

# Jireh Christian School

*We are a Christ centered community where learners are nurtured to glorify God*

## International Student Information Book



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# CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

## Introduction

New Zealand educational providers are responsible for the welfare of their international students. It is important therefore, that these students are properly cared for, given a safe environment in which to learn and to live, and to be given the opportunity and support, to fully participate in all aspects of school and New Zealand life.

The 'International Student Handbook' provides both an overview of the 'Code of Practice for the Pastoral Care of International Students' (the Code), and the procedures that students are to follow if they have concerns regarding their New Zealand educational provider or agent.

Jireh Christian School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students.

## What is the Code?

The Code is a New Zealand Ministry of Education document that sets out the minimum standards of delivery, advice and care that are expected of educational providers and/or their agents in respect to international students. It must be noted that the Code applies to pastoral care and provision of information only, and not to academic standards.

## Who does the Code apply to?

The Code is mandatory and must be signed by all educational providers in New Zealand, who have students enrolled with them under international study permits.

## How can I get a copy of the Code?

You may request a copy of the Code from your New Zealand educational provider or online from: <https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>

## How do I know if an educational provider has signed the Code?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from: <https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/#heading2-6>

If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

## What do I do if something goes wrong?

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the Principal, the international student coordinator/s, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further (refer p.12). Once the student and the provider have reached the end of the provider's complaint process and the student is not happy with the outcome, iStudent Complaints may be able to help. You can contact them via this link <https://www.istudent.org.nz/> . They will help you or find someone who can.

## What is iStudent Complaints?

iStudent Complaints is an independent body that is responsible for resolving contractual and financial disputes against a provider. If the complaint is about the quality of education received, they will direct the complaint to NZQA for follow-up.

## What will i-Student Complaints do?

The purpose of i-Student Complaints is to adjudicate on complaints from international students. Once a complaint is received it will be acknowledged in writing within 10 working days by email or post. They will review the complaint and ensure it is something they can accept under the [International Student Contract Dispute Resolution Scheme Rules 2016](#) .

They will then help the student and the provider negotiate a resolution that they both agree with. In some cases, they may decide that the complaint needs to go straight to adjudication if they do not think that negotiation or mediation will be suitable.

If the parties cannot come to an agreement in the earlier stages, they will arrange a mediation with the parties. In some cases, they may decide that the complaint needs to go straight to adjudication if they do not think that mediation will be suitable.

Should a settlement still not be gained from mediation, then the matter will go before an [adjudicator](#) who will issue a [binding decision](#). The adjudicator is usually the same person who mediated, so they will be familiar with the case, however parties can ask for someone different to be appointed as the adjudicator following mediation. After reviewing all the information provided, the adjudicator will prepare a provisional decision. Both parties will have the opportunity to comment on the provisional decision. The adjudicator will then issue a final decision.

### **How can I contact iStudent Complaints?**

You can contact iStudent Complaints in the following ways -

- via this link <https://www.istudent.org.nz/>
- or ringing 0800 00 66 75

For matters relating to Code Breaches you should contact NZQA -

<https://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/> - 30.01 kB - 2019-12-01

### **Immigration**

Full details of visa and permit requirements, and advice on rights to employment in New Zealand whilst studying, are available through the New Zealand Immigration Service, and can be viewed on their website at <https://www.immigration.govt.nz/>

### **Eligibility for Health Services**

Most international students are not entitled to publicly funded health services whilst 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 New Zealand Ministry of Health and can be viewed on their website at <https://www.health.govt.nz/>

### **Accident Insurance**

The Accident Compensation Corporation (ACC) 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 <https://www.acc.co.nz/>

### **Medical and Travel Insurance**

International students must have appropriate and current medical and travel insurance whilst studying in New Zealand. The insurance cover must be appropriate to cover:

1. The student's travel:
  - To and from New Zealand;
  - Within New Zealand;
  - If the travel is part of the course, outside New Zealand;
2. Medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation;
3. Repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation;
4. Death of the student, including cover of:
  - Travel costs of family members to and from New Zealand;
  - Costs of repatriation of or expatriation of the body;
  - Funeral expenses.

Students must provide evidence of medical and travel insurance on enrolment. The insurance must cover the full length of time that will be spent in New Zealand. New Zealand Insurance cover will be accepted or an overseas policy, if it is accompanied with an English translation. The school will keep a record of the Insurance Policy number and the type of cover provided.

## Conclusion

The Code sets standards for educational providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner.
- information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner.
- the particular needs of international students are recognised.
- international students under the **age of 18 but no younger than 10 years old**, are in safe accommodation (*this refers to students living with a Caregiver, that is, not with their Parents/Legal Guardians*).
- all providers have fair and equitable internal procedures for the resolution of international student grievances.

## CONTACTS

Principal Ms Sandra Bosman



International Co-ordinator Mrs Irene Ho



Enrolment Officer Mrs Sharon Chapman



## CONDITIONS OF ENROLMENT

Jireh Christian School requires that all international students live in one of the following types of accommodation:

1. Students in Years 1-6 (under 10 years of age) must live with their parents or legal guardians. (A legal guardian is someone who has full rights and responsibilities for the student, as approved by a Court of Law, following the death or other inability of the parents to provide proper care for the student. Proof of parental right or legal guardianship must be supplied.)
2. Students in Years 7-8 (10 years of age and older) may live with a designated caregiver chosen by their parents/legal guardians, subject to approval by the New Zealand Ministry of Education. All accommodation and designated caregivers must be approved by the school, as required by the **Code of Practice for the Pastoral Care of International Students** (refer p.2-4).

An Indemnity Form must be signed by parents/legal guardians stating that the designated caregivers are 'bona fide' relatives or close friends of the student's family. Should there be an emergency that the parents/legal guardians or caregivers must place the student into another home situation the school must have written documentation stating where the student is going and how long he/she will be there for. Normal vetting practices will be followed and checks carried out;

3. With a caregiver appointed by Jireh Christian School.
4. All caregivers must be approved by the school, as required by the Code of Practice for the Pastoral Care of International Students and all Caregivers will be Police Vet checked.
5. For all enquiries with regards to accommodation, please contact the Principal on ph 00 64 9 836 6913 cell +64 21428233 or email: [administration@jireh.school.nz](mailto:administration@jireh.school.nz).

## STUDENT FEES AND ASSOCIATED COSTS

All costs are quoted in New Zealand dollars.

Administration Fee (GST included; non-refundable) (per student / family)		\$400
Government Levy (GST included, non-refundable) (per student)		\$450
Tuition Fees (GST included) – payable in advance	Annual:	\$10,000
	Per Term:	\$2,500
	Per Week:	\$239
Homestay Fee (where applicable)	Per Week:	\$265

### Additional Compulsory Costs

These compulsory costs vary according to the Year level of the student and duration of stay in New Zealand.

Medical and Travel Insurance (at student's cost)	NZ \$600. approx.
Stationery	To be advised
Specialist class fees (ESOL, Technology, ICT etc.)	Covered in fees
Uniform (at student's cost)	\$300 approx

### Non-Compulsory Costs

Voluntary Activities/School/Class Trips (e.g. Year 5 / 6 or Year 7 / 8 Camp)

It is understood that students will participate fully in all aspects of Jireh Christian School life.

### Other Miscellaneous Costs

Other miscellaneous costs which may be incurred are:

1. Transportation to and from school (approximately \$5 per day if using public bus service), however, most of our homestay families / students are dropped to school by car.
2. Living costs – these are cost over and above what can be reasonable expected from your homestay family.

### Fees Protection

Jireh Christian School has a Fee Protection Policy to safeguard the fees paid by International Students, in the unlikely event that the school may not be able to commence or continue to deliver tuition to the international student. The School's Board of Trustees guarantees to hold in reserve sufficient funds to meet the requirements of any refund in these circumstances.

# APPLICATION REQUIREMENTS AND PROCEDURES

The Applicant must complete and produce the following documents before the application can be processed:

1. International Student Application for Enrolment Form
2. International Student Information Form
3. Agreement to Provide Tuition Services between Jireh Christian School and the Applicant including any schedules annexed thereto.
4. Indemnity Document for a Student living with a Designated Caregiver (if applicable)
5. Parental Agreement re Appointed Residential Caregiver
6. Student's birth certificate, passport and visa/permit
7. Parent's passport and visa/permit
8. Student's immunisation certificate
9. A copy of the student's latest school report with verified English translation
10. Evidence of adequate medical and travel insurance in English
11. Administration fee: NZ \$500 (Non-refundable)
12. Government Levy: NZ \$450 (Non-refundable)
13. International Students must have read the International Student Information Handbook, including the Statement of Faith on page 17 and completed the Checklist on page 19.
14. Cybersafety User Agreement for Jireh Christian School students (will be provided once tuition starts)

## Procedures once an Application has been Received

### For students overseas:

1. Documents will be verified and assessed by Jireh Christian School.
2. An Offer of Place will be made and an invoice for fees sent (Fee payment by bank transfer into school account is recommended.)
3. Upon fees received and evidence of the student's medical and travel insurance, an Offer of Place will be confirmed.

### For students in New Zealand:

Once a completed enrolment application has been received by Jireh Christian School, the parents/legal guardians/designated caregivers will be informed of an interview time.

### An interview will include:

1. The prospective student and parents/legal guardians.
2. The designated caregivers (if applicable).
3. A translator (if required).
4. The Principal and/or nominated other persons.

### An interview will consist of:

1. A tour of the school
2. An explanation of Jireh Christian School's Conditions of Acceptance.
3. An explanation of both Jireh Christian School and the designated caregiver's role and responsibility for the care of the student (if applicable).
4. An opportunity for discussion.

### Post-Interview:

1. Parents/legal guardians will be informed, in writing, of the school's decision within 7 working days of the interview.
2. If there are no current available places, the parents/legal guardians will be notified and will be given the option of being placed on a waiting list.
3. If a place becomes available, parents/legal guardians will be notified and given 14 working days in which to accept or decline the placement offer. Payment of school fees is required at this time. Once Jireh Christian School has received an acceptance of offer and payment, a letter to confirm the student's placement will be sent.
4. A student's placement in a particular year or class is at the discretion of the Principal. This may be dependent upon class numbers, English language proficiency and other school assessments.



## REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

A month's written notice is required if withdrawing a student from school, before their given completion date. Conditions of withdrawal may be waived at the Principal's discretion, due to extenuating circumstances or on compassionate grounds.

If a student withdraws from Jireh Christian School, the student may be eligible for a refund of tuition fees. The following procedures and guidelines would apply:

### **To be eligible for tuition fees refund:**

Parents/legal guardians need to apply to the Jireh Christian School Board of Trustees when requesting a refund. Written application must outline the special circumstances of making their claim and must be done within one month of the last day of attendance.

### **If an application is made before the start date:**

Fees will be refunded in full, less the school's administration charge of \$500. This refund also applies to students who are not granted a student permit to attend Jireh Christian School.

### **If an application is made after the start date, but prior to the second half of the course being completed:**

Fees will be refunded, less:

1. An administration charge of \$500 (GST inclusive).
2. Costs to the school already incurred for tuition.
3. Components of the fee already committed for the duration of the course.
4. Specialist fees.
5. Appropriate proportions of salaries for teachers and support staff (if applicable).
6. Costs already incurred for the use of facilities and resources.
7. Any other costs already incurred.

### **If an application is made after midway through the term.**

There will be no refund except under exceptional circumstances. (*See also Compassionate Refunds below*)

### **Compassionate Refunds**

In exceptional circumstances, refunds may be granted on compassionate grounds, (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Jireh Christian School Board of Trustees.

### **If an international fee-paying student gains residency during the course:**

No further international fees will be paid, and a refund may be made on the unused portion of the prepaid international fees. Documentation of residency must be provided to Jireh Christian School, within 14 days of residency being granted.

### **Caregiver Fees**

1. Unused caregiver fees will be refunded, to the caregiver, if the caregiver has been given two weeks' notice of the student's departure date.
2. If the student does not give two weeks' notice, then the caregiver is entitled to two weeks fees and this amount will be deducted from any refund.
3. Jireh Christian School does not charge a placement fee where they have designated the caregiver.

### **The Board of Trustees will make no refund:**

1. Where a student has been stood down, suspended or excluded.
2. Where a student returns home for any reason other than serious illness or death of a close family member.
3. If the enrolment application is found to be inaccurate in any way and the contract is terminated.

## CURRICULUM PROGRAMME

Programmes at Jireh Christian School commonly feature the following:

- learning activities in which students investigate issues and solve problems of interest to them,
- a balanced curriculum which emphasises discovery and exploration; and encourages higher order thinking as keys to successful learning,
- opportunities to see the relevance of learning by applying it in a practical way to solve real problems,
- learning activities and experiences both at and outside school,
- opportunities for creativity and for capturing the 'teachable moments' .

Teachers may adapt their teaching programme to ensure that each student's personal development and highest academic level is achieved.

Jireh Christian School focuses on the spiritual, emotional, intellectual, social, and personal growth of each student.

### Subjects Offered

Jireh Christian School is a state integrated school. It offers programmes in all areas of the New Zealand Curriculum. These include:

English (oral, written, reading, visual, and listening)	Technology (Electronics, Bio-Technology,
Mathematics	Food Technology, Wood and Plastics Technology)
Science	
Social Studies	Languages (Mandarin, Beginning Te Reo Maori)
Health	
Physical Education	The Arts

Details of the curriculum can be found on the Ministry of Education's website <http://www.minedu.govt.nz> or on the JCS website [www.jireh.school.nz](http://www.jireh.school.nz)

Jireh Christian School provides opportunities for its students to participate in a wide range of academic, cultural, sporting and technology programmes. Students are regularly assessed on their progress to determine their academic level.

<b>Classroom Programmes</b>	<b>Technology /Arts Programmes</b>
<ul style="list-style-type: none"> <li>◇ English – writing, reading, listening, oral, visual</li> <li>◇ Mathematics</li> <li>◇ Daily Discipleship</li> <li>◇ Science</li> <li>◇ Social Studies</li> <li>◇ Health/Physical Education</li> <li>◇ Technology</li> </ul>	<ul style="list-style-type: none"> <li>◇ Food Technology</li> <li>◇ Biotechnology</li> <li>◇ Electronics Technology</li> <li>◇ Materials Technology</li> <li>◇ Digital Technology</li> <li>◇ Music, drama, dance</li> <li>◇ Art</li> <li>◇ Information and Communication Technology (ICT)</li> </ul>
<b>Cultural Programmes</b>	<b>Sports Programmes</b>
<ul style="list-style-type: none"> <li>◇ Music Instrument Tuition</li> <li>◇ Kapa Haka</li> <li>◇ School Productions</li> <li>◇ Community Service</li> </ul>	<ul style="list-style-type: none"> <li>◇ Lunchtime Sports</li> <li>◇ Skilled programmes in rugby, soccer, hockey, netball, cricket, squash, badminton, softball, swimming</li> <li>◇ Competitive Interschool Sports including swimming, athletics and cross country</li> </ul>
<b>Extended Education Programmes</b>	<b>Learning Support Programmes</b>
<ul style="list-style-type: none"> <li>◇ Language/reading extension programmes</li> <li>◇ National/international English / Mathematics / Science competitions</li> <li>◇ Science and Technology challenges</li> <li>◇ Gifted and Talented Education (GATE)</li> <li>◇ Young Engineers</li> <li>◇ Musical Instruments - violin, piano, drums</li> <li>◇ Chess</li> <li>◇ Dance Theatre</li> <li>◇ Art Lessons</li> <li>◇ Mandarin</li> </ul>	<ul style="list-style-type: none"> <li>◇ English for speakers of other languages (ESOL)</li> <li>◇ Reciprocal reading programme</li> <li>◇ Teacher Aides working alongside children in classrooms</li> <li>◇ Booster programmes in Numeracy and Literacy</li> </ul>

Below is the link to the ERO (Education Review Office) Report.  
They last visited Jireh Christian School on 18 January 2019.

<https://www.ero.govt.nz/review-reports/jireh-christian-school-18-01-2019/>

## HEALTH AND SAFETY ISSUES

All Health and Safety matters are addressed in the Health & Safety Policies that are available from the School website or from the Administration Office.

This includes any concerns you may have about the following –

- Health and Safety concerns on and off campus
- How to respond in an emergency on and off campus
- Accessing health and counselling services
- Engaging with relevant government agencies such as the New Zealand Police and Oranga Tamariki (Ministry for Children)

### Extra contact numbers are as follows –

#### **NZ Police/Fire Service/ or Ambulance**

emergencies dial 111

#### **Local Avondale Police Station**

09 302 6400  
1832 Great North Road

#### **Counselling Services**

Vision West  
09 818 0760  
93 Glendale Road, Glen Eden  
E-mail [counselling@visionwest.org.nz](mailto:counselling@visionwest.org.nz)  
<https://www.visionwest.org.nz/counselling/counselling-centre>

#### **Oranga Tamariki (Ministry for Children)**

If you're worried about a child or young person and want to make a referral or report a concern, call us on freephone: 0508 326 459 or e-mail [contact@ot.govt.nz](mailto:contact@ot.govt.nz)

Reasons for contacting Oranga Tamariki could be -

- feeling unsafe or in danger of harm
- suffering from ill-treatment, abuse or neglect
- or you're not sure if you should be concerned, and want advice, or just to talk things through.

A social worker will work out how urgent this is, and the best thing to do next.

#### **Consulate Support China Korea**

All details for your consulate are available on the web.

<http://www.chinaconsulate.org.nz/eng/>

<http://overseas.mofa.go.kr/nz-auckland-ko/index.do>

## ORIENTATION PROGRAMME AND SUPPORT SERVICES

Jireh Christian School provides students with a comprehensive orientation programme. The monitoring of a student's welfare is an on-going process and is overseen by the Principal, the ESOL Team and other appropriate staff.

### An Orientation Programme includes:

- Placement of the student into their mainstream class.
- Mainstream class teacher assigning a buddy, (a classmate) to the student. The buddy's role is to befriend and help the new student to settle into school life and provide first language assistance.
- An introduction to the English for Speakers of Other Languages (ESOL) Department and its staff. This visit will help establish a point of connection and understanding of the student's needs. An assessment to determine the student's English ability and level will be undertaken.
- You will receive the Parent Handbook upon arrival at school which details how we do things and our expectations. Our management team, Board of Trustees, Board of Proprietors, staff and all other information relevant to a successful integration at Jireh Christian School can be found on the school website at [www.jireh.school.com](http://www.jireh.school.com)

Jireh Christian School recognises the need for student support particularly in the initial days of school life. A new culture, new language and new school can be overwhelming, therefore, the orientation programme is an important factor in assisting the student to settle.

### Support Contact Details

Parents/legal guardians/caregivers may make an appointment with teachers to discuss any queries or concerns that they may have. For matters requiring immediate attention, please contact administration at [administration@jireh.school.nz](mailto:administration@jireh.school.nz)

The following staff members are available for assistance, support and in an emergency:

Name: Miss Sandra Bosman, Principal

Tel: (09) 836 6913 / Mobile: 021 428 233 / Email: [sandra.bosman@jireh.school.nz](mailto:sandra.bosman@jireh.school.nz)

Name: Irene Ho, International Co-ordinator –

Tel: (09) 836 6913 / Mobile: 021 051 1399 / Email: [irene.ho@jireh.school.nz](mailto:irene.ho@jireh.school.nz)

### Student Welfare

- In the event of a student experiencing difficulties at school or in the designated accommodation, a meeting will be set up between all parties concerned, to discuss the issues and put support structures in place. A translator will be made available, if required. If deemed necessary, other appropriate support agencies may be contacted.
- Please inform the school as to the students travel details to and from school.
- Jireh Christian School is a smoke free zone as required by the New Zealand Ministry of Education. Smoking is not permitted on school property at any time.

## WHAT DO YOU DO IF YOU HAVE A GRIEVANCE?

Jireh Christian School endeavours to do its best in providing students and their families with a safe and positive environment. There are times however, when problems do arise and these are some suggestions to rectify matters:

### 1. Grievances with a teacher

First call is to talk with your classroom teacher about your concern. If you feel you are unable to speak with the teacher concerned directly, then make an appointment with the Leader of Learning or the Principal.

### 2. Grievances with school friends

Talk with your classroom teacher, duty staff member or any other staff member about your concern. Your concern is important and will be dealt with in an appropriate manner.

### 3. Grievances with your Designated/Appointed Caregiver

- Discuss your grievances with your designated caregiver, as your grievances may be rectified at this level.
- If you need further assistance, then contact the International Coordinators (*refer p. 10*) who will act as your liaison, in consultation with other pastoral staff.
- If your grievance is of a serious nature and cannot be resolved, then Jireh Christian School may immediately rehouse you to an approved caregiver, if it deems it necessary to do so. Furthermore, Jireh Christian School may refer matters onto Oranga Tamariki Services, the New Zealand Police or other appropriate Government agencies.

The grievances and the procedures undertaken will be recorded.

If your grievances are unable to be resolved having followed the procedures above, then iStudent Complaints can be contacted for issues relating to contractual and financial matters

- via this link <https://www.istudent.org.nz/>
- or ringing 0800 00 66 75

If they are unable to help they will put you in touch with someone who can.

If there are grievances relating to Jireh Christian School's compliance with the Code of Practice then students should contact NZQA using the link below –

<https://www.nzqa.govt.nz/assets/Providers-and-Partners/Code-of-Practice/int-students-make-a-complaint-updated.pdf>

## FREQUENTLY ASKED QUESTIONS

**1. When is Jireh Christian School open?**

- Teaching hours are between 8:45am-2.45pm, Monday to Friday, during term time. It is recommended that students arrive at least ten minutes prior to 8:45am.
- School term dates, including public holidays are on the school's website <http://www.Jireh.school.nz/>

**2. What if I am unable to come to school?**

All absences must be reported prior to the start of school. Please call the school office on 09 836 9132 and leave a message on the absentee line or use the website.

**3. What if my address or phone number changes?**

Please inform the school office immediately of any change of details.

**4. What do I need for class?**

- To be in correct uniform, including PE shirts and shorts when required.
- Stationary pack, details of which can be found on the website.

**5. When is morning tea and lunch?**

Morning tea is from 10:30 am to 10:50 am and lunch from 12:30 pm to 1:15 pm. Students will need to provide their own food.

**6. What do I do if I am bullied?**

Jireh Christian School's policy towards bullying is that it is unacceptable behaviour and it will not be tolerated. However, if you are bullied, you must contact your classroom teacher or other staff member immediately and procedures will be put in place to rectify the matter. (Refer Code of Conduct p.14).

**7. May I use my e-mail at school?**

Please refer to the Cyber safety User Agreement for Jireh Christian School Students.

**8. How can I continue my study in New Zealand once my time at Jireh Christian School has finished?**

Elim Christian School Mt Albert Campus offers secondary schooling up to Year 13 and is only 2.4kms from Jireh Christian School. You can check out their website by following this link [www.elim.school.nz/mt-albert-campus/](http://www.elim.school.nz/mt-albert-campus/). The local state secondary schools is Avondale College [www.avcol.school.nz](http://www.avcol.school.nz).

# SCHOOL RULES

## 1. GENERAL

- Students must arrive at school on time so as not to disrupt teaching or interrupt the learning of other students. Students need to come prepared for a day's learning.
- Students are required to stay on school premises between 8.45am and 2.45pm. Permission to leave school within school hours must be gained from the administrator. For safety and security reasons, the student must be signed out by the parent/guardian/caregiver. This is located at the front office.
- All car park areas and behind buildings are out of bounds to all students.
- Running is not permitted on pathways or decks.
- When there is wet weather, special rules will apply and students will be informed.
- Front entrance and foyer are out of bounds to students, unless accompanied by parent/legal guardian/caregiver or when given permission by a staff member.
- Students are to remain in their classroom during lesson time, unless permission to leave is given by their teacher.
- Students must be responsible for and adhere to the rules of computer usage (*refer to Cybersafety User Agreement for Jireh Christian School Students*).
- All damages must be reported to a staff member immediately. Parents of student/s responsible for damage to school property will be liable for costs incurred.
- All electronic devices and games are not permitted at school.
- Bullying, inappropriate language and fighting is unacceptable behaviour and will not be tolerated.

## 2. UNIFORM

- As a condition of enrolment at Jireh Christian School, students are required to wear the prescribed school uniform.
- Uniforms must be maintained to a good standard, with all items being clearly named.
- Additional accessories e.g. hair ties must be in school colours and without logos.
- Makeup, nail polish and excessive fashion expressions are not acceptable.
- Long hair must be tied back.
- Jewellery is limited to a wrist watch and one pair of stud earrings.

### **Uniforms can be purchased from:**

NZ Uniforms  
Rata Street  
New Lynn

## 3. AFTER SCHOOL

Students must remain within school grounds until collected by an approved adult.



## CODE OF CONDUCT

Jireh Christian School upholds the values of Truth, Faith in Christ, Hope and Love.

### Mark 12:30, 31

*<sup>30</sup> Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.] <sup>31</sup> The second is this: 'Love your neighbour as yourself.' There is no commandment greater than these."*

Therefore, I will:

- Abide by the school rules
- Use appropriate language and be courteous to others
- Be thoughtful and considerate to others' needs
- Endeavour to do my best, both in the classroom and when at play
- Show respect to my teacher/s, staff, each other and myself
- Not tolerate bullying
- Know my worth in Christ

### **We are all custodians:**

Therefore, I will:

- Take responsibility for the state of my desk, classroom furniture and equipment
- Take good care of all books supplied, which includes all library books and school texts
- Use sports and PE gear for the right purpose; look after them and return them
- Do my share of keeping our classroom, passage, and grounds clean and tidy

### **Every student has a RIGHT TO LEARN and every teacher has a RIGHT TO TEACH:**

Therefore, I will:

- Respect and listen to my teacher
- Respect my fellow classmates so that they may have the opportunity to learn without disruption
- Be prepared for the day's learning
- Be responsible for completing all learning tasks, including homework
- Do my very best in all activities
- Encourage others to achieve

### **Every student has the right to a SAFE ENVIRONMENT in which to learn and play:**

Therefore, I will:

- Not be involved in bullying of any kind
- Report any incidences of bullying that I witness, or hear about, to my teacher immediately
- Be an encouragement and support to others
- Be a tidy Kiwi and be proactive in cleaning up
- Act in a responsible and sensible manner so as not to hurt myself or others

## STATEMENT OF FAITH

**Jireh Christian School is non-denominational. Whilst teachers and school families represent many different Christian congregations, we hold to the following truths:**

- a. We believe in the Triune God, eternal in three persons, Father, Son and Holy Spirit. One God, the only living and true God, the Creator of Heaven and Earth.
- b. We believe in Jesus Christ, the only begotten Son of the Father; that He was conceived by the Holy Spirit, born of a virgin, crucified, died and was buried, was resurrected from the dead and ascended into Heaven; that He is presently at the right hand of God the Father as Prophet, Priest and King and will personally return to earth in power and glory to judge the living and the dead.
- c. We believe that the Holy Scriptures of the Old and New Testaments as originally given are the inspired and infallible record of the Revelation of God to man, and are the supreme authority in all matters of life and faith.
- d. We believe in the sovereignty of God in creation, providence and redemption.
- e. We believe God's acts of creation, and not evolution, are responsible for the origin of all things, and that creation according to the Biblical record is an historical event.
- f. We believe in the providence of God whereby He upholds the universe, governs the world, supplies the needs of His creatures and brings His will to pass.
- g. We believe that man was created in the image and likeness of God to have dominion over the Earth and to do all things to the glory of God.
- h. We believe in man's universal fall into sin through Adam's transgression and in his subsequent guilt, depravity, judgment and condemnation.
- i. We believe in the free offer of salvation to all men and the necessity of faith in the Lord Jesus Christ to be saved.
- j. We believe that to those who believe, God imputes righteousness – not on account of their faith or good works but because of God's grace.
- k. We believe in the necessity of the work of the Holy Spirit to apply the benefits of Christ's redemption to individual sinners, working in them at times regeneration, faith, repentance, sanctification, and glory to God.
- l. We believe the Holy Spirit's indwelling of the believer begins at regeneration and enables the believer to continuously die unto and be forgiven for sin and to live unto righteousness.
- m. We believe in one Holy, universal Church, the Body of Christ, to which all God's redeemed people belong and in which they are united through the Spirit.

## **PROCEDURES THAT APPLY WHEN A STUDENT IS ABSENT OR IS WITHDRAWN FROM ATTENDING SCHOOL**

### **If a student is absent:**

1. The parent/caregiver must follow the normal school procedure:
  - i. In the morning of the first day of the student's absence, the school must be notified and the reason for the absence.
  - ii. If an absence can be foretold e.g. a Doctor's appointment, then the school must be informed, in writing, at least one day prior to that appointment.
2. If a student is absent without a reason being given, then the school will contact the parents/caregivers for an explanation. If a student is truant from school, a meeting will be held between the parents/caregivers and the school, to discuss the situation and how to rectify it. If truancy continues, then a further meeting between all parties will be held. If the situation remains unresolved, then the student's enrolment may be terminated, with the New Zealand Immigration Service being notified.
3. If a student does not attend school for more than twenty consecutive school days then the school will, in writing, notify the parents/caregivers that the student's enrolment will be terminated and the New Zealand Immigration Service notified. However, in the event that the parents/caregivers give a full written explanation as to why and for how long the student will be absent, a place will be held for that student, providing all the student's fees have been paid in full.
4. In any event, if a student is withdrawn from, or ceases to attend Jireh Christian School, then Jireh Christian School's Board of Trustees will notify the New Zealand Immigration Service of the student's change of circumstance.

### **If a student is withdrawn from attending school:**

1. A letter must be sent to the Principal, stating the last day of the student's attendance and the reason/s why he/she is leaving. The New Zealand Immigration Service will be notified as required by law.
2. Refer to Jireh Christian School's Refund Policy for International Students.

## **CIRCUMSTANCES IN WHICH TUITION MAY BE TERMINATED**

1. Where a student is absent or consistently truanting from school (as above), then Jireh Christian School may terminate the enrolment.
2. If a student's behaviour is of an unacceptable level, then a meeting with the student, the parents/caregiver, and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents/caregivers, warning of the danger of termination of the student's enrolment. If there is no further improvement, the parents and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.
3. An 'acceptable level of behaviour' is one that adheres to Jireh Christian School Rules and Code of Conduct. (*Refer p.13 & 14*)
4. If any information provided by the parents/legal guardians in the student's enrolment application is found to be inaccurate, false or misleading, then the contract of enrolment between Jireh Christian School and the parents/legal guardians of that student may be terminated at the school's discretion.
5. Upon termination of the student's enrolment, Jireh Christian School will notify the New Zealand Immigration Service immediately.

## CHECKLIST FOR A STUDENT ENROLLING AS AN INTERNATIONAL STUDENT

Student's name: \_\_\_\_\_ Surname/Family name: \_\_\_\_\_

Preferred name: \_\_\_\_\_

Date of enrolment: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Start date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

When enrolling, the Principal, Administrator or designated school liaison person will discuss each of the documents below. Please check that these are completed, understood and given to the school office prior to start date:

- ☐ International Student Application for Enrolment Form
- ☐ International Student Information Form
- ☐ Agreement to Provide Tuition Services between Jireh Christian School and the Applicant/s, including any schedules annexed thereto.
- ☐ Indemnity Document for a Student living with a Designated Caregiver (if applicable)
- ☐ International Student Parental Agreement regarding Appointed Residential Caregiver (if applicable)

### Other Documents / Fees Required From Applicants

- ☐ Administration fee: NZ\$500 (non-refundable)
- ☐ Government Levy: \$450 (non-refundable)
- ☐ Student's passport and appropriate Visa
- ☐ Parent's passport and appropriate Visa
- ☐ Proof of Relationship (if under 10 years old)
- ☐ Student's immunisation certificate
- ☐ A copy of the student's latest school report with verified English translation.
- ☐ Evidence of medical and travel insurance as outlined in this document.
- ☐ Have read Jireh Christian School's Statement of Faith which is in the handbook.
- ☐ Cybersafety User Agreement for Jireh Christian School, *(will be provided once tuition starts)*.