



# CHRISTCHURCH GIRLS' HIGH SCHOOL

Embrace Tradition. Embrace Innovation. Embrace Excellence.



[cghs.school.nz](http://cghs.school.nz)

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10 Matai Street, Riccarton, Christchurch, NZ



# 2019

## ENROLMENT PROCEDURE

Read all enrolment material found in the International folder or on the website  
[www.cghs.school.nz](http://www.cghs.school.nz)



Fill in the International Student Application Form (in full)



Post or email the form to Christchurch Girls' High School



Application processed and approved – Initial Offer Letter and Invoice for fees sent



Payment of fees



We issue the Formal Offer of Place and Receipt



Apply for a Student Visa



Visa approved - make travel arrangements



Advise the school of arrival date



Christchurch Girls' | *Te Kura o*  
High School | *Hine Waiora*

*Embrace Tradition. Embrace Innovation. Embrace Excellence.*

Please attach  
passport sized  
photo here

## **International Student Application Form**

**PART 1: GENERAL DETAILS**

**PART 2: GUARDIANSHIP**

**PART 3: MEDICAL INFORMATION**

**PART 4: STUDY INFORMATION**

**PART 5: ACCOMMODATION**

**PART 6: RESPONSIBLE USE AGREEMENT**

**PART 7: FEE REFUND POLICY**

**PART 8: SCHOOL RULES**

**PART 9: CONDITIONS OF ENROLMENT AND ACCEPTANCE**

**PART 10: ENROLMENT CONTRACT**

# **PART 1: GENERAL DETAILS**

**STUDY START DATE:** \_\_\_\_\_ **STUDY END DATE:** \_\_\_\_\_

**YEAR LEVEL:** (please tick the year level preferred)

<input type="checkbox"/> Year 9	<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 11	<input type="checkbox"/> Year 12	<input type="checkbox"/> Year 13
---------------------------------	----------------------------------	----------------------------------	----------------------------------	----------------------------------

## **STUDENT DETAILS**

Student's family/surname: .....	Date of Birth: .....
Student's first names: .....	Country of Birth: .....
I liked to be called: .....	Student Mobile Number: .....
Student Email: .....	

## **PASSPORT / VISA DETAILS**

Passport Number: .....	Passport Expiry Date: .....
Planned Arrival Date Into NZ: .....	Current Visa Expiry Date: .....

## **PARENTS DETAILS**

Mother's First Name: .....
Mother's Last Name: .....
Address: .....
.....
.....
Occupation: .....
Home Telephone Number: .....
Work Phone Number: .....
Mobile Number: .....
Email Address: .....
Skype Address: .....
Do you read or speak English? ..... Yes / No

Father's First Name: .....
Father's Last Name: .....
Address: .....
.....
.....
Occupation: .....
Home Telephone Number: .....
Work Phone Number: .....
Mobile Number: .....
Email Address: .....
Skype Address: .....
Do you read or speak English? ..... Yes / No

**GENERAL DETAILS**

How did you hear about Christchurch Girls' High School?  
.....

Have you studied in a NZ School before?  Yes  No

If yes, please state the school you last attended in NZ: .....

**SCHOOL CORRESPONDENCE DETAILS**

What postal address (in NZ) would you like any school correspondence to be sent to?  
(E.g. Subject associated costs invoices, NCEA results etc.)

Street Number and Name: .....

Suburb, City and Postcode: .....

**AGENT DETAILS** *(if applicable)*

Name of Agency:.....

Agent Address:.....  
.....

Telephone Number:..... Cell Phone Number: .....

Contact Person: .....

Email Address:.....

## **PART 2: GUARDIANSHIP**

All international students enrolled at Christchurch Girls' High School must match one of the following situations:

1. Having a guardian, and living with a homestay organised by Christchurch Girls' High School.
2. Living with their guardian / designated caregiver who must be either a blood relation or close family friend.
3. Living with a parent who holds a guardianship visa.

**Do you plan to live in New Zealand with your daughter while she studies at CGHS?**

- No (Go to Section 1)  
 Yes (Go to Section 2)

### **1) Having a guardian, and living in a homestay or with a designated caregiver.**

All international students at Christchurch Girls' High School not living with their family are required to have a local guardian who is at least 25 years of age, who will reside in Christchurch for the duration of the student's study at CGHS. The relationship between a Guardian and a student is usually a close, rewarding one. Guardianship is an essential, highly responsible role.

In short, the guardian is an acting parent for the student while their own parents are overseas and unavailable. This could be an agent, a family member or friend, or a person employed by a guardianship company.

Even before a students' time in New Zealand begins, they will need someone who can assist with travel arrangements, confirming this with the home-stay family, and airport pick-up.

Once the student has arrived in Christchurch, they will need assistance with opening a bank account, purchasing a metro-card for the bus, and a sim-card for their cell phone, someone to act as interpreter if needed, and to help with the purchasing of the students' school uniform.

The guardian keeps in regular contact with student's parents and homestay parents prior to and after their arrival to Christchurch. They follow up on any concerns the parents might have in relation to their daughter's pastoral care.

Especially for our long-term students, it is vital that they have someone who can speak their own language and be someone outside the school and outside the homestay, in case they have an issue they need to talk about or resolve, and they feel that the school or homestay is part of the problem.

If the student is involved in an accident or needs special medical attention for any reason, the guardian is responsible for providing authorisation for a doctor or staff member to administer it.

The guardian also keeps in regular contact with the student to monitor their progress at school, through attending parent-teacher interviews and talking through any subject or timetable issues, class behaviour or attendance issues and any other school-related issues. In addition, they need to be available anytime to support, protect or collect the student, for example, if the student needs to make a doctors' appointment.

If you have any concerns regarding your student or you require help or support in the care of your student, please contact Christchurch Girls' High School International Liaison.

**Please supply the name and contact details of the person who will act as your student's guardian, along with a copy of their passport. (Photo page and Visa Page)**

#### **Guardian Details**

Name of Guardian: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

House Address: \_\_\_\_\_

NZ Visa Status: \_\_\_\_\_

## **INTERNATIONAL STUDENTS' GUARDIANSHIP AGREEMENT**

This document records the agreement between two parties: Christchurch Girls' High School, and the Guardian of an international student. The intention of this agreement is to ensure the student's care, safety and well-being through the appointment of a Guardian.

All Guardians and Parents must sign a Christchurch Girls' High School agreement, thereby agreeing that the guardian will fulfil all responsibilities set out as follows:

### **Responsibilities include:**

#### **Arrival to / Return from New Zealand**

- liaise with the International Liaison regarding homestay placement
- meet the student on arrival in Christchurch
- take the student to their place of accommodation
- take the student to the airport on their return home

#### **Immigration and Administration Assistance**

- ensure student has full medical and travel insurance
- assist student with all travel arrangements
- ensure student's passport, visa, and insurance are up-to-date and assist with renewal
- ensure student's tuition fees, accommodation fees and expenses are paid direct to the school
- assist student with banking and expenses arrangements

#### **Welfare Requirements**

- Keep in regular contact with the student to monitor their progress and well-being through phone calls and visits to homestay. In addition, be available anytime to support or protect the student.
- Keep in regular contact with student's parents and homestay parents prior to and after their arrival to Christchurch. Follow up on any concerns the parents might have in relation to their daughter's pastoral care.
- Act as interpreter for the student as required. Translation may be considered an extra service and must be disclosed before any such arrangements are made.
- Assist the student in setting up a personal bank account, purchasing a Sim card and with the purchasing and labelling of their school uniform.
- Assist the student orientate the bus system if needed, ensure they are able to navigate their way to and from school.
- Arrange for special medical needs such as orthodontist or doctor's appointments.
- Ensure the student attends school regularly, inform the school of any concerns regarding the student's health, safety, or well-being and be available if the student is sick and needs to be collected from school during the school day.
- Provide authorisation in conjunction with the school for medical treatment when the student's parents cannot be contacted.
- Be responsible for monitoring the student's behaviour and discipline during out of school hours.
- Attend parent / teacher interviews and report back to parents about the student's progress, and arrange for extra tuition at student's cost as required.
- Attend school functions as a parent representative in support of your student. This includes International Parent / Guardian Information evenings, International Club social events, assembly presentations, Leaver's dinners etc.
- Help the student complete a Travel Details Form when making arrangements for the holidays and provide the school with a copy of parent's written consent for the student to travel outside Christchurch.

**TERMS AND CONDITIONS**

1. Guardians are required to comply with the Code of Practice for the Pastoral Care of International Students. Copies of the Code of Practice are available from the New Zealand Qualifications Authority website.
2. The Guardian will read, understand and comply with the International Student Guardianship Agreement.
3. The Guardianship fee is to be privately arranged between the student's family and Guardian- Christchurch Girls' High School plays no part in this.
4. This agreement may be terminated to the International Liaison at Christchurch Girls' High School, however the Guardian remains responsible for the student until another Guardian agreement is signed by all relevant parties.
5. If the agreement is terminated, the student's parents or Guardian must immediately arrange for a replacement.
6. The Guardian must notify the school of any changes to their address or contact details, and any periods of unavailability. Especially if they intend to leave New Zealand.
7. The guardian agrees to endeavour to promote and support Christchurch Girls' High School. The Guardian will not make any statements or representations on behalf of or in relation to Christchurch Girls' High School except as expressly authorised by Christchurch Girls' High School.
8. The guardian agrees not to charge, claim or receive any unreasonable or unfair reward from or on behalf of students. If the guardian charges the student fees for extra service this shall be fairly and openly disclosed to Christchurch Girls' High School and under no circumstances be declared as a fee charged by or for the benefit of Christchurch Girls High School.

**ACCEPTANCE OF CHRISTCHURCH GIRLS' HIGH SCHOOL GUARDIANSHIP**

**Guardian:** I have read and agree to comply with the terms and conditions of Guardianship.

Date: ..... Signed: .....

**Parents:** We have read the terms and conditions and agree for .....to act as our daughter  
.....'s guardian during her time at Christchurch Girls' High School.

Date: ..... Signed: .....

Date: ..... Signed: .....

**International Liaison:** I accept the above person to be a Guardian for Christchurch Girls' High School.

Date: ..... Signed: .....



## 2) Living with a parent who holds a guardianship visa.

### INTERNATIONAL STUDENTS' RESIDENT PARENT AGREEMENT

Christchurch Girls' High School warmly welcomes international parents (mother and/or father) who wish to live in Christchurch with their daughter while she is an international fee-paying student at Christchurch Girls' High School. International parents must have a special visa, a guardianship visa, which allows international parents to live in Christchurch for the school year. At the beginning of each school year, Christchurch Girls' High School needs to sight and copy this visa for their records. Christchurch Girls' High School is a signatory to the Education Code of Practice for the Pastoral Care of International Students, set out by the Ministry of Education. The Education Code of Practice aims to ensure excellent pastoral care for all international students studying in New Zealand. Christchurch Girls' High School wants your daughter to have excellent pastoral care. We look forward to your cooperation in this matter at all times.

#### Christchurch Girls' High School requires the following:

- 1) Resident Parents are required to comply with the Education Code of Practice for the Pastoral Care of International Students. Copies of the Education Code of Practice are available from the New Zealand Qualifications Authority website.
- 2) The Resident Parent will read, understand and comply with the International Student Resident Parent Agreement.
- 3) The Resident Parent must reside in Christchurch for the full school year and must be living with his/her daughter at all times. You are the guardian of your daughter while she lives in Christchurch.
- 4) The Resident Parent must be available to meet with the Christchurch Girls' High School International Liaison as requested. A translator or interpreter may be present for the student as required, at the cost of the Resident Parent.
- 5) If the Resident Parent needs to leave Christchurch, overnight or for a longer period of time, Christchurch Girls' High School's International Liaison must be notified at least two weeks in advance. Other suitable homestay / designated caregiver arrangements must be in place prior to the Resident Parents Departure, at the cost of the Resident Parent.

**From New Zealand Immigration:** If you are granted a guardianship visa, you **must not leave New Zealand without the student** you are responsible for, and you must live with the student for the duration of their studies. If you do not meet these conditions, you may become liable for deportation.

#### Resident Parent:

- I have read and agree to comply with the terms and conditions of being a resident Parent for an International Student at Christchurch Girls' High School.
- I promise that my home meets all legislative requirements and living conditions are safe.
- I have attached my passport containing my Guardianship Visa.
- I agree to live in Christchurch with my daughter for the full school year.
- I promise to contact the International Student Liaison at least 2 weeks in advance if I am to leave Christchurch overnight or longer.
- I understand that Christchurch Girls' High School must approve a homestay or designated caregiver for my daughter before I leave Christchurch.
- I promise not to travel outside New Zealand without my daughter.

Resident Parent: \_\_\_\_\_ Date: ..... Signed: .....

Daughter: \_\_\_\_\_ Date: ..... Signed: .....

International Liaison, Christchurch Girls' High School

Date: ..... Signed: .....

## **PART 3: MEDICAL INFORMATION**

### **Insurance**

Every international student studying in New Zealand on a student visa are required to have a comprehensive health and travel insurance policy which covers:

- a) The student's travel-
  - i) to and from New Zealand
  - ii) within New Zealand
  - iii) if the travel is part of the course, outside New Zealand and
- b) Medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation and
- c) Repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation and
- d) Death of the student, including cover of-
  - i) travel costs of family members to and from New Zealand and
  - ii) costs of repatriation or expatriation of the body and
  - iii) funeral expenses.

Students are not entitled to publicly funded health services while in New Zealand. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and may be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz)

Christchurch Girls' High School can organise insurance for international students, for an annual fee of \$582.55, or a negotiable fee for short-term students, or the student can organise insurance themselves.

### **Do you wish to have insurance organised by CGHS?**

- Yes
- No (please provide a copy of the students' insurance certificate to CGHS, with written guarantee that the above criteria under the Code have been met.)

### **Medical Background - To be completed by parents.**

**Please tick if your daughter suffers from any of the following medical conditions:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Asthma             | <input type="checkbox"/> Food Allergy    | <input type="checkbox"/> Migraines            |
| <input type="checkbox"/> Antibiotic Allergy | <input type="checkbox"/> Diabetes        | <input type="checkbox"/> Heart Condition      |
| <input type="checkbox"/> Bee Sting Allergy  | <input type="checkbox"/> Glandular Fever | <input type="checkbox"/> Hepatitis A or B     |
| <input type="checkbox"/> Epilepsy           |  | <input type="checkbox"/> Back / Neck problems |
| <input type="checkbox"/> Hayfever           |  |   |

**Details:** \_\_\_\_\_

**Is your daughter currently taking any medication?**       Yes       No

If yes, please specify:

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**Does your daughter wear:**       Glasses       Contact Lenses       Hearing Aid

**Has your daughter been immunised against any of the following?**

Polio       Hepatitis B       Tetanus

**Has your daughter previously suffered from:**

Tonsillitis                                       Appendicitis                                       Mumps  
 German Measles / Measles                       Chicken Pox                                       Rheumatic fever  
 Whooping Cough                                       Glandular Fever

**Are there any other physical, mental, learning or behavioural conditions or concerns that would place your daughter at risk?**

If yes, please explain:

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A student is at risk if the signatory has reasonable grounds to believe that there is a serious issue relating to the student’s health, safety or well-being, including, for example;

- The student is unable to adequately protect herself against significant harm or exploitation.
- The student is unable to adequately safeguard her personal welfare.

A student with special needs includes a student who:

- Experiences a physical, sensory, cognitive, psychological, or behavioural difficulty, or a combination of these, and that difficulty or those difficulties affect her ability to participate, learn or achieve,
- Requires the provision of adapted programmes or learning environments, or specialised equipment or materials to support her to access the curriculum, participate, learn or achieve.

**This medical information is confidential.** It is necessary for CGHS to have accurate medical information in the event of sudden illness, an accident or emergency involving your daughter.

**In the event of an emergency, CGHS international students should first contact their guardians, who should take the student to the nearest hospital or emergency clinic, and the International Liaison should be notified immediately.**

**In an emergency situation at school, the International Liaison will make contact with the student’s Homestay, and liaise together with the student’s Guardian to contact the student’s parents as soon as possible.**

## **PART 4: STUDY INFORMATION**

**Please attach certified copies (in English) of your daughter's last TWO school reports.**

Students should have above average academic results, good attendance records and a desire and commitment to fully cooperate and contribute to the life of the school. Prior learning experience is required for certain subjects, and previous school reports are collected and analysed for the purpose of providing CGHS with evidence of said prior learning experience.

All new international students at Christchurch Girls' High School are required to undertake an English test upon arrival. Most international students will begin their study at CGHS in extended ESOL classes until their English language capabilities are deemed the level required for them to enter a mainstream subject class.

In some cases it is not possible to gain entry to your first choice of subjects as classes may be full, particularly if your daughter arrives mid-year. However, we will do our best to ensure your child has a course which is suitable to them and their level of achievement.

Christchurch Girls' High School tailors curriculum programmes to meet student needs and thus reserves the right to:

- Intensively school students in English before entry into mainstream classes
- Place students in additional ESOL classes
- Assess progress of the student throughout their time at the school and make decisions based on their progress on whether to refer them to a lower class or higher class in any subject.

In addition to English (or ESOL), please write up to 5 other subjects that you are interested in studying.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

<b>School goals</b>	
Do you expect to sit NCEA examinations at Christchurch Girls High School?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Level 1 Subjects:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Level 2 Subjects:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Level 3 Subjects:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Future job or career goals:</b>	
When I graduate from high school I want to:	
Study in New Zealand	<input type="checkbox"/>
Subject:	_____
Location:	_____
Return to my home country to study	<input type="checkbox"/>
Subject:	_____
Return to my home country to work	<input type="checkbox"/> Industry Type: _____

## SUBJECT CHOICES AND ASSOCIATED COSTS

When a long-term student enrolls each year at Christchurch Girls' High School, as part of your invoice, you are asked to pay an **Activity Fee** of \$1500.

This fee is an annual charge which goes towards general school expenses such as photocopying and internet access, as well as any **associated costs** of each subject.

At the end of the students' time at Christchurch Girls' High School any outstanding monies will be refunded into your daughter's personal New Zealand bank account.

Some courses offered at Christchurch Girls' High School involve **associated costs**. These are the extra costs associated with each subject.

These could be costs such as:

- Textbooks, workbooks and stationary.
- Study materials and supplies.
- Field trips, excursions and outdoor education camping trips.
- Licences for computer programmes such as Adobe Photoshop.
- Subsidizing outside guest speakers.
- 'Take home' components such as food ingredients and fabric materials.

To find out what the costs are for a student's subject choices, the student must;

- Visit the school's website- 'Onstream'
- Click on 'Academic'
- Click on 'Curriculum'
- Click on 'Curriculum Handbook'
- Click on the orange path under 'Subject Choice Booklet'
- Scroll down the 'Table of Contents' and click on the subject and year level she is interested in taking.

The Name, Year Level, Qualification and Entry Requirements will appear on the left.

It will explain the content and skills involved in the course, the field trips and course costs, as well as how it is assessed and where the subject will lead to for the student's future.

## SPORTS/CULTURAL ACTIVITIES

Please tick at least 2 activities you would like to be involved in at Christchurch Girls' High School.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> AEROBICS              | <input type="checkbox"/> FENCING               | <input type="checkbox"/> RUGBY             |
| <input type="checkbox"/> AMNESTY INTERNATIONAL | <input type="checkbox"/> FITNESS               | <input type="checkbox"/> SAILING           |
| <input type="checkbox"/> ARCHERY               | <input type="checkbox"/> FOOTBALL              | <input type="checkbox"/> SINGING           |
| <input type="checkbox"/> ATHLETICS             | <input type="checkbox"/> GOLF                  | <input type="checkbox"/> SNOW SPORTS       |
| <input type="checkbox"/> BADMINTON             | <input type="checkbox"/> GYM SPORTS            | <input type="checkbox"/> SOFTBALL          |
| <input type="checkbox"/> BASKETBALL            | <input type="checkbox"/> HOCKEY                | <input type="checkbox"/> SQUASH            |
| <input type="checkbox"/> BOWLS                 | <input type="checkbox"/> INSTRUMENTAL          | <input type="checkbox"/> STAGE CHALLENGE   |
| <input type="checkbox"/> CRICKET               | <input type="checkbox"/> KAPAHAKA              | <input type="checkbox"/> SURFING           |
| <input type="checkbox"/> CHESS                 | <input type="checkbox"/> LABORATORY ASSISTANTS | <input type="checkbox"/> SWIMMING          |
| <input type="checkbox"/> CROQUET               | <input type="checkbox"/> LIBRARY ASSISTANT     | <input type="checkbox"/> TABLE TENNIS      |
| <input type="checkbox"/> CROSS COUNTRY         | <input type="checkbox"/> LIFE SAVING           | <input type="checkbox"/> TENNIS            |
| <input type="checkbox"/> CYCLING               | <input type="checkbox"/> MULTISPORTS           | <input type="checkbox"/> THEATRE SPORTS    |
| <input type="checkbox"/> DANCE                 | <input type="checkbox"/> MUSIC                 | <input type="checkbox"/> TOUCH             |
| <input type="checkbox"/> DEBATING              | <input type="checkbox"/> NETBALL               | <input type="checkbox"/> UNDERWATER HOCKEY |
| <input type="checkbox"/> DRAGON BOATING        | <input type="checkbox"/> PUBLIC SPEAKING       | <input type="checkbox"/> VOLLEYBALL        |
| <input type="checkbox"/> DRAMA                 | <input type="checkbox"/> RIFLE SHOOTING        | <input type="checkbox"/> WATERPOLO         |
| <input type="checkbox"/> ENVIRO GROUP          | <input type="checkbox"/> ROCK CLIMBING         | <input type="checkbox"/> YOUNG FARMERS     |
| <input type="checkbox"/> EQUESTRIAN            | <input type="checkbox"/> ROWING                | <input type="checkbox"/> ZUMBA             |

<b>Languages you have studied</b>		
Language	Number of years studied	Level (eg beginner, intermediate)

  

<b>Musical instruments you play</b>		
Instrument	Number of years played	Level (if any)

  

<b>Sports you play or have played</b>		
Sport	Number of years played	Level (eg social, school, area)

**Personality:** How would you describe yourself?

<input type="checkbox"/> Outgoing	<input type="checkbox"/> Mature	<input type="checkbox"/> Optimistic	<input type="checkbox"/> Untidy
<input type="checkbox"/> Independent	<input type="checkbox"/> Patient	<input type="checkbox"/> Sensitive	<input type="checkbox"/> Responsible
<input type="checkbox"/> Adaptable	<input type="checkbox"/> Quick-tempered	<input type="checkbox"/> Formal	<input type="checkbox"/> Shy
<input type="checkbox"/> Quiet	<input type="checkbox"/> Active	<input type="checkbox"/> Neat	<input type="checkbox"/> Humorous

**Interests and Hobbies:** What do you enjoy doing?

<input type="checkbox"/> Acting / Singing	<input type="checkbox"/> Movies / Theatre	<input type="checkbox"/> Dance	<input type="checkbox"/> Going to concerts
<input type="checkbox"/> Painting / Drawing	<input type="checkbox"/> Photography	<input type="checkbox"/> Museums	<input type="checkbox"/> Listening to music
<input type="checkbox"/> Computer games	<input type="checkbox"/> Board games	<input type="checkbox"/> Watching sports	<input type="checkbox"/> Gardening
<input type="checkbox"/> Travel	<input type="checkbox"/> Watching TV	<input type="checkbox"/> Reading	<input type="checkbox"/> Walking / Hiking

## **PART 5: ACCOMMODATION INFORMATION**

All international students enrolled at Christchurch Girls' High School must live in one of the following situations:

1. With a homestay organised by Christchurch Girls' High School
2. With a designated caregiver who must be either a blood relation or close family friend
3. With a parent who holds a guardianship visa

**Do you wish to have a homestay organised by CGHS?**

- No (Go to Section 1)  
 Yes (Go to Section 2)

### **1) LIVING WITH PARENT or DESIGNATED CAREGIVER (DCG)**

Name(s) of Designated Caregiver(s): .....
Address (in NZ): .....
.....
.....
Telephone Number:..... Cell Phone Number: .....
Occupation:..... Email:.....
Relationship to student: .....
Citizenship / Visa Status: .....
Visa Expiry Date (if applicable).....

**If your daughter is living with you in Christchurch for the school year, please complete this section:**

My daughter will be living with me while studying in New Zealand.

As parents we take full responsibility for our daughter while she is a student at CGHS. We understand that one parent must be resident for the full school year. This is a New Zealand Ministry of Education requirement.

I promise that my home meets all legislative requirements and living conditions are safe.

If neither parent is resident in Christchurch we will inform the school immediately, and our daughter will be cared for by a Christchurch Girls High School temporary homestay. We will contact CGHS immediately of any change to our contact details.

We will attend the International Student Parents Meetings.

We will present our passports at Enrolment so that our visas can be photocopied for school records.

We will be available to speak with the International Liaison when required. If a translator service is necessary and we are unable to provide one, CGHS will provide a school approved interpreter at the parents' expense.

We will attend the Parent Teacher Interviews for our daughter, providing our own interpreter if necessary.

Parent Signature: .....

**If your daughter is living with a Designated Caregiver please sign this section:**

**Designated Caregivers: Blood Relation / Close family Friend**

As parents, I/We:

- Confirm that the person/s nominated as the Designated Caregiver(s) is/are a 'bona fide' relative or close family friend.
- Take full responsibility for the placement and ongoing welfare of our daughter with this Designated Caregiver.
- Understand that Christchurch Girl's High School accepts no responsibility for the student's care when the student is in the care of the homestay or designated caregiver.
- Guarantee suitable accommodation for our daughter, who will live with the Designated Caregiver at all times.
- Guarantee that the accommodation is of an acceptable standard and meets the conditions of the Code of Practice for the Pastoral Care of International Students
- Undertake to inform Christchurch Girls' High School immediately should there be any change, including changes to the designated caregiver's contact details.

I/We understand that Christchurch Girls' High School will make every endeavour to ensure the safety and welfare of our daughter while studying here by:

- Visiting the home of the Designated Caregiver prior to enrolment.
- Determining that the accommodation is not a boarding establishment (ie does not have 5 or more international students staying in the home)
- Assessing whether the Designated Caregiver will provide a safe physical and emotional environment for the student and the conditions of the Code of Practice have been met.
- Meeting the Designated Caregiver and establish communication with the caregiver
- Meeting with the student at least quarterly to ensure the accommodation is suitable
- Requiring a Police Vet to be undertaken on all residents in the Designated Caregiver's home aged 18 and over
- Requiring a copy of the Designated Caregiver's passport and visa which must be valid for the term of the student's tuition

Further, I/We understand that should Christchurch Girls' High School have any concerns regarding the welfare of our daughter, the school may relocate the student to an approved school homestay. If necessary, the school will also refer the matter to the relevant welfare authorities or any other appropriate outside agents.

Parent Signature: .....



## 2) LIVING IN A HOMESTAY

Living with a New Zealand family is an excellent way of improving English and experiencing New Zealand culture first hand. Students are treated as a member of the family and are well cared for. Students may be asked to contribute to light household chores as required. Homestay parents hope that their student will join in with family activities and will follow all homestay rules. The host parents will do their best to help the student with any problems that may arise. The student's parents must respect the decisions made by the homestay about the day-to-day requirements of their child.

Students are, of course, expected to treat their homestay family with respect at all times. If students are going to be late home for example, they should tell their homestay so their hosts do not worry about them.

Homestay families will drop students off at school and pick them up on their first day, but most students travel to and from school by bus. All homestays are on or near the school bus route, travelling this way is very safe and convenient.

**If your daughter is living with a Homestay organised by Christchurch Girls' High School please sign this section:**

I/We understand that Christchurch Girls' High School will:

- Visit the home of the Homestay prior to enrolment to determine that the living conditions are of an acceptable standard and meet the conditions of the Code of Practice for the Pastoral Care of International Students
- Assess whether the Homestay will provide a safe physical and emotional environment for the student
- Determine that the accommodation is not a boarding establishment (ie does not have 5 or more international students staying in the home)
- Meet the Homestay and establish communication with the Homestay
- Meet the student at least every 6 months to ensure the accommodation is suitable
- Require a Police Vet to be undertaken on all residents in the Homestay's home aged 18 and over
- Require a copy of the Homestay's passport and visa which must be valid for the term of the student's tuition

Parent Signature: .....

**If you wish CGHS to find a homestay for you please complete the sections below:**

Would you feel comfortable in a home with small children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you prefer someone closer to your own age in the host family?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any food preferences e.g. vegetarian / pescatarian/ vegan? .....		
Some host families have pets and you will have to adjust to living with them. Are there any concerns we should be aware of regarding pets? Please explain: .....		

### Terms and Conditions of Living in a Homestay

#### Homestay Accommodation Fee

Christchurch Girls' High School will set this fee and pay to the host family, directly. Overseas students **cannot** pay homestay fees directly to their host families. This protects both parties and enables the student to live as a family member.

The Homestay Fee Includes:

- Separate Bedroom, furniture and linen.
- All meals.
- Electricity Charges (Within Reason)
- Laundry
- The School is not responsible for any unpaid bills.

It does not include:

- Any personal toiletries or cosmetics.
- Bus fares.
- Medical or travel expenses.
- Toll calls, cellphone or internet charges.
- Unreasonable overuse of electricity or hot water.
- Uniforms or dry cleaning.
- School expenses.
- Storage of personal items over the summer holidays.

### **Change of homestay**

Students must provide 10 weeks' notice when leaving a homestay before a new caregiver is arranged. If a homestay family cannot continue to provide accommodation, they must also give 10 weeks' notice to allow Christchurch Girls' High School to find a new homestay for the student.

### **Holidays**

We strongly advise students to return home for the summer holidays. Any arrangements made for the student between the end of one academic year and the start of another is the responsibility of the parents and guardian. If a student is going to return to the same homestay after the summer holiday break, she must make arrangements regarding the storage of her belongings with the homestay and the school before leaving.

If a student wishes to travel outside Christchurch in the term breaks, for example with their homestay family, the student must get their parents' permission in writing, and provide a completed 'Travel Details' Form to the International Liaison at least 2 weeks before the date they intend to start their trip.

### **Problems**

If a problem occurs between the student and the homestay family, the student should first talk to their homestay and then the International Liaison. She will help to solve the problem.

In the event of incompatibility between the host family and the student, notice of 1 week shall be given by the International Liaison to allow new accommodation arrangements to be made.

Christchurch Girls' High School reserves the right to move a student without prior notice if necessary, such as, if the student is deemed to be neglected or if the homestay is not deemed safe. In cases such as these, a 1 week payment in lieu of notice will be given to the homestay.

No student is to move without the prior consent of the Christchurch Girls' High School homestay coordinator. Student visas may be withdrawn if a student moves without notice. Christchurch Girls' High School will attempt to find a new homestay as soon as possible.

### **Damage to belongings**

Students should take care of their belongings while living in a homestay. It is the student's responsibility to ensure she has adequate insurance cover.

If the student damages the property of the homestay family, she must pay the cost of repairs, unless the damage is covered by the homestay family's insurance policy, in which case, the excess will also be covered by the homestay.

If a member of the homestay family damages property belonging to the student, the homestay family must pay for the cost of repairs, unless the damage is covered by the student's insurance policy, in which case, the excess will also be covered by the student.

Christchurch Girls' High School does not accept any responsibility for losses or damage to property or persons caused or suffered as a result of the home accommodation.

### **Communication between the student and homestay parent**

If going out, the student must always inform her homestay in advance where she is going (address), what time she will be home, and must leave a contact telephone number. The student must always tell the host family **in person** if she expects to be late or does not require an evening meal. Students are not usually permitted to stay over at a friend's house Sunday - Thursday nights, or have a friend to stay over with them Sunday - Thursday unless it is during the holidays. All arrangements made must have the permission of the host family. Any travel arrangements for outside Christchurch must have the parents'/ guardian's permission.

**Students shall show the host family respect at all times and follow all the above terms and conditions**

## **PART 6: CGHS' RESPONSIBLE USE AGREEMENT**



Christchurch Girls' High School subscribes to a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

When using information and communications technologies (ICT) at Christchurch Girls' High School I will always be a good digital citizen. This means that I:

- will be a confident and capable user of ICT

I know what I do and do not understand about the technologies that I use. I will get help where I need it.

- will use ICT for learning as well as other activities

I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is appropriate to do each one.

- will think carefully about whether the information I see online is true

I know that it is easy to put information online. This means that what I see is not always correct. I will always check to make sure information is real before I use it.

- will be able to speak the language of digital technologies

When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

- understand that I may experience problems when I use technology but that I will learn to deal with them

I understand that there will be times when technology may not work as I expected it to, or that people may be unpleasant or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

- will always use ICT to communicate with others in positive, meaningful ways

I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.

- will be honest and fair in all of my actions using ICT

I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.

- will always respect people's privacy and freedom of speech online

I understand that some information is private. I will be careful when using full names, birthdays, addresses and photographs of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

- will help others to become better digital citizens

Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

**When using information and communications technologies (ICT) at Christchurch Girls' High School I will follow these rules:**

- I cannot use school IT equipment until I and my parent/legal guardian/caregiver have read and signed this Responsible Use Agreement and returned it to school
- I am to log on only with my username and not allow anyone else to use it
- I will not tell anyone else my password
- I will only use my phone(s) at the times that I am permitted during the school day and understand that use in class is at the discretion of the teacher
- I must make a personal back up of all my files stored in the school network at the end of the year and understand the school reserves the right to, without notice, delete data
- I will take responsibility for what is on my devices

**Student Declaration**

I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or whilst on any school activity. I am aware that this may include the use of a device (such as a laptop, phone, USB drive, external hard drive) that the school does not own.

I understand the school may monitor sites and audit the school network/devices/services including stored content and all aspects of their uses, including email.

I understand that if I breach this Responsible Use Agreement, I may lose access to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school.

**Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent / Legal Guardian/ Caregiver Declaration**

I understand that student photographs will, at times, be used in electronic (newsletter, website, Onstream) or hardcopy school publications (commercially produced booklets).

I understand that our school is supporting students as they learn the skills required to become successful and responsible digital citizens.

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this Responsible Use Agreement is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read the student declaration and have talked with my daughter about what it means to her. I am happy that my daughter understands what this means, and that she are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my daughter at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

**Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Christchurch Girls' High School's BYOD Agreement

The owner of the device is responsible for its security and safekeeping. CGHS, the school, staff or employees are not liable for any device stolen, lost, or damaged onsite. It is recommended that skins (decals) and other custom touches are used to physically individualise a student's device. It is also recommended to keep records of serial numbers of all devices. Additionally, protective cases for technology are strongly recommended.

In addition to this agreement, students must adhere to all other CGHS Board of Trustees' policies, particularly the Responsible Use Agreement.

## Each clause in this agreement must be initialled by the student and by a parent/caregiver:

\_\_\_ Bringing onto site devices or affecting the network with a Virus, Trojan, or programme designed to damage, alter, destroy, or provide access to data is in violation of the Responsible Use Agreement

\_\_\_ CGHS has the right to collect and examine any device that is suspected of causing, or being the source of any security breach or suspected of containing objectionable material – regardless of where that material was first accessed, or produced

\_\_\_ A student owned device may be used for storage of digital material produced by staff and/or employees, and that material remains the property of CGHS

\_\_\_ It is the owner's responsibility to repair and maintain their device. CGHS does not provide any dedicated technical support for privately owned devices

\_\_\_ Student owned devices should be fully charged before coming onsite, and it should be capable of running off its own battery power for the duration of the school day. CGHS does not guarantee that charging facility will be available. All charging facilities are provided at the discretion of CGHS staff and employees

\_\_\_ The teaching staff of CGHS will encourage the use of privately owned devices where appropriate

\_\_\_ Students must immediately comply with a teachers request to shut down devices or close the screen. Devices must be in silent mode (or similar) at all times, unless specifically instructed otherwise by a teacher

I understand and agree to abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of privilege, as well as any other appropriate disciplinary action

### Parents/Legal Guardians/Caregivers:

All devices brought to school are my daughter's responsibility and the insurance for the device is my responsibility.

### Signatures:

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/ Legal Guardian/Caregiver Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Device #1 Description: \_\_\_\_\_  
(make, model and serial number)

Student Device #2 Description: \_\_\_\_\_  
(make, model and serial number)

## **PART 7: CGHS FEE REFUND POLICY FOR INTERNATIONAL STUDENTS**

<b>Application Fee</b> (Non-refundable)	<b>\$ 350.00 NZD</b>
<b>Tuition Fee</b>	<b>\$15,000.00 NZD</b>
<b>Homestay</b> (If required) (\$280 per week x 47 weeks)	<b>\$13,160.00 NZD</b>
<b>Homestay Placement Fee</b> (One off, non-refundable)	<b>\$ 360.00 NZD</b>
<b>Insurance</b> (Annual, non-refundable) (Compulsory for student visa)	<b>\$ 582.55 NZD</b> (If purchased through school)
<b>Activity Fee</b> (Annual, pro-rata refund) (Covers school expenses such as subject associated costs)	<b>\$ 1,500.00 NZD</b>
<b>Full School Uniform</b> (Second-hand may be available)	<b>\$ 1000.00 NZD</b> (approx.)
<b>NCEA Examination Fee</b> (If required, annual)	<b>\$ 383.80 NZD</b>
<b>Guardianship Fee</b> (Compulsory but privately arranged between student and guardian.)	<b>\$2000- \$3000 NZD</b>

All tuition fees payable by international students are inclusive of New Zealand Goods and Services Tax (GST).

The tuition fee must be paid in full to CGHS **by the designated date on the Invoice of Fees**.

**Tuition Fees must be paid before the Formal Offer of Place will be given.**

The Formal Offer of Place and evidence of the payment of tuition fees are required as part of the New Zealand Immigration Services visa requirements.

The tuition fee includes all tuition costs in the subjects the student has enrolled in, but **does not include**:

- a. Entry fees for national examinations or qualifications,  
(E.g. National Certificate of Educational Achievement [NCEA], Levels 1-3)
- b. Uniform, stationery, writing materials and calculators
- c. Textbooks other than those provided to international students on loan by the school
- d. Specialised music tuition
- e. Costs associated with any co-curricular activities
- f. Consumable materials used in subjects such as Art and Workshop Technology
- g. The costs of field trips or camps which are required in some subjects.

## REFUND OF TUITION FEES

Christchurch Girls' High School recognises that, due to circumstances beyond her control, an international student may have to withdraw from the school during the school year.

Christchurch Girls' High School wishes to ensure that international students fully understand the consequences breaking this contract and that the system in regard to refunds of fees is fair and reasonable. Christchurch Girls' High School must also take account of the budgetary considerations arising from a withdrawal during the school year.

### Tuition Fees

In order to be eligible for any refund of Tuition Fees an application must be made in writing to The Principal, Christchurch Girls' High School.

- If a student wishes to withdraw after the payment of Tuition Fees and before starting at CGHS the maximum refund available is: Tuition Fees minus 15% of the annual tuition fees. This also includes a student who, for any reason, has been denied a student visa.
- If the student wishes to withdraw between the first school day of Term 1 and the last school day of Term 1 CGHS will retain Term 1 and 2 Tuition Fees plus 15% of the annual tuition fees.

**NO** refund will be made for any student who withdraws after the last school day of Term 1.

**NO** refund will be made at any time for students who are asked to leave the school because of misbehaviour or poor attendance.

**NO** refund will be made at any time for students who wish to transfer to another school in New Zealand.

**NO** refunds will be made at any time to students who return home for any reason other than the student's serious illness or death/serious illness of a parent or sibling only. Medical evidence must be provided.

**NO** refund will be made at any time to students who acquire Permanent Residence Status in any form (PR, visa, a parent's work or study permit) after having enrolled here. Please note any student who acquires Permanent Residence status in any form must live in the CGHS zone if she wishes to continue studying at this school.

**NO** refund will be made at any time where it is found that the Agent/Parent/Student has withheld important information relevant to the enrolment e.g. that the student has been asked to leave her previous school. CGHS reserves the right to terminate the student's enrolment with no entitlement to a refund of tuition fees.

The application fee is non-refundable in all circumstances.

### Activity Fees

These fees are refundable proportional to expenditure.

### Accommodation Fees

The Homestay placement fee is non-refundable in all circumstances.

Accommodation fees are refundable proportional to expenditure, based on a weekly rate. Please note that 10 weeks' written notice must be given if a homestay placement is to be terminated. If 10 weeks' notice is not given, then a penalty equivalent to 10 weeks accommodation will apply.

**Code of Practice:** Christchurch Girls' High School has agreed to observe and be bound by the Education Code of Practice for the pastoral care of international students established under section 28F of the Education Act 1989 and the Code Administrator is NZQA. Copies of the Code are available on request from this institution or NZQA website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

As such, Christchurch Girls' High School must ensure that the fees paid by international students for educational instruction to Christchurch Girls' High School are secure and protected in the event of student withdrawal or the ending of educational instruction or the closure of Christchurch Girls' High School.

In the case that Christchurch Girls' High School:

- Ceases to provide a course of educational instruction as contracted with a student, whether its stops of its own accord or as required by an education quality assurance agency, or
- Ceases to be a signatory, or
- Ceases to be a provider

Christchurch Girls' High School will

- a) refund the amount in question to the student (or the student's parent or guardian) or
- b) If directed by the student or the code administrator or the agency responsible for fee protection mechanisms, transfer the amount to another signatory as agreed with the student (or the student's parent or guardian).

**Please be sure that you fully understand the Christchurch Girls' High School  
Fee Refund Policy for International Students.**

## **PART 8: SCHOOL RULES**

### **Addresses of Students**

Parents and students are asked to inform the school office of any change of telephone number, address or family circumstances, whether temporary or permanent.

The student is required to live with her parent, designated caregiver or homestay parent at all times. CGHS must be notified of any changes and new residential care must be arranged with the approval of CGHS.

### **Alcohol and Drugs**

Any student who is in possession of or consumes alcohol, or is in possession of or smokes tobacco, or is in possession of or consumes drugs or any other self-harming substance at school or at any school-related activity, or who directly or indirectly aids or abets any student to possess, smoke or consume any of these substances at school or at any school-related activity may be stood down by the Principal. Any association with smoking, alcohol or drugs is absolutely prohibited on school premises or in any situation where a student may be linked with the school.

### **Attendance**

Under the Education Act exemption is automatically granted to a student who is unable to attend school because of illness. In all cases of sickness host parents or parents must telephone the school office. This is especially important if a student is being internally assessed in any subject.

The Principal may exempt a student for a period if she is satisfied that there is valid reason for the absence.

**If leave is required, e.g. for family reasons, a letter must be written to the Principal well in advance.**

If a student's behaviour or school attendance is unsatisfactory, the following process will be followed:

1. Students will be counselled by the Dean/Guardian/Principal. Normal school procedure will be followed.
2. If the student's behaviour or attendance does not improve, the student will be put on formal attendance check/given a written warning. The student's parents and/or guardians will be informed.
3. If improvement still does not occur, CGHS reserves the right to withdraw the student's Offer of Place. NZIS and the student's parents will be informed.

The student must respect school term dates. All holiday travel must be within school holiday time only. Failure to comply will result in the student being marked absent without permission. The student will be given the term dates at the time of enrolment.

### **Cycling**

Cycle helmets are compulsory. Students are to use the cycle ways along Deans and Harper Avenues and cross at the controlled crossings.

### **Dental or Medical Appointments**

Where possible these appointments should be made for after school hours, particularly for students in senior forms. Most dentists keep these times for examination of students if requested. If it is necessary to keep appointments in school hours, these should be arranged at the beginning or end of a school session so as not to interfere with more than one class. Students with these appointments must take to the office that day (or the previous day for an early morning appointment), a card from the dentist or doctor, or a parent's note, and see that an entry is made in the appointments book. On returning to school the student must report back to the office. She will be given a slip for entry into class.

### **Detention**

Class teachers may detain students during interval and lunchtime or up until 4.00pm. A Dean's detention is run at lunchtime for up to an hour. An hour's detention until 4.15pm on a Friday may be given by Senior Management for a serious offence. Senior Management detentions are given with at least twenty-four hours' warning and take priority over any other commitment.

### **Driving to School**

The parking of students' motor vehicles in the school grounds is prohibited. Traffic in the school grounds may not proceed at more than 15kms per hour.

Students need the permission of the Principal to drive to school. Students need to collect, complete and return a form to the Principal's Secretary explaining why bringing a car to school is necessary. The registration number and colour of the car should be included in the information provided. If the request is granted, Year 13 students may park in Matai Street East (near the courts) and Mona Vale Avenue within the bounds set down by the traffic authorities. Year 12 students must park in the other streets. There is no parking for students within the school grounds or in Darvel Street.



Other students may travel in a permitted car driven by the holder of a full license, only if both sets of parents have signed the relevant permission form and it has been approved by the Principal.

### **Field Trips and User Pays**

Course fees for some materials used in practical subjects or for reprographics are charged. Field trips and camps are operated on a cost-recovery basis.

### **Hair**

Hair must be tidy and worn in a conventional style, short enough to clear the collar or else tied neatly back with plain school coloured ribbons. If fringes are worn they must be above the eyebrows. Unnatural colour rinses are not permitted.

### **Homework**

Students receive regular homework. As students work at different speeds it is difficult to lay down guidelines for hours of homework, but students would normally do one to two hours a week night in Year 9 and 10 while seniors would be expected to do two to three hours homework each week night.

### **Lateness**

It is very important students learn to be punctual in preparation for life beyond school. Students are expected to leave home in time to deal with traffic and delays so they are not late to school. All students are expected to be on time and the consequences of lateness will be a lunchtime detention. Only appointment cards will be accepted as a valid reason for lateness. The school appreciates host parents and parents support in this matter.

### **Medication**

If a student is required to take medication, including any herbal remedies, it must be lodged with the school office who will make it available when needed. If students have a medical condition, the International Liaison must be informed of it. No Panadol is available at the school office.

### **Naming**

All clothing, books and sports gear must be clearly named. No responsibility will be taken for lost property but considerable effort will be made to find named clothing and equipment.

### **Privacy Act**

All information collected in the enrolment form is collected to maintain Christchurch Girls' High School's records. This information and any other information collected about the student will be used to provide for the educational and general advancement of the student and for the purpose of carrying out the activities of the school.

Any information collected by the school may be provided to education authorities (under Section 7(4) of the Privacy Act 1993).

International students and parents may at any time view their own personal information and request correction.

### **Police interviews of school students:**

- a) A police officer may interview a student at the school, provided that the interview is held in the presence of the Principal or designate, and the parent's/caregiver's legal right to be present at the interview has been addressed.
- (b) A student's personal details will only be released to the Police once a parent/caregiver has given their consent.

### **Uniform**

It is compulsory at Christchurch Girls' High School to wear a school uniform. Details of this can be found on the school website. Every student while proceeding to or from and attending school or a school function where the wearing of school uniform has been ordered, shall, unless specially exempted by the Principal, wear the school uniform as specified in the Prospectus and shall at all times be properly dressed even though at times the wearing of the uniform may be allowed to be optional.

### **Work and Study**

Students must meet the requirements of Immigration New Zealand, and hold a current Student Visa to study at Christchurch Girls' High School. Students in year 9, 10, or 11 cannot work in paid employment in New Zealand while enrolled at Christchurch Girls' High School. Year 12 and 13 students who wish to work part-time must see the International Liaison for the correct forms and procedures required from Christchurch Girls' High School and the NZIS. A Student Visa Holder studying in Years 12 or 13 may be eligible for a Variation of Conditions allowing them to work part-time (up to 20 hours per week), if they have written permission from the school and parent/guardian to confirm that working part time won't interfere with the primary purpose of their visa which is to study.

## **PART 9: CONDITIONS OF ENROLMENT AND ACCEPTANCE**

**Education Code of Practice 2016:** Christchurch Girls' High School has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016, pursuant to section 238F of the Education Act 1989, the Code Administrator being NZQA. Copies of the Code are available on request from this institution or from: <http://www.education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students>

### **1. ENGLISH LANGUAGE REQUIREMENTS**

Intending students must be aware that all instruction is in English. Students wanting to gain qualifications must therefore have suitable ability in written and spoken English for whatever year level they are applying.

If, after testing, a student has clearly not reached the necessary level, CGHS reserves the right to:

- a. Request the student receives additional ESOL lessons or
- b. Place the student in the year level best suited to the student's English ability.

### **2. GUARDIANSHIP**

All students living in a homestay must employ a guardian who is **not** residing in the homestay. The guardian must be over 25 years of age and reside in Christchurch for the duration of the student's enrollment at CGHS. CGHS is to be informed immediately of any change to the guardian's contact details. All students living with designated caregivers must also have someone to act as guardian for their students, (this may be the designated caregiver).

### **3. VISA AND CHANGE OF STATUS REGULATION**

Students are required to meet the requirements of Immigration New Zealand by obtaining a student visa in order to enroll. In the case of a student staying less than 3 months, a visitor visa may be accepted. Students are not enrolled in a course unless they hold a valid visa. Students must notify the school of any change in their immigration status. Any student who acquires permanent resident status must live in the Christchurch Girls' High School Zone if she wishes to continue studying at this school. Any student whose parent acquires a work or study permit must notify the school and continue to be enrolled as a foreign fee paying student, or alternatively, must live in the Christchurch Girls' High School Zone if she wishes to continue studying at this school as a domestic student. In the case that a student's visa is suspected or known to be breached, or if their enrolment is terminated, CGHS will immediately report to Immigration using the electronic notification form.

### **4. HEALTH AND TRAVEL INSURANCE**

It is **COMPULSORY** for each student to have a comprehensive health and travel insurance policy which covers:

- a) The student's travel- i) to and from New Zealand ii) within New Zealand iii) if the travel is part of the course, outside New Zealand and
- b) Medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation and
- e) Repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation and
- f) Death of the student, including cover of-
  - i) travel costs of family members to and from New Zealand and
  - ii) costs of repatriation or expatriation of the body and
  - iii) funeral expenses.

Students are not entitled to publicly funded health services while in New Zealand. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and may be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz)

### **7. ACCOMMODATION**

During the school year, international students must live with either:

- a. A parent
- b. In homestay accommodation provided by the school
- c. Designated Caregiver accommodation (living with a relative or close family friend)

**The school must receive a written request at least 10 weeks prior to any change being made.**

The Enrolment Contract is subject to the Student being placed in accommodation that is 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.

## **8. SCHOOL RULES**

**Students must abide by the laws of New Zealand and the school rules of Christchurch Girls' High School.**

## **9. LIABILITY**

CGHS will not be liable for any loss or damage to property or persons, except where such liability is imposed by New Zealand law. The care of an international student will again become the responsibility of the student's parents and guardian from the day after the student's final day of study at Christchurch Girls' High School.

The undersigned, as participant and parents, on behalf of ourselves and our legal representatives, renounce claim against CGHS, teachers, coordinators, or any person intervening on behalf of the school, that may arise due to injury, damage, sickness, accident, delay, unusual circumstances or expenses due to strikes, war, atmospheric conditions, quarantine, government restrictions, acts of God, or those derived from acts of omission of airlines, shipping companies, railroads, buses, transportation in general, hotels, restaurants or any other service given by companies, individuals or anyone related with the aforementioned. We understand that the student will be subject to the authorities and teachers of the school.

## **10. GRIEVANCE PROCEDURES**

If an international student or parent of an international student wishes to make a complaint related to their recruitment and the welfare and support they have received from the school, he or she should first contact the Principal (or the International Liaison). If the problem cannot be resolved, the parent or student may write to the Board of Trustees, explaining fully their complaint.

If the dispute is not resolved within 20 days of the Board receiving such complaint, the complainant may contact the Dispute Resolution Scheme, (DRS) orally or in writing, free of charge, seeking their assistance in resolving the dispute. More information regarding the DRS can be found at: <http://www.education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students/>

Any grievance procedure comes under the exclusive jurisdiction of the New Zealand Courts. New Zealand law is applicable.

## **12. TERMINATION OF ENROLMENT**

### **Circumstances under which the school may terminate tuition**

- a)** Serious health (emotional or physical) concerns when it is considered the student should return to the care of her parents.
- b)** Unacceptable behaviour in school and/or in homestay.
- c)** Unacceptable school attendance.
- d)** Any illegal behaviour which breaks New Zealand Law.

The powers of exclusion, extension of suspension, reinstatement of suspended students conferred upon governing bodies of State Secondary Schools by Sections 15 and 17 of the Act may be exercised by the Discipline Committee of the Board as constituted by the Board's Resolution.

CGHS reserves the right to terminate the programme of any participant whose conduct may be considered detrimental or incompatible with the interest and security of the school or the student. The student agrees to accept and uphold the rules of the school and the standards of conduct set by CGHS and maintain friendly and respectful relations with her teachers and other students. All relevant provisions of the Education Act 1989 shall apply to the student in New Zealand. Any decision under these provisions to expel or exclude the Student will follow the Ministry of Education's guidance for school's on stand-downs, suspensions, exclusion and expulsion and shall terminate this Agreement.'

For further information, go to <http://www.education.govt.nz/school/managing-and-supporting-students/student-behaviour-help-and-guidance/stand-downs-suspensions-exclusions-and-expulsions-guidelines>.



ENROLMENT CONTRACT

Parents and students must read, understand, and agree to all the conditions and requirements detailed in this CGHS application form. If you are using a CGHS Agent, it is part of the Agent's responsibility to fully translate and explain this International Student Application form. Parents need to be able to communicate with CGHS either directly in English or indirectly by appointing the students' guardian / family friend to speak on their behalf. The contact details for this person must be given to CGHS during the student's enrolment.

Students Name:..... Start Date:..... Finish Date:.....

Mother's Name:..... Father's Name:.....

Homestay: If I am living in a homestay, I agree to maintain friendly and respectful relations, abide by the homestay rules and guidelines and to do my best to participate and fit in with the lifestyle of my homestay family. I understand that this Enrolment Agreement is dependent on a live Homestay / Designated Caregiver Agreement between school and Homestay / Designated Caregiver.

Signed: ..... (student) Date:.....

Education Outside the Classroom/Travel: I give permission for teachers or a person authorised by the school to take or send my daughter out of school with other members of her class to visit places of interest or instruction in the community as part of their organised study, or in a group to take part in organised co-curricular activities.

Signed: .....(parent) Date: .....

Medical Release: I confirm that while my daughter studies at CGHS, she will have suitable insurance coverage which covers all requirements set out by the New Zealand Ministry of Education's Code of Practice. If providing privately arranged insurance, I promise to also provide an English translation of cover under these policies. I authorise CGHS to submit medical treatment to my daughter, if this is deemed necessary after consultation with medical authorities. I have provided full, true, and accurate information including information about risk factors and special learning needs. I understand and agree to the aforementioned consequences of non-disclosure and implications for insurance cover. At the time of signing, I declare that my daughter enjoys good health.

Signed: .....(parent) Date:.....

Student Care after Enrolment Finishes at CGHS. I agree that I, with my daughter's guardian, will become fully responsible for the care of my daughter from after their final day of enrolment at Christchurch Girls' High School.

Signed: .....(parent) Date:.....

Driving a motor vehicle: I agree that my daughter may drive a motor vehicle or be a passenger in a motor vehicle driven by another student if permission is granted by the Principal as per the school policy.

Signed: .....(parent) Date: .....

I have read, understood and agree to comply with and uphold all the terms and conditions set out in the Conditions of Enrolment and Acceptance; Christchurch Girls' High School Fee Refund Policy; Conditions of Living with Parent, Designated Caregiver or Homestay; and Enrolment Contract.

Signed: .....(parent) Date: .....

Signed: .....(parent) Date:.....

Signed:.....(student) Date:.....

Pauline Duthie, Principal (on behalf of the Christchurch Girls' High School Board of Trustees)

Signed: ..... Date:.....