



International Student Orientation Handbook

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

- Tūrangawaewae – 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 handbook 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:



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



Heidi (Mrs Cayford)
International Student Assistant
cayfordh@hillmorton.school.nz
021 263 7787



Anita (Mrs Williamson)
International Administration
Assistant
williamsona@hillmorton.school.nz



Mr Crean
Teacher-in-charge of
English Language Learning
creans@hillmorton.school.nz



Mrs Zyskowski
English Language Teacher
zyskowskis@hillmorton.school.nz



Mrs Miura
Learning Assistant
miural@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 95% attendance.

Acceptable reasons for being absent are:

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



If you are absent from school, please text Heidi or 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

You can earn *Whāia te Kahurangi* (Personal Best, Nothing Less) awards for academic success, cultural and sporting involvement, service and demonstrating the school's values.



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

If you have a metro card one ride is \$1.00.



Metro cards cost \$5.00. They can be bought from places like the Bus Interchange, Metro Mart Riccarton, Spreydon Library and the Halswell Centre. Take your passport for identification.

Canteen

You can get extra lunches from the canteen at first break.



Cell phones

Cell phones are not allowed during the school day.



It needs to be in your bag turned off.

It will be taken off you if you use it.

Code of Conduct

All students are required to follow the school code of conduct. See page 24.

Code of Practice

Hillmorton High School is a certificated signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

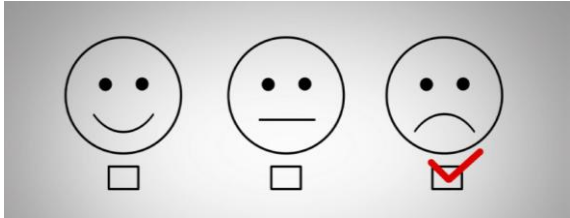
We are happy to answer questions about the Code.



A copy, and additional information, are available in the International Department or on the [New Zealand Qualification Authority \(NZQA\)](https://www.nzqa.govt.nz/) website.

Complaints or problems

If you have any complaints or problems, please tell Heidi, Anita, Ms Hunt, or a teacher.



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
- Study 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 gadrisk@nzqa.govt.nz, or call them on 0800-697-296.

Study 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 Study 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

All Year 7 – 10 students are expected to bring their own chrome book to school. Year 11 – 13 students are expected to bring their own device (cell phones are not acceptable).

Hillmorton is Wi-Fi.



You can connect your device to the school Wi-Fi but cannot connect your cell phone.

You need to use all computer equipment safely. The *Cybersafety and ICT Use Agreement* you signed on your application form guides your use of computers at Hillmorton.

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.



COVID-19



Up-to-date information relating to COVID-19 in New Zealand is on the [Unite Against COVID](https://www.uniteagainstcovid.co.nz/) website. A lot of the information is available in a range of [languages](#).

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 has to adjust. It's called culture shock.

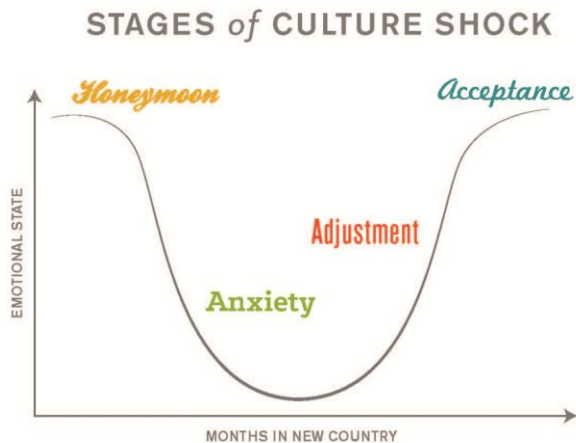


The way it happens and how long it lasts will be different for everyone. For some people the first few weeks will be exciting. For others it will be different from what they expected; for example, the weather, food people and the way of doing things.

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 Heidi 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 Whānau Group area.



If there is a fire at school, leave and wait in you Whānau Group

the building immediately, go to the North Field area.

Facebook page

We have a Hillmorton High School International Facebook page,



<https://www.facebook.com/Hillmorton-High-School-International-1508697999434658/>

We also have a 2025 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.

Heidi will send you emails 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 G Block.

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,



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. Ms Jude Murray is the head counsellor. We can help you make an appointment, or you can make one yourself either in person or by email, counselling@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.



Heidi 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.

Heidi will also visit your homestay.

Sometimes students are unhappy in their homestays and want to move. You will need to talk about this with Heidi 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* (see page 25).

Homework

Many of your subjects will give you homework.

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



International student meetings

We will have regular international student meetings. 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 username 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.

Host families have Wi-Fi or the internet at home. Before you use the internet at your host family's house, please talk to them.

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

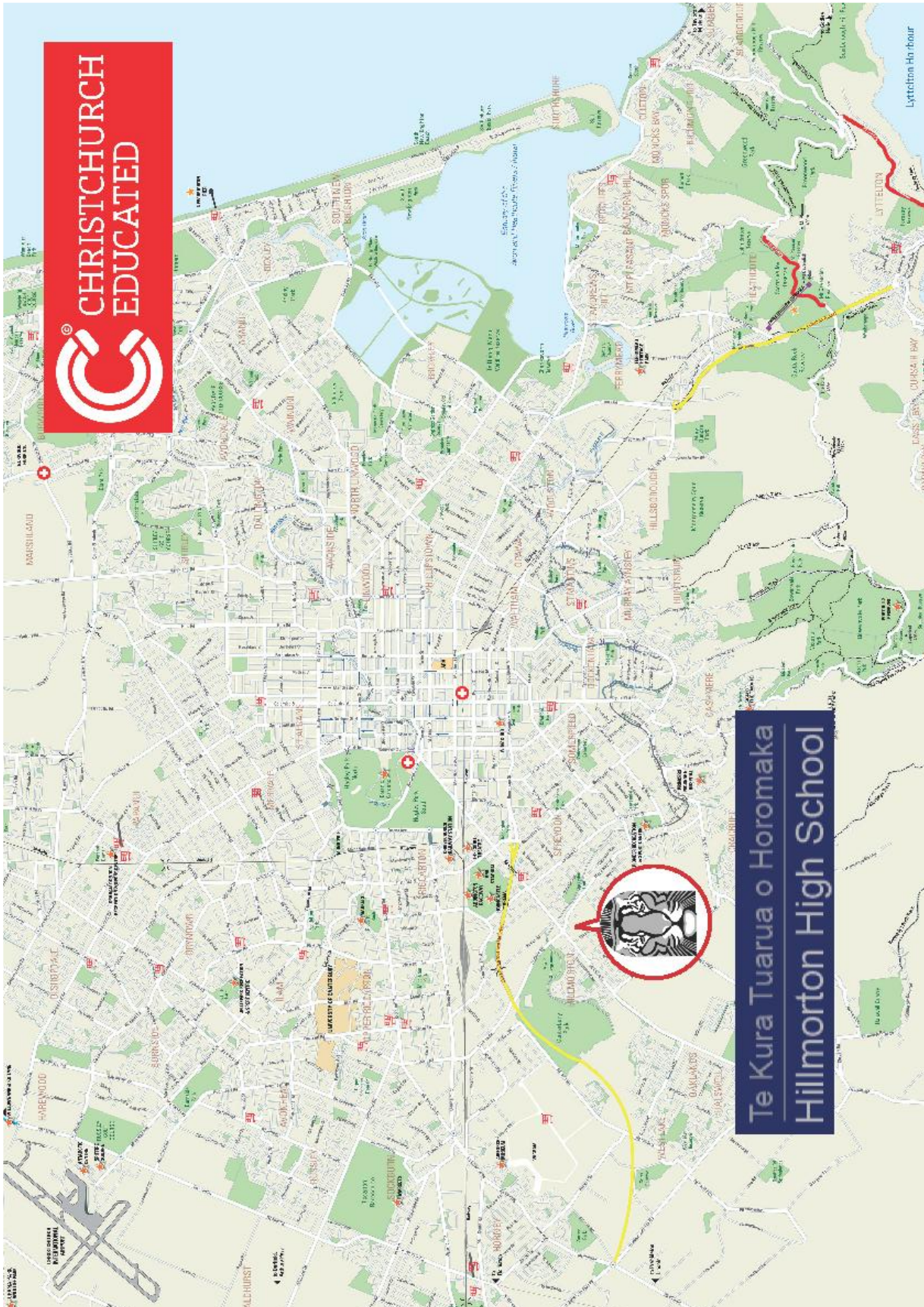
The school library is open during the day until 4:30pm. It is a nice place to study.



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.

Map – Christchurch



Map – School

Lunches

School lunches are provided during Whānau Kai. You eat lunch with your Whānau Group.

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, give it to somebody from the International Department to look after.

Mihi Whakatau (Welcome ceremony)

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



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 \$383.30 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.

PB4L

Hillmorton High School is a Positive Behaviour for Learning (PB4L) school. Our expected behaviours are based on our four school values.

<p>Tūrangawaewae</p> <p>Belonging – a place to stay</p> <ul style="list-style-type: none"> • Follow signs and instructions • Keep everything graffiti, rubbish & gum free • Follow tikanga 	<p>Whanaungatanga</p> <p>Interconnectedness – positive relationships</p> <ul style="list-style-type: none"> • Include & encourage others • Use polite & positive language • Respect our differences
<p>Ako</p> <p>Learning with and from each other</p> <ul style="list-style-type: none"> • Be in the right place at the right time • Be ready to learn • Persevere 	<p>Mana</p> <p>Strength of character, respect and pride</p> <ul style="list-style-type: none"> • Wear the correct uniform with pride • Honour your commitments • Walk tall

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.

Safety

Keep yourself safe at all times.

Always tell your host family where you are going.

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

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

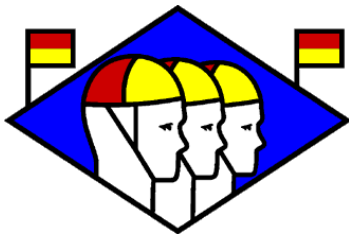
Observe the curfew for being home:

- ✓ 6:00 pm Sunday – Thursday
- ✓ 6:00 pm (under 14), 8:00 pm (under 16) 10:00pm (16 and over)
Friday and Saturday nights.



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

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.

Sport

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

Dilshan Muthunaidelage is the Sports Co-ordinator. His office is in Te Kōmata o Te Rangi (the sport and recreation centre).



Annual	Summer Sports *	Winter Sports *
Aerobics	Athletics Club	Badminton
Cross Country	Cricket	Basketball
Golf	Futsal	Cycling
Gymnastics	Indoor Netball	Football
Road Racing	Indoor Football	Hockey
Ski and Snowboarding	Korfball	Netball
Triathlon	Mountain Biking	Rugby League
	Rock Climbing	Rugby Union
	Running Club	Squash
	Summer Hockey	Swimming Club
	Surfing	Table Tennis
	Swimming Club	
	Tennis	
	Touch (Rugby)	
	Volleyball	
	Walking Club	
	Weights Club	
	*minimum numbers required	

Staff

Hillmorton High School has a staff of about 150 people.

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

Other important people are:

Principal – Ms Brokenshire

Associate Principal (Operations) – Mr Ainsworth

Deputy Principal (Pastoral Care and Wellbeing) – Mr Forward

Deputy Principal (Teaching and Learning) – Mrs Katene

Acting Deputy Principal (Student Achievement and Pathways) – Mrs Hotter



Ms Brokenshire

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 chrome book.

Year 11 – 13 students are expected to have a device (not a cell phone).

Subjects



Year 7 and 8 students do all their subjects with their Basecamp class, with additional English / ELL.



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



Year 10 students usually study English / ELL, 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 / ELL, Mathematics, Science and three other subjects (you can study two ELL). For Year 12 and 13 this includes English / ELL.

We will help you with your subject selection.

Telephone numbers

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

Heidi's number is 021-263-7787.

Ms Hunt's number is 027-349-4751.

Hillmorton's phone number is 338-5119.



Terms



There are four terms in the year.

Term One: Monday 27 January – Friday 11 April

Term Two: Monday 28 April – Friday 27 June

Term Three: Monday 14 July – Friday 19 September

Term Four: Monday 06 October – Thursday 11 December

Timetable and school hours

You will be given a personal timetable once you have completed your subject selection.

School is from 9:20 am until 3:00 pm on Monday; 9:00 am until 3:00 pm Tuesday, Thursday and Friday. Wednesday it is from 9:00 am until 2:30 pm. It finishes early for school sports.

	Monday	Tuesday	Wednesday	Thursday	Friday
P1	9:20 am	9:00 am	9:00 am	9:00 am	9:00 am
	10:15 am	9:55 am	9:55 am	9:55 am	9:55 am
P2	10:15 am	9:55 am	9:55 am	9:55 am	9:55 am
	11:10 am	10:50 am	10:50 am	10:50 am	10:50 am
Whānau Ako		10:50 am 11:05 am		10:50 am 11:05 am	10:50 am 11:05 am
Whānau Kai	11:10 am 11:25 am	11:05 am 11:15 am	10:50 am 11:05 am	11:05 am 11:15 am	11:05 am 11:15 am
1st Break	30 Minutes (20 mins on Monday)				
P3	11:45 am	11:45 am	11:35 am	11:45 am	11:45 am
	12:40 pm	12:40 pm	12:30 pm	12:40 pm	12:40 pm
P4	12:40 pm	12:40 pm	12:30 pm	12:40 pm	12:40 pm
	1:35 pm	1:35 pm	1:25 pm	1:35 pm	1:35 pm
2nd Break	30 Minutes (Wednesday 15 mins)				
P5	2:05 pm	2:05 pm	1:40 pm 2:35 pm	2:05 pm	2:05 pm
	3:00 pm	3:00 pm	SPORT	3:00 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 sometimes arranges trips away.

Uniform

Students in Years 7 – 12 wear [uniform](#).

Year 13 students do not need to wear uniform but have 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 [NZ Uniforms](#).



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 whakaponu

Me te rangimarie

Tatou tatou e

Love

Faith

And peace

Be amongst us all

Whānau Groups

You will be placed in a Whānau Group. There are Middle School Whānau Groups (Years 7 – 10) and Senior School Whānau Groups (Years 11 – 13). Whānau Groups belong to Whānau Houses.

Whānau Houses

There are four whānau houses – Air / Tāwhirimātea (white), Earth / Papatūānuku (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.



INTERNATIONAL STUDENT: PERMISSION FORM FOR ADVENTURE ACTIVITIES / EXTREME SPORTS

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

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.

To be able to participate you must have permission from

- your parent(s) / (written permission attached)
- your host family
- Hillmorton High School

Please complete and return this form to Ms Hunt at least two weeks before your activity starts.

Student name:

Year level:

House/Tutor:

Destination(s) and date(s):

Please complete and attach a Permission to Travel Form if this is part of a holiday.

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:		

Code of Conduct

Visitors are to report to the main office on arrival in accordance with New Zealand law.

1. Students are expected to act with common sense and courtesy to all other students, staff, visitors, and to the public outside the school.

2. Students at school, as in any public place, are subject to the laws of New Zealand and are protected against offenders. Committing actions such as these are against the law:

- saying or writing words which are obscene, threatening, abusive or insulting
- physical or verbal abuse. Put-downs are bullying and will not be tolerated
- discriminating against another person on the grounds of their colour, disability, sex, sexual preference, race or nationality
- theft or vandalism
- forging documents or giving false information.

3. Attendance is compulsory, and students must be on time to class and to school.

- Permission for leave should always be sought beforehand by written notes or appointment cards.
- All other absences must be notified by a written note, email, or a phone call to the absence line.
- Students must sign out at the Student Office if they leave during school hours.
- If students become ill at school, they will report to the student sick bay.
- Office staff will contact the parents/caregivers before allowing them to go home.

4. Buildings and equipment are to be kept in the best possible condition.

- Damage must be reported to the Student Office as soon as possible.
- It is normal practice for students to pay for repairs if they have deliberately or carelessly damaged school property, for example, kicking a ball through a window.

5. Classroom procedures are to assist the learning of students. The highest possible standards of behaviour and co-operation are always expected from students, for example:

- follow instructions
- bring appropriate equipment to class
- pay attention and avoid interrupting
- water is the only refreshment allowed in class, no eating
- be on task

6. Out of bounds areas

- specialist areas may not be entered without staff present, for example, laboratories, workshops, horticultural area, hall (stage area)
- some areas must not be entered unless students have business to be there, for example, administration corridor, car parks, cycle stands, guidance office
- students may not visit the shops at break times (Year 13 are exempt)

7. Taking illegal drugs, smoking or vaping, substance abuse and drinking of alcoholic liquor are forbidden when students are under the control of the school (see number 13). Being present when these activities are taking place is also an offence.

8. In accordance with New Zealand law, smoking and vaping on the school grounds is illegal.

9. Students may not bring cigarettes, e-cigarettes, vapes, alcohol, lighters, illegal drugs, items intended for substance abuse, fireworks, chewing gum, stereos, knives, offensive weapons, or potentially dangerous items to school. Staff may confiscate these items.

Mobile phones must be in bags and turned off during the school day. The Senior Leadership Team may give exceptions to this rule.

10. Students are expected to use cycles, scooters and vehicles with care and to obey traffic rules and signs. Students on a restricted driver's licence must obey the law.

11. The tidy wearing of correct uniform is a condition of attendance at Hillmorton High School.

12. Students are to always conduct themselves in a safe manner with under the school's jurisdiction.

13. Students are subject to school rules on school trips and camps, as they travel to and from school, while in school uniform and while representing the school.

HOMESTAY CODE OF CONDUCT

- **You must tell your host family where you are, and you must be always contactable. If your host family calls/texts you, do not ignore them.**
- Always carry your cell phone with you. Your phone needs to be charged and have credit on it so you can call or text.
- Be home by 6:00pm Sunday – Thursday, unless other arrangements have been made with your host family.
- **Under 14s** to be home by **6:00pm** on Friday and Saturday nights.
- **Under 16s** to be home by **8:00pm** on Friday and Saturday nights.
- **Over 16s** to be home by **10:00pm** on Friday and Saturday nights.
- You may only ride in cars with drivers who hold their full licence.
- Ask your host family before inviting friends to your house. If friends visit your home after school, they must leave by 6:00pm.
- Let your host family know by 4.30pm if you are not going to be home for dinner.
- Respect and care for your host family home and please do what you are asked to do at home. This may include opening your bedroom curtains each day or opening your window to prevent mould.
- Be polite and cooperative to your host family and anybody visiting the home.
- Most families have their own house rules – please keep to these rules.
- Your room is to be kept tidy. Please 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.
- Most Kiwi families go to bed around 10:00pm so do not make any loud calls via Skype, Facetime etc after 9:30pm.
- Keep showers to a maximum of 10 minutes. Hot water is usually heated overnight and needs to last your host family 24 hours.
- Do not use your host family's toiletries that are in the bathroom. You need to provide your own shampoo, soap, etc.
- Any costs incurred must be paid within seven days of notification. This includes borrowing money from your host family.
- You must attend school each school day. Immigration New Zealand requires 100% attendance. If you are sick, please let Ms Hunt or Heidi know.
- You must complete all your homework set by your teachers, so allow time for this.
- You must not drink alcohol.
- You must not vape.
- If you are unhappy, please talk to your host family, the International Director or the International Student Assistant. Communication is very important.

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

Student:

Signature:

Date:

Host family:

Signature:

Date:

 <p>Te Kura Tuarua o Horomaka Hillmorton High School</p>	<p>International Student Code of Conduct</p>
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In addition, to the school Code of Conduct, 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 Investigation 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 below 14 years of age is expected to be home by 6:00 pm, the Student below 16 years of age is expected to be home by 8:00 pm and the Student 16 years and over 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 International Department 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 aged 16 or older 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.



INTERNATIONAL STUDENT: PERMISSION TO TRAVEL 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

Please see the Hillmorton High School International Student Code of Conduct: Adventure Activities / Extreme Sports, Leave and Holidays, and Travel on the reverse side.

To be able to travel you must have permission from

- your parent(s) / (written permission attached)
- your host family
- Hillmorton High School

Please complete and return this form to Ms Hunt at least two weeks before your trip starts.

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:

Time:

Date:

Date:

Inbound flight number:

Time:

Date:

Date:



Bus	Tour company – a full itinerary must be attached	
Company name:	Name:	
Time:		
Date:		
Time:		
Date:		
Student name:	Homestay name:	
Student signature:	Homestay signature:	
Date:	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:		
<p>Parental permission received: Yes <input type="checkbox"/> No <input type="checkbox"/> Date:</p> <p>Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Date:</p> <p>Reason for non-approval:</p> <p>Name:</p> <p>Signed:</p>		



Important Dates 2025

January

- 27 New international student orientation, 10:30 am – 2:30 pm
- 28 New international student orientation, 10:30 am – 2:30 pm
- 29 New international student orientation, 10:30 am – 2:30 pm
- 30 New international student orientation, 9:00 am – 3:00 pm, off-site activity at Living Springs
- 31 New international student orientation and Mihi Whakatau, 9:30 am – 2:00 pm

February

- 03 New international student orientation, 9:20 am – 3:00 pm
- 04 Classes, start times to be confirmed
- 05 Normal timetable
- 06 Waitangi Day – public holiday

April

- 11 Term One ends
- 28 Term Two begins

June

- 02 King's Birthday – public holiday
- 20 Matariki – public holiday
- 27 Term Two ends

July

- 14 Staff only day – no classes
- 14 New international student orientation, July 14 - 16
- 15 Term Three begins

August

- 18 Mid-term break – school closed

September

- 19 Term Three ends

October

- 06 Term Four begins
- 27 Labour Day – public holiday
- 31 Last day of classes for students in Years 11 – 13; NCEA study leave commences

November

- 03 NCEA examinations begin, end-of-year programme for senior non-NCEA students begins
- 14 Canterbury Anniversary Day – public holiday
- 28 NCEA examinations end

December

- 11 Last day of school; summer holidays begin

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