



ONSLOW COLLEGE



WELCOME

Thank you for considering Onslow College for your child's international secondary education.

Onslow College offers:

- A co-educational secondary environment.
- A high standard of homestay care.
- Excellent preparation for University.
- A distinctive and successful academic record. Most students go on to tertiary study.
- On going English language support from specialist teachers.
- Well resourced facilities.
- Local and national recognition.
- A safe and supportive environment.
- A large choice of subjects and extra curricular activities.
- A non-uniform school.

We will work hard to help your child be happy and successful at our school.

Onslow College has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016. Copies of the Code are available on request from this institution or can be downloaded as a pdf, on the NZQA website or [New Zealand Legislation website](#).

How to Enrol at Onslow College

Thank you for your interest in our school. This is what you need to do:

- We need a lot of information about the student before we can accept her/him.

Please send the following (by post/fax or email):

1. A school report with information about her/his progress/grades over the past 2 years. Please include examination results from their present school.
2. A letter from their present principal about the student's attitude and character.
3. A signed copy of our Tuition Contract and Refund Policy
4. Application Form.
5. If needed, a completed Application for Accommodation Form and a signed Homestay Accommodation Contract.

After we have received your information, we will email to let you know whether we can offer the student a place at Onslow College. An offer letter and invoice will be sent to you. The tuition fee for year 2017 is **NZ\$16,000 per annum**. This fee will remain the same for the duration of the student's time at Onslow. This includes your individual subject costs, some internet costs but not NCEA (National Certificate Educational Achievement) fee, overnight field trips, music lessons or sports fees e.g. badminton

Please send the fees to ASB Bank, Lambton Quay, Wellington. SWIFT CODE "ASBBN22A"

Account Number: 12 3174 0265002 00

Account Name: Onslow College, Wellington, New Zealand

- When we have received your fees we will send you a letter and receipt for the Visa Officer of the nearest New Zealand Embassy or High Commission. This letter will say that we are accepting the student at our school. You need to have this letter to get a student visa. It will tell you dates and other information that you need to know.
- We help the students to find a programme that they can succeed in. All students are placed in their appropriate level. However, some subjects that students choose before coming to New Zealand may not be suitable. In New Zealand students can study individual subjects at different levels. We look at their English Language assessment and academic background before a final decision is made. The number of students in the class is also a consideration.
- Onslow College expects all students to work hard, finish their work, behave well and go to their classes. Students are required by the Department of Immigration in New Zealand to attend regularly. Their Student Visa can be revoked if this does not happen.
- **Accommodation (Homestays).** Onslow College runs a homestay programme for International Students. We have a Homestay Manager who finds suitable homes for our students. The homestay Manager supports and often monitors the students and their host families. The host families are assessed regularly. We require a homestay support fee of **NZ\$1,000.00 per annum** for this service. Students pay their homestay fees to the school. We require the fees at least six months in advance. The school is responsible for the transferring the homestay fee to the host family. The homestay fee for 2018 is **NZ\$280.00 per week** which is passed onto the homestay caregiver. The school provides an information booklet about living in a New Zealand homestay. Please contact us if you require a copy. Please complete the "Application for Accommodation Form" if you require us to find a homestay for the student.

- Students who are 19 years of age and have attended Onslow College for a minimum of one year can go flatting. The school requires the flat to be close by. Each student has a interview with the Principal before he/she is permitted to flat. The accommodation is assessed by the school.
- If a student is living with a family member or close family friend locally, the family member is responsible for the welfare of the student. A “Indemnity Contract for Designated Caregiver” is required to be signed by the parents giving permission for the student to live with this designated caregiver.
- The school provides the students with the opportunity to participate in basic abseiling, surfing, river water rafting and high ropes activity during the orientation programme at the beginning of the year. Other adventure sports will require specific permission from parents eg: Bungy jumping , horse riding, kayaking, sailing, sky diving, parachuting, jet boating, helicopter flights etc.
- We do *not* fully refund fees when students decide to leave the school during the year. When students are asked to leave because of their behaviour or unsatisfactory attendance they receive no refund. **Please read the Fees Refund Policy for details.**
- **IMMIGRATION:** Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>.
- **ELIGIBILITY FOR HEALTH SERVICES:** Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>
- **ACCIDENT INSURANCE:** The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz
- Under the Education (Pastoral Care of International Students) Code of Practice 2016, all international students must have appropriate and current medical and travel insurance while studying in New Zealand.

Kerry Finnigan - Director of International Students
BA, Dip Tchg, Dip TESL

Orientation Programme

The Director of International Students runs an orientation programme for all the new students on their arrival. Each student receives a copy of the orientation information which includes the following information:

- Introduction to Wellington City and amenities near the school
- Orientation to local systems: travel and shopping.
- Familiarisation with New Zealand laws, culture and learning
- School rules, procedures, counseling, support systems
- Organising the photograph for the Student ID
- English competency testing
- Academic planning and class placements, Issuing of a timetable
- Living environment and what students should expect from their accommodation.
- Routine activities of daily living.
- Surrounding rural or urban environment.
- Banking information and how to open a bank account.
- Information about cultural, recreational, and sporting activities.
- Transport arrangements
- Student rights: how to make a complaint and how to access support.
- Management of finances.
- Acceptable behaviour.
- Health and Medical treatment.
- “Keeping safe” information.
- 24-hour contact name and number for use in case of emergency.
- Management of emergency situations, including emergency numbers.

This programme will take slightly different forms depending on whether there is a group of students starting together or an individual student arriving during the term.

Onslow College General Information

School: All textbooks are provided by the school but you must buy your own stationery and pay for text books if you lose them. The course fees for specific subjects are covered by the tuition fee. However extra costs for activities such as Physical Education, Geography field trips must be paid separately.

The school day is from 8.45am to 3.10pm. There are 5 teaching lessons of about 1 hour each day. Year 13 students usually have 5 unsupervised study spells per week. The school library is open at lunch time so that each student can use it for study and research. Students have access to computers in the computer lab or library. Each student has their own computer account to access the internet. Wifi is available all over the school.

Attendance: All Students are expected to be at school during school hours and any absence must be explained by a note from the homestay parent, guardian or doctor. It is compulsory to attend form time. The school does not welcome students who do not attend classes. If a student is not attending their classes, warning letters are sent to their parents and caregivers. If there is no improvement, the student may be expelled from the school.

Identity Cards : Students new to the school are issued with identity cards. This card provides identification on buses and trains.

Reports: You receive an academic school report twice a year. A summary of this report is sent to your parent or guardian in your home country. It is translated into your first language. As well attitude reports are sent to your host family in April and the grades for your practice exam results in September. Your parents or guardian may be contacted at any time by the school if there is concern about your attendance, behaviour or academic progress. We welcome enquiries from parents about student's academic progress.

Discipline: All members of the school community are expected to respect each other, the environment and the school. Physical violence, verbal abuse and sexual harassment are unacceptable. You may be asked to leave the school if your conduct breaks this rule. You may also be asked to leave for possession of alcohol or drugs on the school campus. Smoking is not permitted in the school environment. In New Zealand weapons of any kind are not allowed on the school grounds. This includes all knives.

Clothing: Wellington has a temperate climate. The temperature is seldom above 25°C in the summer and can drop to 5°C in the winter. Clothing is expensive in New Zealand, so it is a good idea to bring all you need with you. There is no school uniform at Onslow College.

Transport: There are bus and train services to school. Most students live 5 - 20 minutes away. School Buses are available in some suburbs. International Students under 19 years of age are not allowed to drive or own a car.

On Arrival : On your first day at Onslow College you must bring:

- Your passport.
- Pen/pencil.
- Enrolment form (green copy) that you have filled in with your host parent.

You will be given an English Language assessment. This is to help the school place you in appropriate subjects at the right level. You may also be given some subjects tests especially in Mathematics and Science. You will discuss your subject choices with the Director who will help you to choose a course that meets you needs. You will be given a timetable within the next two days.

The New Zealand Education System

Students begin their secondary education when they are 12 or 13 years old. They are known as Year 9 students.

Year 9:

All Year 9 students take the core subjects of English, Social Studies, Science, Mathematics and Physical Health Education for the whole year.

Year 9 students also take 4 option subjects for the 6 months each so that they can experience these subjects and decide which they will continue with in year.

Year 10:

The Year 10 course is similar to Year 9 except that you can continue some options at a higher level, e.g. Music, Japanese, Chinese, Art. These subjects are often the subjects which you will take for further study in the senior high school.

Students needing extra English Language support are withdrawn from subjects individually or in small groups, to receive intensive instruction to help them achieve well in their other subjects. Also English Language is an option which all new learners of English must take.

PROGRESS FROM YEAR 9 TO YEAR 10 AND FROM YEAR 10 TO YEAR 11 IS AUTOMATIC. THERE ARE NO QUALIFYING EXAMINATIONS AT YEAR 9 OR YEAR 10.

Year 11:

You must select 6 subjects for the year. You should take care that you select at least 4 subjects which can carry on to Year 12 or Year 13 if you are wishing to continue to University. English Language Learners are encouraged to select CBL (Curriculum Based Language) as a subject. This course gives students additional support in Year 11, 12 and 13 Mathematics and Year 11 Science.

Year 12:

Usually, you must pass a subject at Year 11 level before you can take it at Year 12 level. Entry requirements are published in the Senior Curriculum Handbook. However you may be able to take new subjects at Year 12. You must enroll in 6 subjects in Year 12.

If you are thinking of going to an Institute of Technology, you should select subjects which will be helpful for your course. If you are considering University you should select subjects which you can carry through to Year 13 which you think you can get good marks in.

Year 13:

You need to achieve the entry requirement in order to take a subject at level 3. These requirements are published in the Senior Curriculum Handbook. You must take 4 or 5 subjects at Year 13 level if you are intending to go to University.

Your attendance in class is very important in gaining passes in Year 11, 12 and 13.

National Certificates of Educational Achievement (NCEA)

The main secondary school qualifications in New Zealand are the National Certificates of Educational Achievement, which are awarded at three levels: level 1, 2 and 3. Students usually begin studying for their level 1 NCEA in year 11 (third year at secondary school) and continue to the higher levels through years 12 and 13. Some students study at more than one level, depending on their abilities in different subjects.

Students are assessed against 'standards'. Each subject is made up of a group of standards, each of which defines what a student must know or be able to do for a particular topic or area of study. For example, level 1 English is divided into a number of standards. The diagram below shows a selection of these. Other subjects are divided into standards in the same way.

Code	Assessed	Mathematics - Level 3	Ver	Credit Value	Result	Credits Achieved	Ext. Prov	Context Code
<u>90635</u>	External	Differentiate functions and use derivatives to solve problems (3.1)	2	6	A	6		
<u>90636</u>	External	Integrate functions and use integrals to solve problems (3.2)	2	6	A	6		
<u>90637</u>	Internal	Solve problems and equations involving trigonometric functions (3.3)	2	4	A	4		
<u>90638</u>	External	Manipulate real and complex numbers, and solve equations (3.4)	2	5	E	5		
<u>90639</u>	External	Sketch graphs of conic sections and write equations related to conic sections (3.5)	3	3	E	3		

N - Not achieved A - Achieved M - Achieved with Merit ABS - Absent
 E - Achieved with Excellence SNA - Standard Not Attempted RNA - Result Not Yet Available

The benefit of this standards-based system is that schools can select a mix of standards for their students, to meet their particular needs and interests. Because of this, the mix of standards and what's taught may vary from school to school. For most standards, successful students are awarded 'achieved', 'merit', or 'excellence', depending on how well they performed, with 'achieved' meeting the standard and 'excellence' being the highest possible grade/category. Depending on the standard, assessment is either internal (completed as part of the school year) or external (through end-of-year national examinations or portfolio submissions).

National Certificates of Educational Achievement are accepted internationally. NCEA level 3 is broadly comparable with GCE Advanced, US High School Diplomas and Australian Higher School Certificate. These in turn are national qualifications that are recognised and accepted around the world.

NCEA Examinations Fees:

Students of Year 11, 12 and 13 who are sitting the New Zealand national examination (NCEA) in November need to pay fees every year. The cost is \$383.30 for more than 48 credits (three or more subjects). Students may also choose to sit New Zealand Scholarship exams. These cost \$100 per subject. Students are invoiced for these exams in April and must pay by August.

English Language (E.L.) Provision

If the student's English is at a beginning stage of development she/he may be sent to a local English language school. Student must have a Level 1 ELLP (B1 or Elementary level) of English Language proficiency to enter Onslow College. **Onslow College does not provide full time intensive English for international students at the beginning stage of English language acquisition.**

The EL department runs timetabled classes for students at different stages of English language acquisition. Students can receive up to 12 hours of English tuition per week. EL teachers and teacher assistants also support students in their other subjects, and EL staff also provide support for classroom teachers.

EL Courses:

- Students who enrol at Years 11 and 12 at an ELLP* stage of 1-2 will be enrolled in a Curriculum Based Language support course that provides extra language and curriculum support for Science and Mathematics. The aim of this course is to assist the students with the subject specific vocabulary, assessments and class work in these subjects.
- Students who enrol at Years 11 and 12 at an ELLP* stage of 1-2 will be enrolled in general English language classes for up to 8 hours per week. These classes offer EL Unit Standards at NCEA levels 2 or 3 in reading and writing.
- At Years 11 and 12 EL students at ELLP* stage of 2 may take NCEA level 1 English taught through the EL department. This course offers achievement standards that will meet the NCEA level 1 literacy requirements.
- At Years 12 and 13 students at an ELLP* stage of 3 may take NCEA level 2 English taught through the EL department. This course offers achievement standards that will meet the NCEA level 2 literacy requirements for entry to university. Students studying subjects at NCEA Level 3 are expected to take this course unless they are at an advanced stage of language development.

All course outlines are available from the EL department on request.

*English Language Learning Progressions - Foundation

- Level 1
- Level 2
- Level 3

Homestay Accommodation Programme

Onslow College runs a homestay programme for International Students. The Homestay Manager supports and often monitors the students and their host families. We require a homestay support fee to cover this. Students pay their homestay fees to the school. We require the fees six months in advance. The school is responsible for the transferring the homestay fee to the host family.

Students who are 19 years of age and have attended Onslow College for a minimum of one year can go flatting. The school requires the flat to be close by. Each student has a interview with the principal before he/she is permitted to flat.

If a students is living with a family member locally, the family member is responsible for the welfare of the student. A Designated Caregiver Agreement is required to be signed by the parents giving permission for the student to live with this designated caregiver. The school will provide some guidelines for the designated caregivers.

The school also provides an information booklet about living in a New Zealand homestay. Please contact us if you require a copy.

Grievance Procedure

If a student or parent has a concern, they should first see the Director of International Students. If the Director is unable to resolve the problem then the matter is referred to the Principal. If the Principal makes a decision that the parent feel is unfair or unreasonable, you can contact

- NZQA (for concerns and complaints about a provider breaching the Code) or
- iStudent Complaints (for concerns and complaints about money or contracts).

For information about how to make a complaint see the NZQA website

<http://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/>

If your complaint about money or contracts:

iStudent Complaints is an independent service provided by the New Zealand government that can help you resolve concerns and complaints that are about money or contracts with an education provider. The service is free.

You can contact iStudent Complaints in a few ways:

Website www.istudent.org.nz

Email complaints@istudent.org.nz

International phone number 64 4 918 4975

Freephone (within New Zealand) 0800 00 66 75

Fax 64 4 918 4901

On social media:

Facebook www.facebook.com/istudent.complaints

WeChat (search for 'NZ iStudent Complaints' Chinese language only)

iStudent Complaints
P.O. Box 2272
Wellington 6014
New Zealand

EDUCATION (PASTORAL CARE OF INTERNATIONAL STUDENTS) CODE OF PRACTICE 2016

Students and their families can expect the school to:

- provide clear, sufficient and accurate information so you can make informed choices about your education
- give you clear, understandable information on your legal obligations and rights, including refund policies, and termination of your enrolment under any contracts you enter into with the provider
- check that you have the prescribed insurance cover
- provide a safe and supportive environment for study
- as far as practicable, ensure you live in accommodation that is safe and appropriate
- provide you with a comprehensive orientation programme to support you in your study and outline your obligations
- monitor their agents to ensure they provide you with reliable information and advice about studying, working and living in New Zealand
- ensure that the educational instruction on offer is appropriate for your expectations, English language proficiency, and academic capability
- have proper policy and processes in place to safeguard students' fees paid and be able to provide an appropriate refund if you withdraw or your course closes
- ensure you have access to proper and fair procedures for dealing with grievances (concerns or complaints).

How can I get a copy of the Code?

The 2016 Code of Practice is also available [in other languages](http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/code-of-practice-resources-languages/) (<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/code-of-practice-resources-languages/>) along with a pamphlet that provides a summary of important information for international students and their families.