



Hillmorton High School
Te Kura Tuarua o Horomaka

**Inspiring academic excellence,
leadership and a love of learning**



International Student Orientation Booklet

Name: _____

Motto

“Personal Best – Nothing Less”

Whāia te iti kahurangi

Our Mission

Inspiring Academic Excellence, Leadership and a Love of Learning

Strategic Goals

- Accelerating progress in learning
- Involving our communities
- Developing our environment

Values

- Turangawaewae – Belonging, a place to stand
- Whanaungatanga – Interconnectedness, positive relationships
- Mana – Respect, strength of character
- Ako – Learning, with and from each other

Our Vision

With our communities,
we nurture well-rounded and accomplished young people,
prepared and ready for life.

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Welcome

Welcome to Hillmorton High School (Te Kura Tuarua o Horomaka)!

We hope you will have a fantastic time in New Zealand and at Hillmorton High School.

This booklet is to help you while you are at Hillmorton.

If you don't understand something, please ask! We are here to help.



The International Department staff are:



Mrs Bennett - English Language Teacher
bennettk@hillmorton.school.nz

Mrs Cayford – International Student Assistant
cayfordh@hillmorton.school.nz, 021 263 7787



Ms Hunt - International Director
huntp@hillmorton.school.nz, 027 349 4751

Mrs O'Byrne - English Language Teacher
obyrnec@hillmorton.school.nz



Activities – Co-Curricular



There is a wide range of co-curricular activities available.

These include music groups (lessons are available in some instruments), dance, drama, and cultural groups, committees and leadership opportunities.



Adventure Activities and Extreme Sports



There are many exciting activities and sports to try while you're in New Zealand.

You need to get written permission from your real parent / caregiver to do all adventure activities / extreme sports. This includes all air, motorised, snow and water sports, along with other potentially dangerous activities. Please check with the International Department if you're not sure. You will also need to check the conditions of your insurance policy and other things such

as your school rules from your home country.

There is a copy of the *Adventure Activities / Extreme Sports Permission Form* on pages 23 – 24. It's also available from the International Department.

Attendance

You must come to school every day. This is a requirement of your student visa. Immigration New Zealand expects students on study visas to have 100% attendance. Our school goal is 90 to 95% attendance.

Acceptable reasons for being absent are:

- Sickness / Injury
- Family death
- Dental / Medical appointment
- Emergency



If you are absent from school, please text Ms Hunt, or ask your host family to ring the school.

If you are away regularly, or for three days or more because you are sick, you will need to provide a medical certificate from a doctor.

If you are absent from school a lot we will contact your agent/family. We may also contact Immigration New Zealand, and may not give you an Offer of Place for the next year of your study. Year 13 students with a high number of absences may not be able to graduate at the end of the year.

Awards – Academic and Service

Year 9 and 10 students can earn *Whāia te Kahurangi* (Personal Best, Nothing Less) awards for academic success and service.

Year 11 – 13 students can earn *Colours* for academic success in NCEA and service.



Bus



The bus is a convenient way to travel. You can find information on fares, routes, timetables and a journey planner at www.metroinfo.co.nz

One ride is \$2.40. If you have a metro card it is \$1.50.

Metro cards cost \$10. They can be bought from places like the Bus Interchange, Metro Mart Riccarton, Spreydon Library and the Halswell Centre. You will need to take your passport for identification.



Canteen



The canteen sells a range of food. It is open before school, at short break and at long break. You can pay by cash or EFTPOS.

Code of Practice

Hillmorton High School is a certificated signatory to the Education (Pastoral Care of International Students) Code of Practice 2016.

We will give you a brochure about the Code.

We are happy to answer questions about the Code.

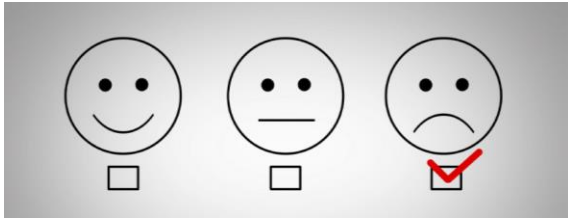
If you wish to see the Code, a copy is available in the International Department or on New Zealand Legislation website.

Additional information is also available on the NZQA website.



Complaints or Problems

If you have any complaints or problems, please tell Mrs Bennett, Mrs Cayford, Ms Hunt or Mrs O'Byrne. We want you to be happy and we will try and help you.



You are welcome to have friends support you if you want to talk about your problem.

We can provide interpreters in your own language if necessary.

If we cannot help you, you should talk with / email the principal, Ms Brokenshire.

If Ms Brokenshire cannot help you, you should write to the Board of Trustees.

If the dispute is a very serious one and you are not happy with Hillmorton's solutions, you can contact:

- New Zealand Qualifications Authority (NZQA) for concerns and complaints about Hillmorton breaching the Code, or
- iStudent Complaints (for concerns and complaints about money or contracts)

NZQA is a government organisation and is responsible for administering the Code. They can provide an independent assessment of your complaint and will either investigate your concerns or advise you what you can do next.

For information on how to make a complaint, see the NZQA website, www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/, or you can email them on qadrisk@nzqa.govt.nz, or call them on 0800-697-296.

iStudent Complaints is an independent service provided by the NZ government that can help you resolve concerns and complaints that are about money or contracts with an education provider. The service is free. The iStudent Complaints website is www.istudent.org.nz, their email is complaints@istudent.org.nz, and phone number is 0800-006-675.

There is also more information about complaints and problems procedures in the Code.

Computers

Hillmorton has computers and chromebooks for you to use and the school is Wi-Fi. You will be given a user name and password to use the computers and Wi-Fi.



You need to use all computer equipment safely. The *Cybersafety*

and *ICT Use Agreement* you signed on your enrolment form guides your use of computers at Hillmorton.

All Year 7 – 10 students are expected to bring their own chromebook to school. Year 11 – 13 students will often use school computers or chromebooks in their lessons.

You can connect your personal device to the school Wi-Fi, but cannot connect your personal phones.

Course Fees



Your international fees cover most course costs. However, some courses such as Outdoor Education, Technology Hard Materials and Food Technology cost more money.

Culture Shock

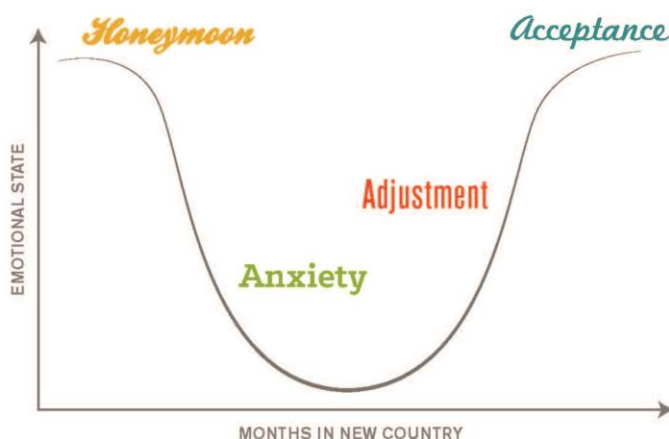
You are living in New Zealand which is very different to your home country and culture.

Everyone who goes to live in another country have to adjust. It's called culture shock.

The way it happens and how long it lasts will be different for everyone. For some people the first few weeks will be exciting. For others it will be different from what they expected; for example, the weather, food people and the way of doing things.



STAGES of CULTURE SHOCK



You will probably have culture shock and sometimes will feel sad, lonely, homesick, you may even feel sick and have headaches, stomach pains or feel tired.

Culture shock is very normal. Please tell us how you are feeling.

To help yourself:

- Try new things
- Keep an open mind
- Do some sport and meet other people
- Try to find out about New Zealand culture
- Show an interest in things and people around you
- Be patient with yourself, even if it feels like it's taking a long time!

We want you to have a great time in New Zealand. Make the most of the opportunities that are offered to you!

Driving



You are not allowed to drive a motor vehicle or ride a motor bike.
You are not allowed to ride in a car if the driver does not have a full licence.

Email / Texts

We often use your school email and text to contact you. Please check these regularly.

Emergency

You must always carry your host family and school contact details with you.
If you need help, please call Mrs Cayford or Ms Hunt.



If there is an emergency, call 111 for police, ambulance or the fire service



If there is an earthquake at school, drop to the floor, cover your head and neck and hold on to something. When the shaking stops go to the North Field. Wait in your tutor area.

If there is a fire at school, leave
and wait in you tutor area.



the building immediately, go to the North Field

Expectations

Hillmorton has expectations:

EXPECTATIONS	
Respect yourself	Respect others
Wear the uniform correctly	Be honest
Attend school and be in class on time	Pay attention and avoid interrupting
Bring appropriate equipment to class	Follow instructions
Be on task and complete home learning	Physical or verbal abuse is unacceptable
Water is the only refreshment allowed in class	Put-downs and bullying will not be tolerated
No eating in class	Respect other people's property
Be honest	Electronic devices are used as appropriate, as directed by teachers (including headphones)

Facebook Page



We have a Hillmorton High School International Facebook page, <https://www.facebook.com/Hillmorton-High-School-International-1508697999434658/>



We will also have a 2020 International Student Group for Facebook – this is a great way to make contact with each other.

Free Time

We hope you will enjoy your free time.

Spend time with your host family and friends.

Join clubs or sports teams at school or in the community.

Mrs Cayford will send you an email every week with 'what's on' information.

Explore Christchurch. There are many interesting (and often) free things to do. We have maps and information about places to visit / things to do in E7; some helpful websites are:

www.eventfinda.co.nz/whatson/events/christchurch

A guide to Christchurch events.



www.christchurchnz.com

Christchurch and Canterbury Tourism is the Regional Tourism Organisation for the Canterbury region.



www.christchurcheducated.co.nz

Useful information and links for international students,



including the Christchurch International Student Guide App.

www.sportcanterbury.org.nz

To connect you with local sport clubs, find exercise classes and groups, link you with recreation programmes, and locate parks, grounds and facilities.



www.cinch.org.nz

An online community of clubs, community organisations, and continuing education providers in the greater Christchurch area.



Health and Wellbeing



Please tell us if you are not well.

The sick bay at school can help with first aid and we have a school nurse.

We can help you with doctor, dentist, mental health, or other medical appointments.

We have a team of counsellors at school; they are in E Block.

Mrs Margaret Wheeler is the head counsellor. We can help you make an appointment, or you can make one yourself either in person or by email, wheelerm@hillmorton.school.nz. Counselling is confidential.

Homestay

Your homestays are a very important part of your stay in New Zealand. We have chosen them for you. They are expected to provide a warm, comfortable home for you, to give you three meals a day and to care for you. For your safety, everybody over the age of 18 in your homestay needs to have a police check.



We hope you will like your New Zealand homes and families. However, your host family is not your 'real' family and you will find that many things are different to your own home. This is part of living in another culture and part of your learning. In time you will understand your new family and home. You are expected to obey the rules of your host family and homestay.

Mrs Cayford will meet with you at least once a term to talk about your homestay. If you have any worries about your homestay, please tell one of us.

Mrs Cayford will also visit your homestay.

Sometimes students are unhappy in their homestays and want to move. You will need to talk about this with Mrs Cayford or Ms Hunt. You will also need to fill out a *Request to Move Homestay* form. You are expected to give two weeks' notice if you want to move.

Homestay Code of Conduct

All students need to read and sign a *Homestay Code of Conduct*.

There is a copy of the *Homestay Code of Conduct* on page 25 of this booklet.

Homework

Many of your subjects will give you homework.

You always have English practice as your homework – talk with your family, learn vocabulary, read, watch TV or movies (in English!).



International Student Assembly

We will have regular international student assemblies. We will let you know where and when.

International Student Code of Conduct

You signed the *International Student Code of Conduct* when you enrolled. This explains what you can do while you are in New Zealand. There is a copy on pages 26 – 28.

Internet

You will be given a user name and password to use the Wi-Fi and internet at school. This is free. Please use it carefully. You will lose your internet access if you misuse the internet/visit bad websites.

Most – but not all – families have Wi-Fi or the internet at home. Before you use the internet at your host family's house please talk to them. Your host family might limit the amount of data you can download each month.

To avoid using too much data, email and Facebook. Movies,



only use the internet for things such as video clips and music use a lot of data.

Leaving the School Grounds

Year 7 – 12 students are not allowed to leave the school grounds during the school day. Please see Ms Hunt if you want to go home for lunch. She will organise a Lunch Pass. Year 13 students can leave the grounds at short and long breaks.

If you need to leave school for an appointment you must go to the school office and sign out.

If you are sick and want to go home, you must also go to the school office and sign out.

Library

The school library is open during the day until 4:30pm. It is a nice place to study.



You may also join the city library

<https://my.christchurchcitylibraries.com>

There are libraries in the city centre, Halswell, Spreydon, Beckenham (Christchurch South Library), and Riccarton.

Lockers

You can hire a locker for the year for \$10.

You will need to buy a strong padlock for it.



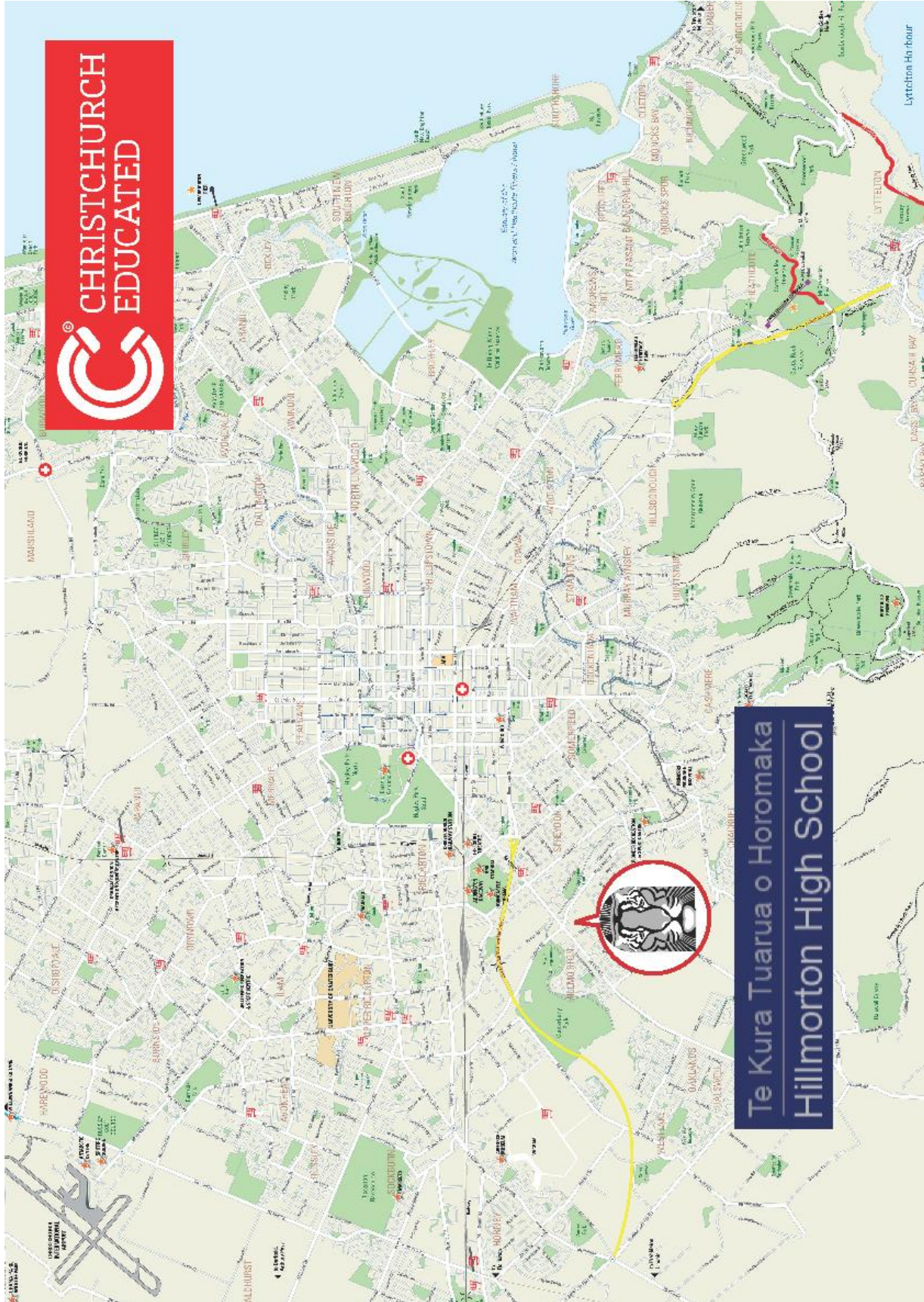
Lunch Time

International students can usually eat their lunch in E Block at break times.

Please put all your rubbish in the bins.

Sometimes if the weather is nice, we will ask you to go outside to have your lunch.

Map – Christchurch



Map – School



Money



Do not carry a lot of money with you. Leave it at home unless you need it for something. Do not bring a lot of money to school. If you need to bring money to school, please give it to somebody from the International Department to look after.

NCEA

NCEA (National Certificate of Educational Achievement) is the New Zealand qualification system for high school students in Years 11 – 13 (Levels 1 – 3). You may enter for NCEA. It costs \$383.20 for international students. Many international students do not enter for NCEA. However, during your study at Hillmorton you will do NCEA internal assessments. You are expected to complete these assessments if they are part of your class work. See International Department staff or the [NCEA](#) website for more information.



Personal Property

All your personal property (including your uniform) should be named. Please take care of any valuables you bring to school. The school cannot be responsible for any loss or damage to your personal property.

Pōwhiri / Mihi Whakatau (Welcome ceremony)

As part of your welcome to Hillmorton, you will have a traditional Māori welcome, either a pōwhiri or a mihi whakatau.



Safety

Keep yourself safe at all times.

Always tell your host family where you are going.

Always carry your emergency contact details (homestay, Mrs Cayford, Ms Hunt) with you.



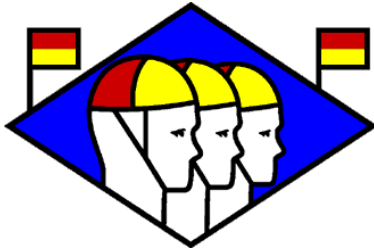
You need to have a New Zealand cell phone.
Your phone needs to be charged and have credit on it at all times.

- Observe the curfew for being home;
- 6:00pm Sunday – Thursday,
 - 10:00pm Friday and Saturday nights.



Look carefully when you are crossing roads;
look left, right, left

If you are riding a bicycle you must observe the road rules
and wear a helmet. You are not allowed to ride on the footpath.



Be careful if you are swimming, especially in rivers, lakes and the sea. At the beach, only swim when life savers are on duty, and swim between the flags.

School Rules

Hillmorton has five school rules:

SCHOOL RULES	
1.	Follow staff instructions.
2.	Respect others' rights to teach and learn by not interrupting.
3.	Speak respectfully to others – do not use 'put-downs' or offensive language.
4.	Respect others and their property.
5.	Bring the correct equipment to class.

Sport

There is a wide range of sports available.
School sport is played on Wednesday after school.

Mr Harrison-Hunt is the Sports Co-ordinator.
His office is in C Block.



Annual
Aerobics
Cross Country
Golf
Gymnastics
Road Racing
Ski and Snowboarding
Triathlon
Ultimate Frisbee

Summer Sports *
Athletics Club
Cricket
Futsal
Indoor Netball
Indoor Football
Korfball
Mountain Biking
Rock Climbing
Running Club
Softball
Summer Hockey
Surfing
Swimming Club
Tennis
Touch (Rugby)
Volleyball
Walking Club
Weights Club
*minimum numbers required

Winter Sports *
Badminton
Basketball
Cycling
Football
Hockey
Netball
Rugby League
Rugby Union
Squash
Swimming Club
Table Tennis

Staff

Hillmorton High School has a staff of about 100 people.

We will give you a list of your teachers' names.

Other important people are:

Principal – Ms Brokenshire

Deputy Principal – Mr Carswell

Deputy Principal – Miss Sim

Deputy Principal – Mr Ainsworth



Ms Brokenshire - Principal

Stationery



You will be given a stationery list after you have chosen your subjects. You can buy your stationery from a shop such as Whitcoulls, Paper Plus or the Warehouse.

Year 7 – 10 students are expected to have a chromebook. You can buy or lease one through the school (\$399 to buy; \$160 per year to lease plus a \$100 deposit – refundable if the chromebook is returned in good order.)

Subjects



Year 9 students usually study English/EL, Mathematics, Physical Education and Health, Science and Social Studies. You also have up to four option subjects.



Year 10 students usually study English/EL, Mathematics, Physical Education and Health, Science and Social Studies. You also have three option subjects.



Year 11, 12 and 13 students study six subjects. For Year 11 this usually includes English/EL, Mathematics, Science and three other subjects (you can study two EL). For Year 12 and 13 this includes English/EL.



We will help you with your subject selection.

Telephone Numbers

You need to carry your homestay, Mrs Cayford's, Ms Hunt's and Hillmorton's phone numbers with you at all times.

Mrs Cayford's cell phone number is 021-263-7787.

Ms Hunt's is 027-349-4751.

Hillmorton's phone number is 338-5119.



Terms



There are four terms in the year.

Term One: Friday 31 January – Thursday 09 April

Term Two: Tuesday 28 April – Friday 03 July

Term Three: Monday 20 July – Friday 25 September

Term Four: Monday 12 October – Wednesday 09 December

Timetable and School Hours

You will be given a personal timetable once you have completed your subject selection. It is a good idea to take a photo of it if on your phone.

School is from 9:00 am until 3:00 pm Tuesday, Thursday and Friday. Monday it is from 9:25 am until 3:00 pm. Wednesday it is from 9:00 am until 2:30pm; it finishes early for school sports.

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	9:25 am 10:20 am	9:00 am 9:55 am	9:00 am 9:55 am	9:00 am 9:55 am	9:00 am 10:00 am
Period 2	10:20 am 11:15 am	9:55 am 10:50 am	9:55 am 10:50 am	9:55 am 10:50 am	10:00am 11:00 am
Whānau Group		10:50 am 11:15 am		10:50 am 11:15 am	
SHORT BREAK					
Period 3	11:35 am 12:30 pm	11:35 am 12:30 pm	11:10 am 12:05 pm	11:35 am 12:30 pm	11:35 am 12:30 pm
Period 4	12:30 pm 1:25 pm	12:30 pm 1:25 pm	12:05 pm 1:00 pm	12:30 pm 1:25 pm	12:30 pm 1:20 pm
LONG BREAK					
Period 5	2:05 pm 3:00 pm	2:05 pm 3:00 pm	1:35 pm 2:30 pm	2:05 pm 3:00 pm	2:05 pm 3:00 pm

Travel



You are not allowed to travel personally during school time.

You are not allowed to travel alone or with your friends.

If you wish to travel at the weekend or during school holidays you must complete a *Permission to Travel* form. You will need permission from your parent(s) and also your host parents. There is a copy of the *Permission to Travel* form on pages 29 – 30.

The International Department has at least two trips away during the year. Term Three we go to Tekapo and Term Four we go to another South Island destination.

Tutor Groups

You will be placed in a tutor group. There are Middle School tutor groups (Years 7 – 10) and Senior School tutor groups (Years 11 – 13). Tutor groups belong to whānau houses.

Uniform

Students in Years 7 – 12 wear uniform. Year 13 students and those over the age of 18 can wear mufti with a dress code.

We offer second-hand uniforms for sale (subject to availability for short-term students) and will buy your uniform back from you when you leave (price dependent on the item's condition).

New uniforms can be bought from Mainland Uniforms, www.mainlanduniforms.co.nz



Waiata (song)

Hillmorton's waiata is called A Ō Tātou Moemoeā. It is sung on many school occasions.

A Ō Tātou Moemoeā

Ka arotahi te tirohanga a ō tātou moemoeā.

Karangatia te hapori Horomaka
Ki ngā waka o ngai tātou e.
Tamariki, taiohi, kaumātua
Paiheretia ki te aroha.
Ka arotahi te tirohanga a ō tātou moemoeā.

Horomaka Kia tū pakari!
Horomaka Mana rangatira!
Horomaka Kua whakatauria!
Ka arotahi te tirohanga a ō tātou moemoeā.

Kapohia ngā kete o te wānanga
Hei raukura ki a koe.
Ko te kete tuauri
Ko te kete tuatea
Ko te kete aronui e.
Ka arotahi te tirohanga a ō tātou moemoeā.

Horomaka Kia tū pakari!
Horomaka Mana rangatira!
Horomaka Kua whakatauria!

Ka arotahi te tirohanga a ō tātou moemoeā.

Tuwheratia ōu parirau pīrere
Kia rere runga rawa e.
Ki te ao hurihuri
Ki te ao mārama
E karanga ana ki a koe.
Ka arotahi te tirohanga a ō tātou moemoeā.

Horomaka Kia tū pakari!
Horomaka Mana rangatira!
Horomaka Kua whakatauria!
Ka arotahi te tirohanga a ō tātou moemoeā.

Ka arotahi te tirohanga a ō tātou moemoeā.

Kia tū pakari!
Mana rangatira!
Kua whakatauria! Hi!

We also have a supporting school song, *E te iwi e*, sung for all occasions including pōwhiri.

E te iwi e

E te iwi e

Tēnā rā koutou

E tau nei

Ki tēnei marae.

Ko ngā mihi nui

Me ngā mamae nui

Ki a koutou mā

Mō ngā aroha

auē auē auē auē

*Greetings to the people
who have arrived here
upon this marae.
We acknowledge you
and share your sorrows
with love and affection.*

Te Aroha is a waiata that can be sung in all marae and pōwhiri settings.

Te Aroha

Te aroha

Te whakapono

Me te rangimarie

Tatou tatou e

Love


Faith

And peace

Be amongst us all

Whānau Houses

There are four whānau houses – Air / Tāwhirimātea (white), Earth / Pāpātūānuku (green), Fire / Mahuika (red) and Water / Tangaroa (blue). You will be put in a whānau house. Students wear their house colours for major school events such as Athletics and Swimming Sports.

 Te Kura Tuarua o Horomaka Hillmorton High School	ADVENTURE ACTIVITIES / EXTREME SPORTS FOR INTERNATIONAL STUDENTS: Permission Form
Hillmorton High School International Department 31 Tankerville Road, P O Box 33-115 Christchurch New Zealand 8025	Telephone: 03 338 5119 Email: cayfordh@hillmorton.school.nz Web: www.hillmorton.school.nz
<p>The Student is required to obtain written consent from their parent/caregiver for participation in all adventure activities/extreme sports outside of school hours. This includes all air, and most motorised, snow and water sports, along with other potentially dangerous activities. If you are unsure, please check with the International Department. The Student also needs to check the conditions of their insurance policy as well as any other regulating factors such as school rules from their home country as appropriate before participating in adventure activities/extreme sports.</p> <p>To be able to participate you must have permission from</p> <ul style="list-style-type: none"> your parent(s) / (written permission attached) your host family Hillmorton High School <p>Please complete and return this form to Ms Hunt at least two weeks before your activity starts.</p>	
Student name:	
Year level:	House/Tutor:
Destination(s) and Date(s): <i>Please complete and attach a Permission to Travel Form if this is part of a holiday.</i>	
Adventure Activity/Extreme Sport:	
People you will be going with:	Relationship: (host family or friends)
Name(s):	
Mode of Transport:	
Car	
Driver's name(s):	Phone number:
Vehicle registration:	
Bus/Shuttle	Company Name:

Pick up:	Drop off:
Time:	Time:
Date:	Date:
Adventure Activity/Extreme Sport Provider: (if using a commercial operator)	

Student name:	Homestay name:
Student signature:	Homestay signature:
Date:	Date:

Parent name:	Parent signature:	Date:
Parent comments:		

Department use only:		
Parental permission received:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:
Insurance checked:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:
Approved:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:
Reason for non-approval:		
Name:		
Signed:		



Te Kura Tuarua o Horomaka Hillmorton High School

HOMESTAY CODE OF CONDUCT

Code of Conduct

- **You must tell your host family where you are at all times.**
- You may only ride in cars with drivers who hold their full licence.
- Be home by 6:00 pm Sunday – Thursday, unless other arrangements have been made with your host family.
- Be home by 10:00 pm on Friday and Saturday nights.
- Carry your cell phone with you when you are out. Your phone needs to be charged and have credit on it so you can text or call.
- Ask your host family before inviting friends to your house.
- If friends visit your home after school they must leave by 6:00 pm.
- Respect and care for your host family home.
- Let your host family know by 4.30 pm if you are not going to be home for dinner.
- Your room is to be kept tidy. Clean it at least once a week.
- Turn off the heating and lights when you go to school each day, or when you go out.
- Do not dry clothes over the heater. This is a fire risk.
- Do not make loud calls via Skype, Facetime etc after 9:30 pm.
- Do what you are asked to do at home.
- Be polite and cooperative to your host family and anybody visiting the home.
- Keep any other rules your host family may have.
- Keep showers to a maximum of 10 minutes.
- Any costs incurred must be paid within 7 days of notification.
- If you are unhappy please talk to your host family, the International Director or the International Student Assistant. Communication is very important.
- You must attend school each school day.
- You must complete all homework set by your teachers. Allow time each day for this.
- You must not drink alcohol.

I have read these guidelines, understand them and agree to them.

Student:

Signature:

Date:

Host Family:

Signature:

Date:



Hillmorton High School
Te Kura Tuarua o Horomaka

International Student Code of Conduct

Code of Conduct

All students at Hillmorton High School are required to follow the School Code of Conduct. In addition, international students at the School are required to comply with the International Student Code of Conduct. The International Student Code of Conduct serves to ensure the welfare, care and protection of international students while enrolled at the School. Failure to obey with the International Student Code of Conduct may lead to disciplinary action as listed in the Disciplinary Policy.

International Student Code of Conduct

Accommodation

This agreement is subject to the Student living in accommodation approved by the School. The School will make every reasonable attempt to provide approved accommodation for the Student and the Student agrees to comply with all expectations and conditions for living in School approved accommodation.

- International students are required to reside in homestay accommodation approved by the School, irrespective of their age.
- Permission for alternative arrangements can only be given on receipt of a Designated Caregiver Agreement signed by the Student's parent(s) or legal guardian(s), stating the parent(s) or legal guardian(s) take full responsibility for the placement of the Student with another family member or close family friend, OR, when the Student is living with a parent.
- If the Student is living with a parent(s), School must be informed if the parent(s) leave New Zealand at any time, so satisfactory alternative accommodation arrangements can be made.
- The Student is required to inform the School of any changes in circumstances of their parent(s), such as a change of contact details.

Adventure Activities / Extreme Sports

The Student is required to obtain written consent from their parent / caregiver for participation in all adventure activities / extreme sports outside of school hours. This includes all air, and most motorised, snow and water sports, along with other potentially dangerous activities. The Student also needs to check the conditions of their insurance policy as well as any other regulating factors such as school rules from their home country as appropriate before participating in adventure activities / extreme sports.

Attendance

The Student is required to attend all classes and curriculum-based activities. A medical certificate is required for any absences of more than three days, or if the Student has frequent absences, or if the Student misses an NCEA assessment. Absence for any other reason must be applied for and approved by the International Director.

Curfews

The Student is required to be home by 6:00 pm Sunday to Thursday, unless they are participating in recognised activities such as sports clubs, music groups. Friday and Saturday nights, if they wish to participate in social activities, the Student is expected to be home by 10:00 pm. The Student must have permission from their host family to go out and must carry a charged cell phone with credit on it at all times.

Driving / Motor Vehicle Ownership / Riding Bicycles and Electric Scooters

The Student is not permitted to obtain their New Zealand driver's license, or to drive or own a motor vehicle (such as a car, motor bike, scooter) while they are enrolled at the School. If, in exceptional circumstances, a Student 18 years of age or older wishes to drive, or learn to drive, and / or to own a motor vehicle, they must apply in writing to the International Director and the Principal stating their case. The school's decision will be final. The Student is expected to obey all New Zealand laws with regards to riding bicycles and electric scooters such as Lime Scooters.

Drugs and Illegal Substances

The Student is not permitted to use or possess drugs or illegal substances. Students found to be in breach of this will be subject to the Disciplinary Policy.

Education Outside the Classroom (EOTC)

Education outside the classroom (EOTC) is the name given to all events and activities that occur outside the classroom, both on the School grounds and off-site. The School uses a process, which is monitored by the Principal and Board of Trustees, to identify and manage risk for all activity types. The Ministry of Education EOTC Guidelines identify four activity types, each with recommended parent / caregiver consent.

Lower-risk on-site and off-site trips require either blanket consent or host family consent. Higher-risk off-site trips involving potentially dangerous activities and multi-day off-site trips require parent / caregiver consent.

General Conduct

The Student is expected to conduct themselves in a sensible and responsible manner while enrolled at the School, and

- Show respect, care, concern and consideration for others
- Show respect for the School's property, along with the property of other students.

Serious misbehaviour such as bullying, theft, violence, deliberate absenteeism, offensive language, racist remarks and actions, and sexual harassment will not be tolerated, and will be dealt with according to the Disciplinary Policy.

Homestay

The Student needs to sign and agree to the Homestay Code of Conduct. In addition, they need to respect and obey any rules of the homestay. The Student is expected to keep their room tidy and assist with general household chores such as setting / clearing the table, washing dishes. The Student is expected to be home for all evening meals and will not stay away from the home unless they have specific permission from their host parents (and School as appropriate).

Every effort is made to place the Student with a compatible host family. Requests to move homestays will be considered individually by the School and typically two weeks' notice needs to be provided.

Insurance and Liability

The Student must have insurance during their stay in New Zealand, in accordance with the Education (Pastoral Care of International Students) Code of Practice.

The School will not be responsible for any loss or damage to property.

The School reserves the right to place the Student in the most appropriate level / course of study and to change the course of study of the Student if it is considered to be in the best interest of the Student.

The School reserves the right to decline a Student application to the School, without explanation, at the discretion of the School.

Internet and Cybersafety

The Student will read and agree to the School Internet and Cybersafety Use Agreement. The Student will also comply with the Homestay Code of Conduct with regards to internet use and will act in a responsible manner at all times when using the internet.

Leave and Holidays

In accordance with their Student Visa, the Student must attend the School every day during term time; they must arrive in Christchurch in time for the first day of their course of study and stay until the last day of their course of study. If the Student wishes to return to their home country, they are expected to do so during the formal school holiday times. If the Student returns to their home country for a holiday during term time the absence is unjustified according to the Ministry of Education and will impact on the Student's attendance statistics.

Photographs and Marketing Material

Photographs taken of the Student during their enrolment when participating in school-based activities may be used for marketing purposes and appear on the School website and in print material such as the School newsletter and magazine, and newspaper articles and advertorials.

Smoking, Vaping and Alcohol

The Student is not permitted to smoke, vape or drink alcohol while enrolled at the School.

Subject Selection

The Student may not always be able to select the subjects they wish due to the classes being full or their English level not meeting entry requirements. The School will endeavor to provide a course of study appropriate to the Student's ability and education goals. All subject selection will be done in discussion with the Student.

Travel within New Zealand

The Student is encouraged to travel within New Zealand during holiday periods:

- With their host family
- With School organised groups
- With trips organised by school-approved travel companies
- With their parents, guardians or agents.

All travel must be approved by the School at least two weeks prior to departure using the School Permission to Travel Form.


The Student is NOT permitted to travel independently, alone or with other students while in New Zealand.

Uniform and Dress Code

The Student is expected to wear the School uniform correctly. Year 13 students must follow the Year 13 dress code.

Work

According to Immigration New Zealand regulations, the Student in Year 12 and 13 may apply for a Variation of Conditions to their Student Visa to enable them to work up to 20 hours per week during the academic year. Written permission is required from the School and the Student's parent. Permission from the School will only be provided when the Student is maintaining regular attendance and making satisfactory academic progress.

 <div style="margin-left: 10px;"> Hillmorton High School Te Kura Tuarua o Horomaka </div>	PERMISSION TO TRAVEL FORM FOR INTERNATIONAL STUDENTS
Hillmorton High School International Department 31 Tankerville Road, P O Box 33-115 Christchurch New Zealand 8025	Telephone: 03 338 5119 Email: cayfordh@hillmorton.school.nz Web: www.hillmorton.school.nz
<p>Please see the Hillmorton High School International Student Code of Conduct: Adventure Activities / Extreme Sports, Leave and Holidays, and Travel on the reverse side.</p> <p>To be able to travel you must have permission from</p> <ul style="list-style-type: none"> your parent(s) / (written permission attached) your host family Hillmorton High School <p>Please complete and return this form to Ms Hunt at least two weeks before your trip starts.</p>	
Student name:	
Year level:	House/Tutor:
Destination(s) and Date(s): Please attach a copy of your itinerary if you are travelling around.	
Contact details of where you will be staying:	
Name: Address: Phone:	
People you will be travelling with:	
Name(s):	
Mode of Transport:	
Car	
Driver's name(s):	Phone number: Vehicle registration:
Plane	Ferry
Outbound flight number: Date: Inbound flight number: Date:	Time: Date: Time: Date:
Bus	Tour Company – A full itinerary must be attached

Company Name: Time: Date: Time: Date:	Name:
Student name: Student signature: Date:	Homestay name: Homestay signature: Date:
Parent name: _____ Parent signature: _____ Date: _____ Parent comments:	
International Student Code of Conduct	
Adventure Activities / Extreme Sports	
<p>The Student is required to obtain written consent from their parent/caregiver for participation in all adventure activities/extreme sports outside of school hours. This includes all air, and most motorised, snow and water sports, along with other potentially dangerous activities. The Student also needs to check the conditions of their insurance policy as well as any other regulating factors such as school rules from their home country as appropriate before participating in adventure activities/extreme sports.</p> <p><i>Please complete and attach an Adventure Activities/Extreme Sports form.</i></p>	
Leave and Holidays	
<p>In accordance with their Student Visa, the Student must attend the *School every day during term time; they must arrive in Christchurch in time for their first day of their course of study and stay until the last day of their course of study. If the Student wishes to return to their home country, they are expected to do so during official school holiday times. If the Student returns to their home country for a holiday during term time the absences are unjustified according to the Ministry of Education and will impact on the Student's attendance statistics.</p>	
Travel within New Zealand	
<p>The Student is encouraged to travel within New Zealand during holiday periods;</p> <ul style="list-style-type: none"> With their host family With School organised groups With trips organised by school-approved travel companies With their parents, guardians or agents. <p>All travel must be approved by the *School at least two weeks prior to departure using the *School Permission to Travel Form.</p> <p>The Student is NOT permitted to travel independently, alone or with other students while in New Zealand.</p>	
Department use only:	
Parental Permission Received: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____ Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____ Reason for non-approval: Name: Signed:	

International Students: important dates for 2020*

January

- 27 Orientation Programme for new international students (January 27, 28, 29, 30)
10:30 am – 2:30 pm, meet in the school foyer, lunch will be provided
- 28 Orientation Programme for new international students continues
- 29 Orientation Programme for new international students continues
Possible course confirmation for returning senior students
- 30 School begins. Years 7 – 9 start
Orientation Programme for new international students continues, 9:30 am – 2:00 pm
Possible course confirmation for returning senior students
- 31 School for Year 7 – 13, Pōwhiri, 9:30 am – 1:30 pm

February

- 03 9:05 am school start, classes from Period 2 then normal day, finish at 3:00 pm
- 04 Normal school day
- 06 Waitangi Day – Public Holiday

April

- 09 Term One ends
- 28 Term Two begins

May

- 29 Staff only day – no classes

June

- 01 Queen's Birthday weekend – Public Holiday

July

- 03 Term Two ends
- 20 Term Three Begins. Orientation Programme for new students (July 20 – 21)

August

International student trip to Tekapo and Aoraki/Mt Cook – dates to be confirmed

September

- 25 Term Three ends

October

- 12 Term Four begins
- 26 Labour Day – Public Holiday

November

- 04 NCEA study leave commences. Last day of classes for students in Years 11 – 13
- 05 End-of-year programme for international students commences
- 06 NCEA examinations begin
- 13 Canterbury Anniversary day – Public Holiday
- 27 End-of-year programme for international students concludes

December

- 02 NCEA examinations end.
- 09 Last day of school. Summer holidays begin

*Accurate at the time of printing, however subject to change without notification.