NEWLANDS COLLEGE

INTERNATIONAL STUDENT HOMESTAY HANDBOOK

December 2023

ACADEMIC • SCIENCES • ARTS • ACHIEVEMENTS • CAREERS • TREATY OF WAITANGI • SPORTS • STUDENTS • FRIENDSHIPS

NEWLANDS COLLEGE

ME WHAKAMĀTAU: WE WORK HARD TO ACHIEVE TOGETHER

Physical Address	Postal Address
NEWLANDS COLLEGE 68 BRACKEN ROAD NEWLANDS WELLINGTON 6037 NEW ZEALAND	NEWLANDS COLLEGE PO BOX 26079 NEWLANDS WELLINGTON 6442 NEW ZEALAND

CONTACT FOR HOMESTAY MATTERS:

Homestay Coordinator
Mrs Megan Gill (Ms Megan)
Mrs Donna Yee (Ms Donna)

Office Phone:	473 4136 (ext. 708) Monday ~ Friday 8am ~ 1 pm
Email:	dyee@newlands.school.nz mgill@newlands.school.nz
Emergency Only:	021 229 6193 0800 115 001

CONTACT FOR SCHOOL MATTERS:

Dean of International Students (academic enquiries):
Ms Sacha Waller

Phone:	473 4136 (ext. 748)
Email:	overseasdean@newlands.school.nz swaller@newlands.school.nz

International Student Director
Ms Deb Mills

Phone:	473 4136 (ext. 713)
Email:	overseasdean@newlands.school.nz dmills@newlands.school.nz

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WELCOME

Welcome to New Zealand and to Newlands College. We hope you will enjoy your time with us.

This booklet has been especially prepared for International Students who live with host families selected by Newlands College. It will help you to understand how to live with a New Zealand family. **Please read it carefully** and ask for help if you need things explained.

All information should also be read by students staying with Designated Caregivers.

CODE OF PRACTICE

Newlands College strictly observes the "Code of Practice for the Pastoral Care of International Students" produced by the NZQA. This code ensures that you will be well looked after at our school.

PEOPLE TO HELP YOU

- **THE HOMESTAY COORDINATORS ARE MRS MEGAN GILL (MS MEGAN) and MRS DONNA YEE (MS DONNA).** They will look after your Homestay arrangements, support you and try to help you. They will meet with you regularly, and talk to your Homestay to see if there are any concerns. Please come to see them in the mornings at school if you need help.
- **YOUR HOST FAMILY.** They will be interested in your daily life.
- **THE DEAN OF INTERNATIONAL STUDENTS IS MS SACHA WALLER.** She will look after your academic programme and school matters.
- **THE ESOL TEACHERS.** Most of you will see them most days especially to begin with.
- **THE DEPUTY PRINCIPAL.** Ms Deb Mills is the Senior Manager for the International students.

ARRIVING IN A NEW COUNTRY – NEW HOME AND NEW SCHOOL

ENGLISH LANGUAGE

When you first arrive you may forget most of your English. This is normal. You may not understand what people are saying. Do not worry – this will improve. You could try to write things down or use an electronic translator. If people speak too quickly, you could politely ask them to slow down.

TIREDNESS AND HOMESICKNESS

It is normal to feel tired when you first get to New Zealand. The climate and food are different, the customs are different, and you must work all day in a new language. This makes you tired.
Do not worry about this. It will get better.
Do not have long afternoon sleeps or you will not sleep well at night.
Homesickness is natural, too. You will miss your home and everything you know. The worst time is usually during the winter. You will feel better when the weather gets warmer.
If you feel very homesick, talk to your host family. Talk to the ESOL teachers or the Homestay Coordinator. They all understand and will help you.

YOUR HOMESTAY

International students must live in a Newlands College Homestay or with a Designated Caregiver. These have been carefully selected, and are visited twice a year by a school representative. You cannot change these living arrangements by yourself.

Your Homestay will be happy if you keep to these rules:

- Be part of your host family. Be friendly and join in family activities. They will treat you the same way as you treat them. Communication is very important to build good relationships.

- Always be honest with your homestays so they can trust you at all times.

- Respect the home - it is not a hotel. Personal and private property of your family is not your property. Always ask before you borrow or use anything that is not yours.

- People in New Zealand do not have servants and they have busy lives. Boys and girls in New Zealand have family tasks to do to help such as washing the dishes, setting the table, taking the dog for a walk. You should help too, so you feel part of the family. Try to do your job cheerfully. Your host family will be pleased.

- Ask permission to go out and always tell your family where you are going. They will tell you what time you need to be home. Your family will worry about you just as they worry about their own children. If you must be late, telephone or text your family to tell them.

- Tell your family if you will not be home for dinner, or for lunch on the weekends. You must give at least three hours' notice. They will expect you to be home at the stated time during the school week. **Your safety is very important so you must accept the curfew times set by them. If you ignore these curfews, you will probably be grounded.**

- Make sure you have all contact phone numbers keyed into your phone.

- Some things will be done differently from in your own home in your country. Please listen and follow the advice given by your Homestay.

- Ask for permission to invite friends to your house, before they go there. It is bad manners if you do not do this. Do not speak in your language in front of your homestay. This is also bad manners.

- Always finish your homework. Homework is important at high school and all students must do homework.

- The more you speak in English, the better your English will be. Talk with your family. You and your family can learn from each other.

- **Try to talk about any concerns or questions you may have with your Homestay family as soon as they arise** - they would like you to do this. Problems are usually easily fixed by discussing them. If there are any big problems about your Homestay, talk to the Homestay Coordinator. Remember to be honest.

- If your Homestay takes you somewhere or does extra things for you, please take the time to say 'thank you.' They will like that.

MEAL TIMES

A New Zealand family usually eats meals together when possible. Some foods may be very different from in your country but please try all meals as this can be fun and interesting.

Breakfast
At breakfast, most family members get their own food at a time to suit themselves. You need to get up early enough to eat breakfast so you can concentrate properly at school.

Lunch
Most New Zealand students take lunches to school. Many New Zealand students eat sandwiches, fruit, vegetables or yoghurt. Tell your family what you like and what you don't like. You may be asked to make your own. You can buy food at school but you should bring lunch from home. Do not waste your lunch by throwing it away.

After School Snacks
You will probably want to have something to eat when you get home after school. Ask your family what to eat. The choice might include noodles, fruit, biscuits and other foods, but you will be expected to eat the evening meal.

Dinner
You should always eat the evening meal with your family. Do not go into your bedroom to eat.

IF YOU ARE NOT GIVEN ENOUGH FOOD, PLEASE TELL THE HOMESTAY COORDINATOR.

Meal Time Customs
Many New Zealand families talk at the table. They talk about what they did during the day or interesting things they have seen. They will talk to you too. Talk back to them. They are interested in you.

At the table, we pass food bowls to each other. New Zealanders do not take everything on a plate when there are other people who want some, too. Ask someone to pass the salt or sauce or salad. Don't just stretch across the table.

Wait until everybody is ready to eat. If your host parents say you can start, then it is all right to eat, but usually we wait and all start to eat at the same time.

In New Zealand we eat quietly. It is not polite to eat noisily. We do not lift our plates

close to our mouths - we lift the food on forks or spoons.

We stay at the table until everyone has finished eating.

YOUR BEDROOM

Sometimes you will need quiet time in your room to do your homework, but please do not spend all your time in your bedroom. Instead, talk to your family and your English will improve. Families are disappointed when you avoid communication and spend most of your time in your room. This is not polite.

There are usually no locks on bedroom doors in our country. You may close the door whenever you like. Your room is your place to sleep and study. If there are young children who insist on entering your room, please tell the host parents.

The bed may be different from your country. We sleep between the sheets which we wash regularly. Ask your host mother when to change the sheets and how to make your bed. **You should make your own bed every day and keep your room tidy. Do not take food to your bedroom.**

New Zealand families like to let sunlight and fresh air into bedrooms. We pull back the curtains and open the windows during the day to keep the rooms fresh. This may be different from your country.

Electric Blankets

Some families use an electric blanket to warm the bed. We turn them on about an hour before we go to bed, then turn them off when we get into bed.

Do not sleep with the blanket turned on. This is not safe.

Make sure the electric blanket is turned off during the day, otherwise it can cause a fire. Do not put books or clothes on the bed when your electric blanket is on. If you are not warm enough at night, ask for another blanket or a hot water bottle.

Electric Heaters

In the winter your host family will provide a heater for your bedroom. You must turn it off when you go to bed or leave the room. If you keep forgetting to turn the heater off, your family may remove it. **Leaving the heater on could cause a fire. It wastes electricity and is expensive.**

THE BATHROOM

In most New Zealand homes, the bathroom is very busy in the morning. Try to be as quick as you can. Ask your host family what is the best time to shower and how to do this. DO NOT LEAVE WATER ALL OVER THE BATHROOM OR BASIN TOP.

Pull the shower curtain across or close the shower door to keep the floor dry. Put a bath mat on the floor to stand on when you are wet.

Showering once a day is usually enough.

Try not to use too much hot water. **Hot water is expensive in New Zealand.** New

Zealand houses have a hot water tank. When it is empty there will be no hot water for anyone else and they will not be happy!

ONLY TAKE 5-10 MINUTES IN THE SHOWER.

Ask your family where to put your wet towels. Do not put them in your bedroom.

You should supply your own personal toiletries like shampoo, soap, toothpaste.

TOILET

Males: Remember to lift the toilet seat before urinating and **put the seat down after**. Be clean in your habits.

Females: Ask your host mother about the disposal of your menstrual pads or tampons. **Do not put pads down the toilet.** Your host mother will talk about this with you. Listen carefully and ask questions if you need to.

LAUNDRY

Host parents should wash and dry your clothes for you, including underwear.
Ask them where to put your dirty washing every day, and when to change the sheets on your bed. Clothes need to be washed regularly.
You may have some clothes that you wish to hand wash yourself. Ask your host parent where to do this and where to dry them.

Remember: you must not hang wet clothing and underwear in your wardrobe or bedrooms. Dripping water damages carpet and furniture. This upsets your host family.

Do not put wet clothes on heaters or close to heaters to dry. This can cause a dangerous house fire.
In summer we dry our underwear and other clothes outside on the clothesline. Please do not be embarrassed to share this custom with us. In winter, a dryer may be used.

KEEPING WARM

New Zealand houses are usually much colder than those in your country. You may have central heating at home or your climate may be much warmer. Most New Zealand people prefer to wear a warm sweater rather than turn on a heater. You may need to wear more clothes to keep warm. New Zealand weather is very changeable. It is important to take a warm sweater with you every day, and a coat when it is raining or you may become unwell.

PERSONAL POSSESSIONS

Look after your clothing and valuables and **make sure they are named**. Sometimes people are dishonest and can take things. Avoid bringing cameras, iPods and cash to school. Do not leave cell phones where they can be taken. If you lose something at school, you should report it to student reception.

Money

Be careful with money and learn to make it last. Keep only small amounts with you and put the rest in a bank. **NEVER** lend money or borrow money from other people except small amounts in an emergency. **NEVER** tell anyone your PIN number on your bank card or let them see you use it at the ATM machines.

ACTIVITIES, OUTINGS, CURFEWS and OVERNIGHT STAYS

Joining a gym

It is illegal for students under 19 years of age to sign a contract.

If you want to join a gym, you must ask your homestay if they would be prepared to sign the contract on your behalf. But you MUST provide your bank account details for a direct debit to be set up.

Weekdays

During the school week, Sunday to Thursday, you should not be out in the evening unless it is a school activity. A regular routine for homework should be set. You will be told what time to be home for dinner. You must be home by that time.

Weekends

On Friday and Saturday evenings older students may be allowed out later, but you must ask permission. You must give a contact number and address and tell your hosts where you are going and who you will be with. A cell phone number is not enough. Your host family will set a time for you to be home by, according to your age and maturity. You must keep to this time for your own safety. **You must not break curfews.**

IT IS NOT SAFE IN THE CENTRAL CITY LATE AT NIGHT ON THE WEEKENDS ESPECIALLY. NEVER TRAVEL IN THE DARK ON YOUR OWN. WE RECOMMEND YOU TAKE A TAXI AFTER DARK.

Overnight Stays

These can only be by prior arrangement. **There must be discussion with the host parents first.** If you are in any doubt, please check with the Homestay Coordinator. You must tell your host parents, the phone number, name and address of where you will be staying. **They must phone that number to check arrangements or you will not be allowed to go**.

IF YOU STAY OUT ALL NIGHT WITHOUT YOUR HOST FAMILY'S PERMISSION. YOU ARE LIKELY TO BE SENT HOME. THIS IS CONSIDERED GROSS MISCONDUCT AND YOUR HOST FAMILY HAS TO INFORM THE HOMESTAY COORDINATOR.

IF YOU DO NOT FOLLOW THE RULES IN YOUR HOMESTAY, YOU WILL RECEIVE VERBAL AND/OR WRITTEN WARNINGS AND YOUR PARENTS AND AGENTS WILL BE NOTIFIED. THE SCHOOL MAY THEN REFUSE TO HOMESTAY YOU.

TRAVEL

Travel Away from Wellington

You may wish to travel to other cities or towns during your stay at Newlands College, to experience the beautiful scenery or to visit friends. Some students need to go home for the holidays then return. Before you do this you must get permission from the Homestay Coordinator **AT LEAST TWO WEEKS AHEAD OF TRAVEL**. They will then arrange to get permission from your natural parents.

Students under the age of 18 may only travel away if they:

1. Travel with their host family

2. Go directly to their destination and then stay with another approved host family or relatives. The Homestay Coordinator and your host family must be given ALL details. Your host mother will need to make direct contact with the nominated family before permission will be granted. **The school reserves the right to refuse the travel if it is considered inappropriate or is unsafe.**

3. Join one of the organised and supervised tours recommended by Newlands College, or their agent. (See Homestay Coordinator for information.)

4. Are visiting their natural parents in their own country

   If a student is over 18, the same rules apply but in special circumstances consideration may be given based on the appropriateness of travel and accommodation arrangements.

Staying Beyond the End of Term

Your contract with Newlands College expires on the last day of your schooling at the end of the term. If you choose to stay on in your homestay or travel **in New Zealand** after that date, you will still have to abide by the rules of the homestay and the College, or your organisation, until you leave the country. If you wish to travel **outside New Zealand**, your visa will be terminated as soon as you leave New Zealand. The school cannot take responsibility for your welfare. Agents and parents will be notified of your plans. If you do not return home and go flatting, the school will not take responsibility for you.

In all cases, a full travel itinerary must be provided, complete with all dates, method of travel and contact names and numbers. **PLEASE PLAN WELL AHEAD.** You should not travel alone if possible.

Financial Arrangements for Students Going Away During the Year

During the school holidays, if you travel away for 5 or more nights, your host family has been asked to consider a refund of 50% of the weekly payment directly to you to help with your travel costs. **PLEASE DISCUSS THIS WITH THEM WELL BEFORE YOU TRAVEL. REFUNDS WON'T BE GIVEN AFTERWARDS.** Trips away under 5 nights do not qualify for a refund.

Any term time taken out of school does not qualify for a refund.

Family Outings

Sometimes your host family may invite you to go on an outing or away with them in the holidays. You should accept as you will experience different New Zealand activities and meet new people. New Zealanders are proud of their country. It is beautiful and mostly very clean. They will expect you to respect that.

If your family goes somewhere that involves expenses, for example, a zoo or movie. You will probably need to pay your share. This may be different from your own country where a host may pay for everything. If you go with them on holiday you may be asked to share some of the costs. You need to discuss this. You must be financially independent.

ALCOHOL, SMOKING, VAPING, AND PARTIES

The legal drinking age in NZ is 18 years. If you enter a bar under age your visa may be cancelled by the police. You must not drink alcohol if you are under 18. You must not keep alcohol in your Homestay. It is illegal to buy alcohol if you are under 18 years. If you do, you are breaking the law.

Most New Zealand people do not smoke. They think cigarette smoke is very bad for their health and they do not like the smell of cigarettes inside. Smoking is forbidden in many public places. You should not smoke when you are in New Zealand and must not smoke or vape in your homestay. Smoking at school or anywhere in school uniform is **NOT ALLOWED**. **It is illegal to buy cigarettes here if you are under 18.**

It is the host's decision as to whether social parties are acceptable, and we request that you check arrangements before you get permission. Your host family must check all details with the parents hosting the event. There must be an adult in the house. Students should not go out alone, and you should be home by the time stated by your host family. YOU SHOULD NOT DRINK ALCOHOL.

MOBILE PHONE USE

It is important to talk to your host family about this. Do not make calls very late at night. This can keep the family awake and you need to get enough sleep also.

If you make calls on your mobile phone late at night you may be asked to give your phone to your Homestay before you go to bed.
Do not use your phone during meal times – that is not polite.

In an emergency, such as fire, serious illness or accident the emergency number in New Zealand is **111**. This is a free number.

Making International Calls

It is anticipated that the majority of calls will be made through Messenger, WhatsApp, Viber, Skype, WeChat free calling applications, however, if you make calls using a landline then you must pay for your own INTERNATIONAL calls if you use the host family phone. **Try not to phone or talk using cyber chatting to your family too often.** This makes it hard for you to settle into homestay. Your parents will feel sad if you complain about changes in your life and they will worry unnecessarily.

INTERNET USE

All homestays have been asked to provide you with UNLIMITED INTERNET and without any, additional cost to you. However, there will be guide rules for all students and homestays to follow:

Years 9 & 10 – Sunday to Thursday: up to 9.30 pm
Years 11,12 & 13 – Sunday to Thursday: up to 10.30 pm

Homestays have been asked to monitor these times. If you have a complaint, speak to the Homestay Coordinator.
Do not view sexual or inappropriate material e.g. pornography. This is not acceptable in New Zealand households. Your homestay is entitled to check your history of sites visited.

DOWNLOADING COPYRIGHT MATERIAL ON THE INTERNET

This is ILLEGAL and there will be a heavy fine if detected. The household internet could be disconnected for a long time by the government, and your host family will not be happy.

TRANSPORT

Trains and buses go from Johnsonville to Wellington. The buses come into and leave from the Johnsonville hub. You will need a STUDENT GREEN SNAPPER CARD. These can be purchased from various outlets. Please make sure you register your card. It must be renewed on line every year for students 16 years and over. You need to provide proof that you are a College student so you will need to scan your College ID letter or card. You need to swipe your card when you get ON and OFF. Refer to **www.snapper.co.nz** for all information.

Cars
International students are not allowed to own or drive a car while they are enrolled at Newlands College.

You must not travel in a car unless the driver has the correct license. It is best to check first. The driving laws are very strict in New Zealand**. If you are in a car with a person who is not fully licensed, you will not be covered by insurance if you suffer in an accident, and need medical care.**

People under 20, are not allowed to drink, then drive.

CULTURAL DIFFERENCES

FAMILY DISAGREEMENTS

Some New Zealand families argue when they disagree. We are often direct when we are angry and we think it is okay to express anger. This can be embarrassing but try to remember this is normal for our country. Children are taught to stand up for themselves and to defend their ideas.
Students must however accept the authority and rules of host families.

Teenage Disagreements

New Zealand teenagers can be very assertive. They often argue loudly and strongly with their parents when there is a disagreement. You may find this unusual. However, young people are not always being rude. They are being independent.

It is hard to learn what this means in New Zealand. **Do not copy behaviour that you do not understand.**

OTHER CULTURAL DIFFERENCES

Many New Zealand families hug and touch each other very freely. They often show affection in public and around the home. If they touch your arm or put their arm around your shoulder, they are showing they care about you.

New Zealanders like to look at people when they talk. We see this as honest and polite. Please try to be friendly to all host family members as this makes it easier to get along together.

New Zealand women and men have more equality than in many countries. **It is important to show respect to New Zealand women including your host mother.** We do not like insults to girls and women.

FRIENDSHIPS

INTERNATIONAL STUDENTS SHOULD NOT FORM A ROMANTIC RELATIONSHIP. Homestays cannot be expected to take on this responsibility. No student is allowed to visit the Homestay of a student of the opposite sex, when the parents are not at home.
No student can stay at the Homestay of another student if they are of the opposite sex.

Try to have friendships with many students. Please tell the Homestay Coordinator or Dean if you are being pressured or harassed by a member of the opposite sex. Text or cyber bullying should be reported to the Dean, immediately.

It is not acceptable to get into fights. You will be punished if you do. Find a teacher immediately if there is trouble. They will help you.

Try not to be shy. When you go to class, sit with another student. Make an effort to talk, even if it is a simple conversation about the weather. The friendlier you are, the easier it is to build friendships.

If you do not understand something in the daily notices, ask someone. This is a good way to talk and make friends. You can also check the notice board by student reception.

DOCUMENTS, RETURN/TRAVEL DATES, VISAS

HOME COUNTRY ADDRESS

It is important that the school has up-to-date and accurate information on the address of parents. This should include Telephone, Mobile, and Email.

Students must advise any change of address to the Homestay Coordinator and the school office.

RETURNING HOME FOR CHRISTMAS HOLIDAYS

You must tell the Homestay Coordinator and your Homestay family, your return travel dates, **at least three weeks before you go** as Homestay payments are made in advance. If you delay you may have to cover these costs. Tell the school and your homestay, the dates/flight details of your return to NZ well in advance. They may be able to meet you at the airport when you return.

We expect all students to return to their home country for the long summer break, after their course has been completed each year.

STUDENTS RETURNING TO THE SAME HOMESTAY

Your host family may hold your room for you without charge over the holidays, but they may wish to use it for any guests staying. Please pack your personal and valuable items into boxes and ask your host family where they can store them for you.

VISAS

The Homestay Coordinator will arrange renewal of visas for College home stayed students when necessary. As soon as this process begins, students must check that all tuition fees have been paid in full, to the school. You must have enough money to pay for Homestay for one year also, plus extra spending money and money in your account for your return ticket to your home country. It can take two months to prepare and process a visa application so plan ahead. You must leave New Zealand or re-enter before the visa expiry date.

INSURANCES

International students MUST have their own medical and travel insurance. The school will arrange this for you or your agent may have organised this. Insurance needs to be renewed annually.

If you have to visit the Doctor or purchase medicines, you will need to pay immediately. KEEP YOUR RECEIPTS so you can then make a claim. **Please ask the doctor to give you the medical notes for any visit. The insurance company now requires these.** If you are insured by the College, bring these to the Homestay Coordinator and they will assist you. Payment can be made into your bank account or through the school bank account, if you are insured by the College.
Dental visits are not covered in your policy.

AT SCHOOL

STANDARDS OF BEHAVIOUR

The same values apply in the Homestay as at school.

Any students involved in serious misconduct such as drug taking will be considered for permanent exclusion and sent back to their home country, without refund of fees.

Newlands College expects you to be polite, honest and fair to others. If you have any concerns, or think that a person is being unkind to you, you must tell the Dean, Homestay Coordinator, or a staff member. Most worries are easy to solve.

SCHOOL LOCKERS

When you start school, on request, you will be given your own private locker free of charge for storing books and sports gear. You will be given a key, which must be returned when you leave the College. If you lose your key, you will have to pay for a new one. Do not keep anything valuable in your locker, e.g. iPhone, laptop, money.

SCHOOL ACTIVITIES

Every International Student should join in one or more school activity like music or sports.

Discuss possible activities with the Dean or the Homestay Coordinator or your teachers. Playing sport or joining groups like the choir or orchestra, are good ways to make new friends, and to get involved in school life. **Ask for help to find where to go for the activity you are interested in.**

The school has a fulltime Director of Sport who will be able to discuss your sporting interests with you.

Remember that many sports are seasonal and only played in certain months of the year. You could try a different sport for a new experience. A sports booklet which contains all details of seasons and enrolment can be downloaded online.

TIMETABLE AND KAMAR

The school day is divided into five periods. You will be changing rooms each period to go to different subjects.

The school day is divided as follows: (notice that Thursday is different).

	Monday, Tuesday, Wednesday, Friday	**Thursday**
Period 1	8.40 - 9.40	9.10 - 10.10
Period 2	9.40 - 10.40	10.10 - 11.05
Interval	10.40 - 1.00	11.05 - 11.30
Period 3	11.00 -12.00	11.30 - 12.25
Period 4	12.00 - 1.00	12.25 - 1.20
Lunch	1.00 - 1.50	1.20 - 2.00
Form Class/Assembly	1.50 - 2.10	2.00 - 2.15
Period 5	2.10 - 3.10	2.15 - 3.10

Your Period 1 teacher will read the daily notices at the beginning of the lesson. The daily notices are also available on KAMAR and on the notice board at Student Reception.

To Download the Kamar App:

1. Go to the App Store or the Google Play store.
2. Find the App called 'Kamar'
3. Once downloaded, go to 'Settings' at the top left of the screen. Click on 'default'.
4. Enter the portal address: *parents.newlands.school.nz*
5. Enter your school username and password
6. Go back to the home screen and click on 'Logon'

The notices tell you about things happening in the school and any changes there might be to the usual routine. Further information may be sent to you by school email, so please read your school email daily.

HOMEWORK

You can expect to be set regular homework as part of the learning process. You are encouraged to use a digital diary or a conventional homework diary to help in organisation and forward planning, and to help develop as independent learners. If you are having difficulties with any homework you should discuss this with your subject teachers. Your Form Teacher or Dean will also be able to help with ways to manage homework.
You need to complete homework in a suitable place, and have a regular routine of 'homework time'.

OPTIONAL PROGRAMMES FOR STUDENTS NOT SITTING NCEA EXAMINATIONS

School Examinations

Examinations for senior students are usually held during term three in August and/or September. Any students who have arrived at Newlands College at the beginning of term three are not required to sit these examinations. Instead, a one week programme of language and education outside the classroom is provided for them at this time.

NCEA Examinations

All long term senior students are encouraged to take a full part in our New Zealand qualifications system. For most subjects this includes some national examinations which are held every year in November/December. Students should not make arrangements to leave the country until after their final exam.

Students who do not take the national examinations are provided by the school with an alternative programme while the examinations are in progress. They should not plan to leave the country for home before that programme is completed.

FREQUENTLY ASKED QUESTIONS

Below are 12 of the most frequently asked questions by students starting secondary school.

Find the answers by asking the ambassadors, your ESOL teacher or your Form Teacher:

1. What do I do if I'm sick and cannot come to school?

2. What do I do if I have an appointment during school hours?
3. What do I do if I'm feeling sick or have an accident at school?
4. What do I do if I'm being bullied or harassed?
5. What do I do if I'm feeling miserable and upset?
6. What if I'm late to school?
7. When is the library open?
8. When are we allowed to go to our lockers?
9. Are we allowed in classrooms during interval or lunchtime?
10. What should I do if I find valuables that do not belong to me?
11. What does BYOD mean?
12. Can I use my phone during class time?

LEAVING THE COLLEGE AT THE COMPLETION OF YOUR EDUCATION

You will need to complete signing out procedures. The Dean will contact you when the time comes. All text books, library books, locker key, and sporting uniforms need to be returned and accounts paid up.

UNIFORM RESALE

The only item of uniform that can be sold back to the school is the blazer. Talk to your host family about selling of the other uniform items on TradeMe.

Blazer Hire for International Students:
You may hire a blazer for $150 if there is one to fit you. You must return it dry-cleaned and in decent condition, with the receipt attached, and you will be refunded $120.

EXCESS BAGGAGE FOR FLIGHT HOME

Most airlines restrict baggage to 23kgs per person. If you have excess, this can be VERY expensive. Please pack early and if necessary, send your extra luggage home in cartons, by post. Ask the Post Office about the cheapest way to do this. You cannot expect your homestay to do this.

STUDENTS LEAVING COLLEGE PERMANENTLY

Please pack up ALL of your belongings and remove from your homestay before you leave. Homestays cannot be expected to store your possessions if you are returning to New Zealand, for further education.

CHECK LIST

These are the things you should know:

Homestay

- Names and address: telephone numbers
- Meal times (weekdays, weekends)
- Usual family routines
- Transport facilities and timetables
- Banking and personal security

School

- Names and classrooms of all of your teachers
- Names and classrooms of all of your support persons
- Your locker number (if you requested one)
- Names of the Teachers-in-charge of activities you want to belong to (sports, music, clubs, and so on)
- Correct school uniform
- Your personal timetable
- How to sign in, and sign out if you must leave the school during the day. You cannot leave the school at any time without permission. Go to student reception.
- Who to talk to if you have a problem, if you are sick, if you lose something, if you do not understand your lessons, or if you want information
- What equipment you need for your lessons, and where to obtain it

Code of Conduct
(Schedule One)

Newlands College endeavours to give special care and attention to all our International Students and to encourage them to reach their full potential. We need to have an assurance of support by the student's parents or caregivers and the promise of the students willingness to comply with the rules and standards of the school and the community to ensure the well being of all concerned.

A high standard of behaviour is required at all times. If a student does not comply with the Newlands College Safety Statement and Code of Conduct, the College reserves the right to stand down or exclude the student. No refund of fees will be made.

Newlands College Safety Statement

For the smooth and efficient running of the college a code of behaviour is required. This is not designed to restrict individual students unduly, but to form a culture and a climate in the college based on self-responsibility and care. The best rule is, "to have respect for oneself and other".

- You must not bring to school anything that is harmful to yourself or to others. These include alcohol, cigarettes, lighters, drugs, knives, sharp instruments, guns or solvents.

- You must behave in a way that is appropriate. We do not tolerate fighting, verbal, physical or electronic abuse. This includes posting comments on social networking sites outside of school that may cause problems inside the school.

If you do any of these things there will be serious consequences and disciplinary action will be taken. This action may include - verbal warning, daily report, detentions, written warning, stand down from school, suspension.

If anybody does any of these things to you, you must not deal with it yourself. You must report it to your Form Teacher, your Dean or the International Student Director and we will sort it out for you.

In addition to the above Newlands College Safety statement, the laws of New Zealand apply in relation to illegal drugs, alcohol, and sexual activity.

Students enrolled at Newlands College are also required to:

Attendance

- Attend all classes and maintain at least 95% attendance. If a student does not attend regularly the parent/guardian will be notified and a student may have their enrolment cancelled. In this case, Immigration will be notified.

- Leave, other than compassionate or medical, must be applied for in writing to the International Student Director. Such leave should be seen as an exception.

Travel

If a student wishes to travel in New Zealand or overseas during the holidays, permission will be granted at the discretion of the school. Students will need to seek permission well in advance and parental permission must be granted before the school will allow a student to travel outside of the school area. If permission is granted it is on the understanding that the school will not take responsibility for the student when they are outside of our school/homestay environs.

Accommodation

All students must live in school approved accommodation.

To keep safe, all students must respect and obey all rules of accommodation including curfews set, and this will be based on factors such as your:

- Age
- Co-curricular schedule
- School activities

Motor Vehicles

A student may not own or drive a motor vehicle or motor bike.

Uniform and Dress Code

Students are required to wear their uniform correctly; with respect and pride.

Other

A student may not get married.

Disciplinary Policy

(Schedule Two)

1. **The following is the School's current disciplinary policy for dealing with breaches of the Agreement. This is not intended to restrict the School's general power of discipline and this policy may be changed from time to time at the discretion of the School.**

Overview

2. **Except in serious situations where immediate termination of the Agreement is necessary, or where the breach does not warrant any formal response other than a warning, the School will endeavour, where appropriate, to follow a two-stage disciplinary process.**

3. **In Stage One, the School will investigate and determine the facts, and will reach a conclusion on what happened and whether it amounts to a breach of the Agreement.**

4. **In Stage Two, if the School has determined that a breach has occurred, the School will consider the appropriate response to that breach, up to and including termination of the Agreement.**

5. **The Student will have an opportunity to provide a response to the alleged breach that the School is investigating (the Allegation) and any proposed disciplinary action that the School is considering taking (the Proposed Action).**

6. **This policy does not limit the School's power to take appropriate disciplinary action urgently and without following this process if this is necessary having regard to the seriousness of the breach.**

7. **This policy also does not limit the School's power to suspend the student for the duration of the disciplinary process where suspension is considered necessary for the safety or education of any person.**

General Policy

8. **When the School is conducting a disciplinary process involving the Student it will endeavour to provide the Student with the following:**

(a) a written summary of the Allegation or the Proposed Action;

(b) an opportunity to respond to the Allegation or the Proposed Action, either in person or in wr iting or both, at the choice of the Student;

(c) an opportunity to consider the Allegation or the Proposed Action for a reasonable period of time (having regard to the seriousness of the Allegation or the Proposed Action) before givi ng a response;

(d) an opportunity to contact his or her Parent before giving a response, unless the delay caused by contacting that person is unreasonable having regard to the seriousness of the Allegation or Proposed Action;

(d) an opportunity to have an independent support person of his or her choice present at any m eeting relating to the disciplinary process;

(e) an opportunity to meet with that support person in private at any stage during the disciplina ry process;

(f) an opportunity to have a translator present (or otherwise facilitate the student participating i n the process in his or her own language) during any meeting or process if the School or th e Student considers that a language barrier means that a translator is required; and

(g) a copy of this policy setting out the rights which the Student has when engaging in the disciplinary process.

Disciplinary Procedure

Stage One: Incident Investigation

9. **When the School learns of any incident or any other thing that may be a breach of the Agreement or might otherwise warrant a disciplinary response, the School will notify the Student of the Allegation and will provide the Student with an opportunity to give a response.**

10. **Where appropriate, having regard to the seriousness of the Allegation, the Student will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the Allegation.**

11. **When the School makes a decision about the Allegation it will advise the Student and parent, in writing if possible, about its conclusion as to what happened and whether it amounts to a breach of the Agreement.**

Stage Two: Outcome Discussion

12. **If the School determines that a breach of the Agreement has occurred, it will advise the Student and parent of the possible disciplinary actions that it will consider taking in response to the breach and will provide the Student and parents with an opportunity to give a response.**

13. **Where appropriate, having regard to the seriousness of the breach, the Student and parent will have the opportunity to respond either in person or in writing or both, at the choice of the Student. The School will receive this response and give it genuine consideration before making a decision about the disciplinary action to be taken.**

14. **When the School makes a decision about the disciplinary action that it will take in response to the breach it will advise the Student and parents of its decision, in writing if possible. The disciplinary action will not take effect, and no actions will be taken to put it into place, until the Student and parents have been advised of the decision.**

What to do if you have a **complaint?**

1
- **Problems with: Other students?**
- **Host Family?**
- **Teachers?**
- **Other Staff?**

2
- **See the Dean of International Students or**
- **International Student Director**

3
- **No Resolution?**
- **Talk to the Principal**

4
- **School not helping?**

- Have you seen your Form Teacher?

- Have you seen your Homestay Coordinator?

Ms Megan (Mrs Megan Gill)

Ms Donna (Mrs Donna Yee)

International Student Dean
Ms Sacha Waller

International Student Director
Ms Deb Mills

Principal
Ms Deb King

- Contact NZQA:
  risk@nzqa.govt.nz
  or call them on:
  0800 697 296

- If your complaint is about fees, contact iStudent complaints:
  www.istudent.org.nz
  or call them on:
  0800 00 66 75

If you have a query or problem relating to school and require a translation/translator, they are available in the following languages with others available on request:

Chinese, French, Japanese, Korean, and Spanish

NEWLANDS COLLEGE

68 BRACKEN ROAD, NEWLANDS, WELLINGTON 6037
PO BOX 26079, NEWLANDS, WELLINGTON 6442
TEL: +64 4 4734136
EMAIL: newcol@newlands.school.nz
WEB: www.newlands.school.nz

ME WHAKAMĀTAU: WE WORK HARD TO ACHIEVE TOGETHER

Homestay Carer(S)/Student Agreement

- Students are expected to obey the laws of New Zealand and of Newlands College, and accept the authority of the school and host parents.
- Students must be financially independent. Homestay Carers are not responsible for travel expenses, phone bills, medical expenses or any incidental costs which may be incurred by the student.
- Students may not move to another address without consulting the school.
- Homestay Carers are responsible for the care of their student/s at all times. Suitable rules and curfews, e.g. times to be home, permission to go out, will be established at the outset.
- The student is not a "guest" in the home. They are expected to adapt to family routines, and be present for meals.
- Students must have full medical and travel insurance.
- Drugs are totally forbidden, and expulsion and return to the home country will happen should any evidence of involvement with drugs be found.
- Smoking is regarded as socially unacceptable in New Zealand. You must not smoke in your Homestay.
- Alcohol is not permitted.
- Cars/motorised vehicles: International Students are not permitted to own or drive these.
- Students are expected to agree with standards set by the host family. Moderation and appropriate behaviour are expected at all times.
- In the event of any gross misconduct in the homestay the school may not be able to continue to provide homestay accommodation.

Signed: _____ Deb Mills
Deputy Principal
International Student Director

Signed: _____ Homestay Carer

Signed: _____ Student

Date: _____

AGREEMENTS AND CONTRACTS

You can view and download information on the Newlands College website, or you can contact us on overseasdean@newlands.school.nz.

CIVIL EMERGENCY

In the event of a civil emergency during school time, the school's policy will prevail. In the event of a serious accident or civil emergency while in the care of the Homestay, the Homestay will continue to maintain responsibility for your safety and welfare.
Please keep a copy of the Emergency Contact with you at all times. See below.

EMERGENCY PROCEDURES AT SCHOOL

1 An emergency is signaled by the **continuous ringing of bells**.

2 In the event of an earthquake you should drop, cover and hold. That means gem

t under your desk and hold on to the leg of the desk. When the shaking stops, follow the direction of your teacher.

3 A lockdown will be signaled by **two short bursts** of the school bell, **followed** by a break, then two short bursts followed by a break etc. You are to remain in classrooms, hiding in silence or move to classrooms with teachers supervising if outside.

4 For any other emergency, you should take notice of the emergency routine for each classroom you are in as they may differ from room to room. Doors and windows are to be shut but not locked. You should take personal effects (wallets, phones etc.) with you but are to leave school bags in the room.

The school emergency assembly area is on the back netball/tennis courts. If this is not accessible, the sports field will be used.
There will be three short bells, if the alarm is false.

Homestay Coordinator:	Mrs Megan Gill (Ms Megan) and Mrs Donna Yee (Ms Donna)
	office: 473 4136 (ext. 708) Monday to Friday 8.00am to 1.00pm
	Emergency phone only - 021 229 61930or 0800 115 001
Deputy Principal/	
International Student Director	Ms Deb Mills – office: 473 4136 (ext 713)
Dean of International Students:	Ms Sacha Waller – office: 473 4136