agreement) in the Application Pack.

ENGLISH LANGUAGE SUPPORT

Each International student has an Individual Education Plan prepared. On arrival, an assessment of the English level of the student is made. If required, extra English tuition will be provided at Craighead's expense until the student gains proficiency. Extra coaching is given to students in their school subjects to ensure that they are able to understand the topics. There is no cost for extra instruction when it is arranged by the School and is taken by staff. If a student seeks extra coaching for examinations, she is required to pay for this tuition.

The School accepts students with a range of abilities in English language. It is important that parents enrolling students understand that many students struggle to pass subjects where there is a large amount of written English in the assessments. Multi-level courses appropriate to the level of English can be arranged.

COURSES

An outline of courses can be found in the School brochure in this pack. It is important to choose your courses carefully, if you want to go to University or return to school in your own country. The School reserves the right to change your course if you are not meeting requirements or the course is too full.

Craighead requires Senior students wanting to gain entrance qualifications to University to do a two year course beginning at Year 12 level. While you may have achieved good passes in your own country, when you come to New Zealand and classes are all taught in English, you will find it hard to achieve the required grades for entrance to university, if you do not take two years.

REPORTING TO PARENTS

Formal school reports are issued twice a year. These detail progress in each subject. If parents have questions about academic progress, they should contact the School at any time.

The International Director will report by email or post during the term on the progress the students are making. She will comment on: the progress in class, homestay, uniform and behaviour.

UNIFORM

Uniforms are an important part of the identity of a school in New Zealand. Students who enroll at Craighead Diocesan School must wear the school uniform.

DRIVING & CARS

Some students want to drive and/or buy a car while they are studying in New Zealand.

For safety reasons, International Students who attend Craighead Diocesan School are not permitted to drive or own cars.

The student may be driven in cars or other vehicles driven only by homestay hosts, teaching staff, boarding house staff, or the school's authorised agents.

ATTENDANCE AT SCHOOL AND COURSE COMPLETION REQUIREMENTS

A student must attend all her classes. If she is absent there must be an explanation. If she is sick for more than two days her absence may need to be covered by a medical certificate from a doctor.

The student will meet weekly with the International Director to ensure that her course requirements are being maintained.

If a student is continually absent without due cause, she can be removed from the School by the Principal, as she is breaking the conditions of her visa.

HEALTH AND SAFETY

In some cases we are unable to guarantee the health and well-being of the student, because the student has issues relating to mental and physical health that were not disclosed prior to enrolment or have arisen since arrival. In such cases the Principal reserves the right to return the student to her parents and home country.

GRIEVANCE PROCEDURES

If there is a problem, the student should first approach the International Director.

If the Director is unable to resolve the problem, the matter is referred to the Principal.

If the Principal makes a decision that the student and/or her parents feel is unreasonable or unfair, they may approach the Board of Trustees who will form a Review Committee and report to the parents.

The Board of Trustees' decisions are based on the Charter and Policies of the school. These documents form the basis of all work in the school.

If parents are unhappy with the decision of the Board of Trustees, there is a final appeal to the International Appeal Authority that is operated by the Ministry of Education. If the School is found to have acted badly, it will be removed from the Ministry of Education Register of approved schools for International Education. Contact details for the IEAA are:

International Education Appeal Authority

C/- Ministry of Education

Private Bag 47 911

Ponsonby

Auckland

New Zealand

Phone: (64 9) 374 5481

Fax: (64 9) 374 5403

Email: info.ieaa@minedu.govt.nz

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.

INTERNATIONAL STUDENT FEES

These are indicated in your application pack, or on the school website

TUITION FEE Cover:

- Stationery
- Text Books (on loan)
- Sports Programme
- Recreational Opportunities
- Access to School Library computer facilities (e-mails).
- English classes – at least 4 each week.
- One-to-one assistance if necessary.
- Full orientation programme.
- On-going individual study support.
- Weekly personal interview with International Dean.
- Tutor Groups

Medical and Travel Insurance

approximately **\$550** per year.

ACCOMMODATION FEES Cover:

- Weekly board Boarding House and Homestay
- Includes all meals and laundry.
- includes term holidays, between February and December.

Additional fee for Homestay placement (paid for new homestay placement) = **\$220.00**

REGISTRATION FEE: **\$NZ \$650.00 (Non-refundable)**

Paid once on enrolment of an International Student.

- All office work regarding international students;
- International phone calls, facsimiles and postage on international student's behalf;
- Administration time of Director of International Student;
- Passport, visa and insurance renewal procedures;
- Processing of individual enrolment.

UNIFORM

All girls at Craighead Diocesan School wear school uniform during the school day. The cost of a new uniform including sports uniform and footwear. This is a once only payment.

ACTIVITIES

The amount varies according to the class trips and sporting options chosen by the girls, but generally totals about \$2,200.00 per year per person. A refund will be available at the end of the year, if the total amount has not been spent.

EXTRA EXPENSES

- Pocket Money - suggested \$2,200.00 per year
(The student will be expected to pay from her personal allowance for any taxis, toll calls, confectionery items, travel, permits, visa, personal clothing including underwear, and holiday activities.
- Other
\$35.00 per night for weekend leave to host families, external examinations (e.g. NCEA, IELTS)
Correspondence School or additional tutors.
Private Music tuition
Students will be expected to pay cash for most of these expenses, but those not paid for in cash will be charged to the student's account at the end of each term.

This School holds fee-protections funds.

CODE OF CONDUCT

CRAIGHEAD STUDENTS ARE EXPECTED TO:

- Work to the best of their ability
- Wear their uniform with pride
- Be at school on time and attend all classes
- Bring notes from homestay parents explaining the reason why they are going to be absent, or why they have been sick and missed school
- Come prepared for all classes with appropriate gear, e.g. books, pens, sports uniform, etc.
- Do the homework set and hand it in. To seek help if they do not understand the work
- Respect School facilities, furniture and equipment
- Protect the School environment
- Accept the rights of others to be free from disruption or put down
- Take an active part in sport and cultural activities in the School
- Keep the School Rules and those of the Boarding House

THEY ARE NOT ALLOWED TO:

- Bring or associate with any person who brings alcohol, drugs, offensive or dangerous weapons, cigarettes, matches or lighters into the School grounds or buildings
- Wear jewelry or non-regulation items with your uniform
- Leave the School grounds without permission from a senior member of staff
- Interfere with the learning of other students
- Disobey a teacher who gives a reasonable instruction
- Steal
- Damage or deface property
- Drop litter or write graffiti
- Verbally or physically abuse another person.
- Consume alcohol or drugs or to smoke cigarettes while under the authority of the School

We must all try to contribute to an atmosphere of harmony, mutual respect and understanding.

PROCEDURES THAT APPLY WHEN A STUDENT WITHDRAWS / IS NOT ATTENDING THEIR COURSE

If a student withdraws from school:

1. It must be in writing by the parents prior to the student's last day, giving the date of the final day of attendance and the reason for leaving and the Immigration Service will be notified.
2. The Refund Policy for International Students shall apply.

If a student is not attending their course:

1. In the case of absences, the parent/caregiver must follow the normal school procedure of notifying the school in the morning of the first day of the absence, and following this up with a written note on the first day of the student's return to school. If the absence can be foretold – e.g. an appointment - then the school is to be informed in writing the day prior to the appointment or earlier.
2. Where the student is absent with no reason then the parents will initially be contacted by the school for an explanation. Where a student is being truant from school, the school Visiting Teacher will have a meeting with the parents to rectify the situation. If the Truancy continues then a family meeting will be held and contingencies put in place. If this does not rectify the situation then the enrolment will be terminated and the Immigration Service notified.
3. If the student does not attend for more than twenty consecutive school days then the school will, in writing, notify the parents/caregivers that the enrolment has been terminated and the Immigration Service notified. However if the parents have previously notified the school in writing that the student will be absent for a period of time, with the full reason for the absence, the place shall be held, providing all fees have been paid in full, as required.
4. If the student is withdrawn from or ceases to attend the school the Board of Trustees will notify the New Zealand Immigration Service.

CIRCUMSTANCES IN WHICH TUITION MAY BE TERMINATED

1. Where a student is absent or consistently truanting from school (see above) then the signatory will terminate the enrolment.
2. If a student's behaviour is of an unacceptable level, then a meeting with the student, the parents/caregiver, and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents warning of the danger of termination of the enrolment. If there is no further improvement, the parents and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.
3. An 'acceptable level of behaviour' would be seen as following the school rules and the school 'Code of Conduct' as provided to each student.
4. If an enrolment application is found to be inaccurate in any way the contract may be terminated at the school's discretion.
5. Upon termination of enrolment, the Immigration Service will be notified as required.

HOMESTAY FOR INTERNATIONAL STUDENTS

Craighead Diocesan School will arrange holiday homestay / Homestays for International Students.

Homestays are with New Zealand families and will normally be in a home where there are two parents. Where possible we use School families.

Fees are paid directly to the School. The School will reimburse the homestay.

Where homestay is not successful and a change is necessary, two weeks' notice is required.

Homestays provide:

- Full board including all meals. Lunches are provided if the student wishes.
- Study facilities.
- Full laundry facilities (except dry cleaning).
- Accommodation for the school year. (Students may travel home during vacations but accommodation is contracted for the whole period).
- International Students return home for End of Year Holidays.

Some homestays will accommodate parents when they visit children but this needs to be arranged in advance.

New Zealand families are friendly and will welcome you into their family. Communication between you and host family is essential to a successful arrangement.

You will be invited to join in all family outings and activities.

You are expected to eat with the family. In New Zealand, most families eat together at a regular time at a table.

The homestay parents need to know at all times where you are going to be. If you are intending to stay away overnight you are expected to give an address and contact phone number. You are expected to get permission from your homestay parents to stay away overnight so that they can ensure the arrangement is suitable. Parents must give written permission if their daughter wishes to stay outside of Timaru.

If you wish to bring friends to the homestay, you should first obtain the host's permission.

It is important to understand that in New Zealand it is the custom for the family to help with setting the table, drying dishes, making your own bed. Therefore, offering to help with these things will make you a part of the family.

The homestay parents will help if your daughter if she needs medical care. Students are responsible for their own medical costs. Medical insurance is necessary to cover expenses when they are ill.

They should not carry large sums of money.

Students are expected to pay your own telephone calls. Calls within Timaru are free. Calls within New Zealand and International are charged to the host family who will recover this from the student.

In New Zealand most families go to bed early, and noise is not acceptable after a certain time. Students should use headphones for radios and CDs to avoid disturbing the household.

Students need to supply your own toiletries, e.g. shampoo, toothpaste. Linen and bedding is supplied and a heater is provided for the bedroom. Host families will want to ensure the heater is operated safely to avoid the risk of fire.

Students will have the opportunity to discuss the guidelines of the family on arrival and with the Director of International Students to ensure understanding. They are expected to accept the advice and guidance of your homestay parents. Where they feel the advice is unreasonable students should consult the International Director and Homestay Co-ordinator to discuss the matter.

COMMUNICATION

Students should have regular communication with their own families. Phone, email and fax access is available at the School. Boarders may use Skype on school computers at weekends and in the evenings and can make contact with parents using their own devices.

Craighead contact details:

Address	Wrights Avenue, Timaru - New Zealand
Telephone	0064 3 6886074
Fax	0064 3 6842260
e-mail	mcleanju@craighead.school.nz
web site	www.craighead.school.nz
Emergency contact number: 027 223 2772 Julie McLean	