



POMPALLIER CATHOLIC COLLEGE

INTERNATIONAL STUDENTS' ORIENTATION HANDBOOK (Part 1)



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WELCOME

July 2011

Welcome to Pompallier Catholic College.

You will find our College a friendly and supportive place with plenty of people who will want to help you make the best of your time here. Our College is a wonderful environment for students and families. Have a look at our Facebook site for International students and see what they say.

We know that the partnership between home and school goes a long way to raising your achievement. So, for the years you spend with us, there will be plenty of involvement with your family.

You will have every opportunity of growing into a fully “rounded” young adult – an active Christian and responsible citizen who places a high value on education.

This booklet will answer many of the questions that may concern you during your first days with us.

2011 STAFF

Principal	Mr R Stanton
Deputy Principal	Mr G Mutton
Assistant Principal	Mrs M Chabera
Director of Religious Studies	Mr S Davison
Dean of International Students	Mrs L Correa
Career Guidance Counsellor	Mr R Thorpe
ESOL Teacher	Mrs N Elson-White
Academic Dean - Year 7	Mrs K Fortune
Academic Dean - Year 8	Mrs A Price
Academic Dean - Year 9	Ms F McAulay
Academic Dean - Year 10	Miss A Muir
Academic Dean - Year 11	Mr C Keep
Academic Dean - Year 12	Mr J Taylor
Academic Dean - Year 13	Mr R Thorpe

WHERE CAN I GO FOR HELP?

If you have any problems at school or at home, you can talk to any of the people below:

- The International Dean (Mrs Correa) can be contacted anytime day or night. Telephone - Home: (09) 438 7474, Mobile: 021 030 3126 or 021 999 484
- The Homestay Co-ordinator (Natalie Carolus) can be contacted anytime day or night. Telephone - Home: (09) 432 2851
- Academic Deans
- Your Whanau Teacher
- The Guidance Counsellor (Mr Thorpe)
- Your ESOL Teacher (Mrs Elson-White)
- Your Subject Teachers
- The Deputy Principal (Mr Mutton)
- The School Nurse (Mrs Jarman)

If you need to talk about anything and if you are not happy, please feel free to contact any of the above staff.

Mrs Correa, Dean of International Students (for school issues) and Natalie Carolus, Homestay Co-ordinator (for homestay issues), are available at any time and their contact details are above.



L – R: Mrs Correa, Mr Stanton, Mrs Chabera, Mrs Carolus

THE INTERNATIONAL STUDENTS' PROGRAMME

Pompallier Catholic College is a State Integrated Catholic Year 7 - 13 Co-educational College.

We aim to foster the full potential of the individual in the spirit of the Gospel values of Jesus Christ.

The College provides a limited number of places to international fee paying students from a variety of countries and we accept overseas exchange students.

Pompallier Catholic College is a signatory to the New Zealand Code of Practice for the Pastoral Care of International Students.

We provide a wide range of subjects across the New Zealand Curriculum.

Our International students are provided with the following:

- A safe, supportive and active Christian College environment
- A supportive relationship between the College, International Agents, students and homestay families
- Easy contact for students with Agents and home via phone and e-mail
- Safe, supportive and monitored homestay care
- Regular English second language lessons (ESOL)
- Contacts with private tutors if extra intensive English second language lessons are required by the student
- A broad experience of New Zealand culture and lifestyle
- Supportive student relationships and friendships with the students of our College
- Support services for International students - Dean for International Students, Guidance Counsellor, ESOL Teacher, Homestay Co-ordinator and Academic Dean for each year level
- A range of sporting activities and opportunities
- A well established music department
- Education outside the classroom activities, school trips and social activities
- A regular mainstream subjects programme for each student at their level of learning
- An English Second Language Teacher who also provides small group tuition within regular subject classes or in a small withdrawal groups programme. Our aim here is to assist each student to become independent in their use of English in each of their various subject classes.

ESOL

All International students will complete English language tests to assess their ability. They then receive 4 hours ESOL tuition per school week at their level. We recommend that students have a sound basic understanding of English so they can integrate with our students.

PASTORAL CARE AND BEHAVIOUR MANAGEMENT

Pompallier Catholic College is a Catholic Faith Community in which care and concern for others comes first.

Accordingly, the following student support systems are in place:

A Dean of International Students who is in charge of the pastoral care of International students. Because the school is small, every day there is contact between the Dean and the students. The aim of the Dean is to care for students in all aspects of their life while they are at the College.

Whanau Teachers at each year level.

At Year 7 and 8 the Form Teacher is also the child's Homeroom Teacher for core subjects, i.e; the majority of the child's day.

Academic Deans for each year level to provide course advice and pastoral care for students, as well as support for Whanau Teachers and Subject Teachers in matters of discipline.

A Senior Management Team to support Deans and Heads of Departments.

The students are fortunate that the College has a Guidance and Careers Counsellor and also a Chaplaincy service.

The Public Health Nurse visits at regular times each week and is available for consultations relating to health issues in an emergency.

Assistance from outside agencies is available and arranged, if desired, to meet students' individual special needs where appropriate.

A translator is available in each student's home language if needed.

The College has an open door policy in terms of access for students and Parents/Caregivers to consult with Deans, Senior Management and other staff.

PRAYERS

Some of the Prayers you will need to be familiar with:

THE SIGN OF THE CROSS

Ki te Ingoa, o te Matua, o te Tamaiti
me te Wairua Tapu
Amene.

In the name of the Father
and of the Son, and of the Holy Spirit.
Amen.

BEGINNING OF THE DAY

E te Atua manaakitia mai
Matou mo te roanga
ake o tenei ra
Amene.

Lord,
look after us for the
duration of this day.
Amen.

END OF THE DAY

E te Atua
E whakawhetai ana
Matou ki a koe mo tenei ra
Manaakitia a matou
Kia hoki pai ai ki ou.
Matou kainga I runga I te rangimarie
Amene

Lord,
We thank you for
this day.
Look after us that
we may return safely
to our homes.
Amen.

OUR FATHER

Our Father in heaven.
Hallowed be Your name.
Your kingdom come
Your will be done on earth as in heaven.
Give us this day our daily bread.
Forgive us our sins as we forgive those
who sin against us.
Save us from the time of trial
and deliver us from evil. Amen.

HAIL MARY

Hail Mary full of grace,
the Lord is with you.
Blessed are you among women
and blessed is the fruit of your
womb, Jesus.
Holy Mary, Mother of God
Pray for us sinners now
and at the hour of our death.
Amen

Through its Catholic Character, the College provides a faith environment for children to experience Catholic life and to be evangelised and catechised.

Through its Religious Education class programme the school provides opportunities for children to learn what it is to be Catholic - that is, what Catholics believe, and how they celebrate, live and pray.

This is the ideal time and place for this to happen within the children's whole lifelong education-in-faith journey.

FIRST LANGUAGE AND CULTURAL SUPPORT PERSON

If you:

Have any problems at home or school, or

Need to talk to someone who speaks your language and understands your culture,

You can talk to one of the counselors mentioned below:

KOREAN

Sunyoung (Suzanne) Kim
626 State Highway 14
RD 9, Maunu
Whangarei

Telephone: (09) 438 8676 Home
Mobile: 021 336 498

JAPANESE

Maureen MaCaulay
C/- International Department
North Tec
Raumanga Valley Road
Whangarei

Telephone: (09) 470 3555 Work
Telephone: (09) 434 4340 Home

FRENCH / GREEK

Mrs Nora Elson-White
12 Valley View Road
RD 10
Whangarei

Telephone: (09) 432 2837 Home
Mobile: 021 106 4300

PORTUGUESE

Mr Eric Auton
C/- Pompallier Catholic College

Telephone: (09) 438 3950

CHINESE / MANDARIN

Mrs Jin Ling
294 Ngunguru Road
Glenbervie
RD 3
Whangarei

Telephone: (09) 437 5359

GERMAN / RUSSIAN

Mrs Chabera
246 Gray Road
Kamo
Whangarei 0185

Telephone: (09) 438 3950 ext 843
Mobile: 021 148 3073

THE COLLEGE EXPECTS INTERNATIONAL STUDENTS TO:

Follow the conditions of agreement with their International Students Agent and Homestay Parents.

Work hard at school and do their homework.

Practise their English as much as possible.

Be involved in sports and other school activities.

Tell a trusted adult or staff member if you need help or a problem is worrying you.

Abide by the College's International Students' Rules:

- No driving or purchasing cars
- No drinking alcohol under the age of 18
- No drugs
- No smoking
- No overnight stays with friends during the week. Students must give details of any outings with friends to their homestay family, including destinations, expected time home, means of travel and contact names / phone numbers.
- Phone your homestay family if you will be late home
- Be at home at night during the week unless you are at a school or family function
- Ask permission of the homestay parents and agent to go out of the Northland region
- Pay for all international phone calls / cell phone calls / internet use
- Not to lend or borrow money, credit cards or cell phones
- Tell the College of any problems
- Follow the College's rules regarding hours of attendance, work completion, behaviour, providing absence notes, uniform and leaving the school grounds
- Do homework and personal study – probably 2 or more hours a night

These rules are provided for your safety. They are the same rules we set for our families and we expect you to follow them.

Breaking the College's or Homestay rules could result in students being sent home with no refund of fees.

FACILITIES

The school is well-endowed with excellent teaching rooms, 12 of the specialist rooms are available for Science, Graphics and Design, Computing, Word processing and keyboarding, Music, Art, Design Technology in Wood, Metals and Mechanics, Food, Clothing and Textiles Technology.

The College also has a Chapel, Library, Assembly Hall and a Music Suite.

Sited on attractive rural land in the Maunu suburb, the school has extensive and well-drained playing fields for athletics, cricket, rugby, soccer, hockey and a variety of other sports. The school also has an indoor basketball court, netball and tennis courts, cricket pitch and practice nets and a swimming pool.

STATIONERY

- The Stationery shop operates daily in the College throughout the school year
- Prices are competitive and the most suitable products are stocked

CANTEEN

- The College Canteen operates an efficient interval and lunch-time service
- Prices are reasonable
- Products stocked meet the National Bronze Heartbeat Award criteria

TRANSPORT

Pompallier Catholic College is on the western side of Whangarei at the very edge of the city. Most students travel to school on buses. This is not expensive, but the cost must be met by the student in most cases. Arrangements will be made for the student on their first day.



FEES 2011

TUITION FOR INTERNATIONAL STUDENTS

Tuition Fees for one year	\$11,250.00 inclusive of GST
Administration Fee	\$563.00
Homestay Finding Fee	\$150.00 one-off fee
Homestay Monitoring Fee	\$15.00 per week
Homestay payment with food and accommodation	\$190.00 per week
Homestay transfer	\$30.00
School Uniform – new (approximately)	\$250.00
Medical Insurance (approximately)	\$450.00 per year

Note: All above values are in New Zealand Dollars.

The Tuition Fee covers:

- All classroom tuition cost including English (ESOL) classes if required
- School Administration costs
- New Zealand Taxes (GST)
- Student ID and school computer / internet fees
- Government levy
- Loan of school text books for one year

The Tuition Fee does not cover:

- Travel cost
- Stationery
- National Examination Fees (NCEA)
- School trips or camps
- Activities outside the classroom

REFUNDS FOR INTERNATIONAL STUDENTS POLICY

Reviewed October 2002

RATIONALE:

Mission Statement: Learning Excellence for Life

Pompallier Catholic College is a signatory to the New Zealand Code of Practice for the Pastoral Care of International Students.

This policy is based on Section 4B (7) of the Education Amendment (No 4) Act 1991, as follows:

- (7) Where at any time an international student withdraws from a subject, course, or programme at a state school, the Board may refund to the person who paid (in respect of the student's enrolment in the subject, course or programme) the amount of fees referred in subsection (1) of this section (or the sum of any instalments paid in respect of those fees) any amount it thinks appropriate not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts:
 - (a) The Board's best estimate of the cost to the Board (including the appropriate proportion of the Board's administrative and other general costs and the appropriate proportion of any initial or start-up costs of the subject, course, or programme for 1 student up to that time.
 - (b) An amount that is in the Board's opinion an appropriate reflection of the use made by 1 student receiving tuition in the subject, course, or programme of the Board's capital facilities.
 - (c) The appropriate proportion of the amount (if any) prescribed under section 4D of this Act for a student receiving tuition at a state school in the subject, course, or programme.
 - (d) All other fees (if any) prescribed by the Board.

In order to be eligible for any refund the student must apply in writing to the Board of Trustees, setting out the special circumstances of the claim. In arriving at their decision the Board of Trustees will take into consideration the special circumstances of the withdrawing student and;

- (a) Costs already incurred by the Board
- (b) The salaries of the teachers and support staff and any other components of the fee already committed for the duration of the course
- (c) An amount which covers use of the facilities and resources to date of withdrawal
- (d) Any refund of the international student's fee, for the Government or Proprietor.

Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the course. In the case of a full year student, the second half of the course commences on the first day of Term three.

EXPLANATION OF REFUNDS POLICY

In order to plan the needs of International students, the College needs to provide resources, staff and English second language facilities in advance of the students' arrival.

This requires considerable organisational and financial commitment on the part of the College.

Accordingly the following requirements must be adhered to:

- Fees are to be paid in full before each year's course commences. The fees structure is outlined in the College Prospectus.
- If you change your mind before coming to New Zealand your full fees are refunded, minus a \$250.00 Administration Fee.
- If you wish to withdraw after arriving in New Zealand, no refund will be made except in the case of:
 - 1 return home because of the student's serious illness
 - 2 return home because of death or serious illness of a close member of the student's familyStudents who are insured with UNICARE or a similar appropriate Company may have the balance of their fees reimbursed by that Company.
- NO refunds will be made to students who are asked to leave the school because of misbehavior, poor attendance or violation of the rules regarding motor vehicles.
- NO refunds will be made to students who wish to transfer to another school for whatever reason.
- NO refunds will be made to students who return home for any reason other than the student's serious illness or serious illness or death of a close member of the family.
- NO refunds will be made to students who acquire Permanent Residence after having enrolled here.

FEES PROTECTION

Pompallier Catholic College Board of Trustees undertakes to hold sufficient financial reserves and maintain sufficient bank credit to repay any International Student's fees for which a refund is deemed appropriate by the Board of Trustees or by the Principal as the Board's agent.

The above also applies if the College is utilised by an International Parent or International Student's Agent to act as fund holder and distributor of any international student's homestay accommodation fees.