



MEADOWBANK SCHOOL

SHORT TERM INTERNATIONAL STUDENTS GUIDELINES



OUR VISION STATEMENT

“Embracing today, shaping our tomorrow”

OUR STRATEGIC GOALS

Learning and Achievement (Education)

- Develop and empower our teachers to deliver a stimulating, well-balanced education that reflects our aspirations and values.
- Challenge and support all our students to reach their potential through authentic rich learning experiences.

Community and Culture (Partnerships)

- Develop and maintain positive partnerships with parents, whānau and wider community with the purpose of enriching teaching and learning.
- Acknowledge and embrace community diversity in all aspects of our school.

ABOUT MEADOWBANK SCHOOL

Meadowbank School is a large primary school catering for over 800 students aged 5 to 11 years. It was established in 1915. An unusual feature of our school is that it's built on **two** quite separate campuses -

Kelvin Road - Years 0 – 2 classes

Waiaatarua Road - Years 3 – 6 classes

This unusual feature necessitates 2 staffrooms and 2 playgrounds. Separating the sites is our bushed gully complete with stream. In it we have developed an environmental trail and community greenspace.

Other features of our school include our community hall, associated covered court, heated swimming pool and our large number of specialist teachers in:-

Performing Arts	Sport / Physical Education	Te Reo
Mandarin	STEAM	
Garden to Table Programme (Y4/5)		

PASTORAL CARE OF INTERNATIONAL STUDENTS

- Meadowbank School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from the school or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

UNIFORM

- As part of the fees, a uniform is issued for the time of the short term programme. Some students wish to purchase these items at the end of the programme which they are able to do, otherwise they are to be returned on the last day.

HEALTH AND TRAVEL

- Students must hold a Medical and Travel Insurance policy while they are studying at Meadowbank School.

Recommended insurance companies are:-

- Orbit Protect Limited : www.orbitprotect.com
- Southern Cross - www.internationalstudent.co.nz

Phil Toomer
Principal





MEADOWBANK SCHOOL RULES (Our Code of Behaviour)

These rules define expectations in the classroom, the playground and when on school excursions.

1. Respect other people and their belongings.

- > Ask someone before you touch their belongings.
- > Always return other people's belongings.
- > Be friendly to other people and remember feelings.
- > Let other people join in your games.
- > Speak to and play with others in a respectful way.
- > Be honest, tell the truth and don't try to cover it up.
- > Never strike another person.

2. Have good manners.

- > Listen when others are talking.
- > Stand back for adults, allowing them to go first.
- > Remember magic words - thank you, please, excuse me and sorry.
- > Never use swear words.

3. Take care of our school.

- > Do not damage our trees and plants.
- > Put all rubbish in the correct bins.
- > Wipe and remove muddy shoes before coming inside.
- > Use the toilets correctly.
- > Be careful with the furniture and equipment.

4. Are responsible for our own belongings.

- > Keep our bags done up and on the hook.
- > Name all our school clothes, and belongings.
- > When we take clothes off, put them away.
- > Look after and keep safe items brought from home.

5. Play in safe places.

- > Play where you can be seen.
- > Play inside the fences.
- > No access to the Gully without a teacher present.
- > Do not cross the yellow lines (juniors).
- > Do not climb or swing on soccer goals (seniors).
- > Do not climb above the bottom branches of trees.
- > Keep away from the carpark.
- > Always play outside on fine days.

BULLYING

Additional to the school policy:-

1. Meadowbank School promotes and seeks to implement a zero tolerance towards bullying.

2. Bullying normally involves three sets of people:-

- The bully / bullies
- The victim / victims
- The bystanders who witness the bullying occurring. Where they take no positive action to show disapproval of the bully's actions, their inaction provides the bully permission to continue and sometimes to escalate their bullying behaviour.
- In such cases, bystanders in effect become bullies and will be treated as such.

3. Internet and Text Bullying:

- Meadowbank does not allow the use of cell phones at school but we recognise that many students own and have access to cell phones and therefore have the ability to be involved in text bullying against other students out of school hours. When this occurs it has the potential to impact in the classroom and school.
- Where this occurs the school will involve the parents of all those found to be involved.
- Use of social media sites is more likely to occur using home computers. However, as we enter the greater use of mobile devices the opportunities for students to use school hardware to perpetrate bullying behaviour is greatly increased.
- Regardless of the source, where the school becomes aware of cyber-bullying, we will react by requesting parent involvement.

4. Management of Bullying is best achieved through:

- Consistent and appropriate responses to children who feel upset or unsafe as a result of the deliberate actions of others.
- Deliberate teaching of self-help strategies and assertiveness to all children by classroom teachers (includes strategies to report bullying in a safe way).
- That in all incidences the victim feels listened to. It is not appropriate to use a brush-off statement such as "go play with someone else, or play elsewhere."
- If a parent complains that their child has been the victim of bullying, it is more than likely true. The complaint needs to be investigated and Senior Management needs to be informed immediately when a complaint is received.
- When investigating, teachers need to establish the main issues (ie accidental vs deliberate; major vs minor).
- Support from staff will be provided for both the victim and the bully to ensure both become fully integrated into the class / school environment.

COMPLAINTS ADVICE FOR INTERNATIONAL STUDENTS / PARENTS

- **Issues with teachers**

If there is a problem with your son / daughter's teacher, please talk to the teacher. You can make an appointment to see your child's teacher by emailing them directly to arrange.

- **Issues with fellow students**

If there is a problem with another student, please tell your son / daughter's class teacher, or the Principal. You can make an appointment to see the teacher or the Principal by calling the school office.

If you have seen the appropriate person(s), but the issue has not been resolved to your satisfaction, please see the Principal.

If you are still not satisfied, you can write to the Principal or the school Board.

If you believe that you have not been dealt with fairly by the school, you may contact the International Education Appeal Authority, whose address is:

<https://www2.nzqa.govt.nz/about-us/contact-us/complaint/education-provider/other-organisations/>

You must be able to show the International Education Appeal Authority that you have told the school about the problem before you contact them.



INTERNATIONAL STUDENTS PROSPECTUS & GUIDELINES

INTERNATIONAL STUDENT CODE OF PRACTICE

Acceptance of International Student application is provisional on:-

- Places being available.
- Pre-Enrolment Application form submitted.
- Immigration requirements met.
- Student will be living with at least one of their parents whilst being educated at Meadowbank School.
- Once application has been approved, all forms completed including supporting documents, ie: Visa, Medical and Travel Insurance Policy, Passport of student and parent.
- Meadowbank School does not engage in the services of an agent or pay commission to a third party.

PROGRAMME GOALS

- To provide a quality programme for International Students seeking to learn English.
- To increase the global awareness of Meadowbank students.
- To enhance the cultural mix of Meadowbank School.
- Provide a broader funding base to enhance learning programmes for all students at Meadowbank School.

FEES

- **Tuition :**
 - \$250 plus GST Administration charge – one off non-refundable charge.
 - \$3,000 plus GST Tuition charge (cost includes MOE levy, stationery, school trip and use of uniform).

ENROLMENT PROCEDURE FOR INTERNATIONAL STUDENTS

INITIAL CONTACT:

- The school receives an initial request for placement of an International Student. This may be by phone call, email or a visit to the school.
- Pre-Enrolment Application form to be completed – link issued after confirmation of wanting to enrol.
- Topics typically covered include:-
 - The availability of an enrolment place.
 - The school charges.
 - Inclusions into costs (stationery, class trips).
 - Insurance.
 - Need for student to be living with parents for period of enrolment.
 - Pre-enrolment Application Form completed before an offer is given.
- The Enrolment information includes:-
 - International Student Information Guidelines & Prospectus
 - Enrolment Form
 - Student Declaration / Contract
 - Cyber Safety Agreement
 - ESOL Form
 - Letter of Offer
 - Invoice

PRIOR TO STUDENT COMMENCING:

- NZ Immigration Student Visa issued.
- All forms to be signed by the student's parents and a school representative
- Evidence of Medical and Travel Insurance must be sighted.
- Prepare receipt for parents
- Class Teacher and ESOL teachers are fully prepared for the new student.

COMMENCEMENT / ORIENTATION:**MONITORING STUDENTS:**

Under the Code the school is primarily responsible for the safety of students at their school. Staff are required to pay particular attention to, and have an awareness of:-

- Culture shock.
- Difficulty making friends and adjusting socially.
- Learning disabilities.
- Communication difficulties that the family may be having.

ATTENDANCE:

Attendance of International Students is monitored for student safety reasons. The school has responsibility for determining where the student is if they fail to attend school regularly.

- **Procedure for Keeping International Student Attendance:-**
 - Attendance roll call is taken by the classroom teacher twice per day.
 - Office staff will call the student's home if they have not arrived at school by 9.30am and the school has not been notified that the student will be absent.
 - Regular absenteeism is monitored by classroom teachers and is to be reported to the Deputy Principals.

GRIEVANCES POLICY:**(Parents made aware at enrolment)**

All grievances should be treated seriously, even if they appear trivial. Any staff member who is approached by an international student or parent who has a complaint about the school must:

- Record in writing what the grievance is about. It must include:
 - The date of the grievance.
 - The name of the student involved.
 - The name of the person advising the school about the grievance.
 - The nature of the grievance.
 - Refer the grievance to another member of staff (preferably the Principal, the International Student Liaison Teacher).
 - Give written record of the grievance to the Principal / International Student Liaison Teacher.
 - Ensure a written record of the grievance is filed on the student's file.
1. The guidelines below should be followed when dealing with an international student or parent who has a grievance:
- Staff should be sympathetic and not argumentative. They should listen.

- Staff should only attempt to resolve a grievance if it is within the scope of their position and experience.
 - If the student or parent is extremely agitated and/or upset and the staff member is having difficulty dealing with the situation, the Principal or a member of the Senior Management Team should be called.
2. If the grievance is of a serious nature the Principal should be called or an appointment made for the person to see the Principal.
 3. All International Students (and parents) will receive the following procedures to follow :-
 - Issues with teachers
If there is a problem with your teacher, please talk to your parents, International Student Liaison Teacher or the Principal.
 - Issues with fellow students
If there is a problem with another student, please tell your parents, your class teacher and the International Student Liaison Teacher
 - If you have seen the appropriate person(s), but the issue has not been resolved to your satisfaction, please see the Principal.
 4. Parents of International Students will receive the following procedures to follow:-
 - Issues with teachers
If there is a problem with your son / daughter's teacher, please talk to the teacher. You can make an appointment to see your child's teacher by emailing them directly to arrange.
 - Issues with fellow students
If there is a problem with another student, please tell your son / daughter's class teacher, or International Student Liaison Teacher. You can make an appointment to see the teacher or the Principal by calling the school office.
 - If you have seen the appropriate person(s), but the issue has not been resolved to your satisfaction, please see the Principal.
 - If you are still not satisfied, you can write to the Principal or contact a member of the School Board of Trustees.
 5. If you believe that you have not been dealt with fairly by the school, you may contact the International Education Appeal Authority

<https://www2.nzqa.govt.nz/about-us/contact-us/complaint/education-provider/other-organisations/>

WITHDRAWAL POLICY (Parents made aware at enrolment)

1. If you withdraw from the programme within a month of the start date you will be entitled to a full refund provided the school has received written notification four weeks prior to the start date. Your administration charge is non-refundable.

TERMINATION POLICY (Parents notified at enrolment)

1. The school has the right to terminate enrolment in the event of:
 - **Disruptive behaviour:** This includes failure to follow school staff instructions, inappropriate behaviour towards other students, and disruption in class. In the event of ongoing disruptive behaviour, the school may terminate enrolment.

- **Criminal behaviour:** This includes damaging or stealing school property, or the property of other students. In the event of criminal behaviour by a student, the school may terminate enrolment.
- **Declaration Variances:** This includes parents failing to disclose requested information prior to enrolment and / or breaking the terms agreed in the Declaration.

2. The New Zealand Immigration Service will be notified when a student's enrolment has been terminated.

HOMESTAY:

Meadowbank School does not organise homestays for students or their parents.

MONITORING OF CODE REQUIREMENTS:

Ongoing compliance with the Code at Meadowbank School will be achieved by –

1. Collation & analysis of student complaints and issues by the Principal/ International Student Liaison Teacher.
2. Meetings between the International Liaison Officer (ILO) and classroom teachers, as needed or desired to discuss the progress of international students (including social progress and integration).
3. Student Satisfaction. Where possible surveys will be undertaken by the International International Liaison Officer (ILO), either on a twice-yearly basis or on exit.



International Student Programme

20 July to 7 August 2026



PROPOSED PROGRAMME

Day 1 – Monday, 20 July

- Meet with the our Principal, International Liaison Officer & School Secretary @ 9am.
- Pōwhiri – welcome to Meadowbank School.
- Meet classroom buddy and go on a school tour, return to the Staffroom.
- Issue uniform items and stationery.
- Morning Tea (parents would leave at this time)
- Middle block with Whea Bethany in our Te Reo classroom – learning about our māori culture.
- Join classroom just before lunch.

Tuesday, 21 July to Friday, 7 August

- Be in mainstream classroom and participate in all normal classroom activities which includes specialist Performing Arts, Mandarin, PE, and any special class activities and daily curriculum lessons.

Wednesday, 29 July

- A full day doing STEM including their buddy.
STEM is learning Science, Technology, Engineering and Mathematics. Focuses on hands-on real world and problem based learning to foster critical thinking, creativity and innovation.

Wednesday, 5 August

- Special excursion to Auckland Museum.
- Must register at class first and then meet in the staffroom at 9.15am
- Amy Ko and Andrew Troy to attend.

Friday, 7 August

Uniform to be returned before going to class.

Parents meet at 11am to participate in an environmental lesson in our school gully including planting vegetables/herbs with Mel Prasad.

- Kiwiana lunch – Garden to Table Room.
 - Farewell assembly – certificate and leaving gift presented.
- School song to farewell students as they leave the hall.



***** Programme is yet to be finalised and is subject to change *****

Year 3 - Room 34

Teacher : Mrs Sheilc
swhite@n



DAILY ROUTINE (to be followed)

8.30am School grounds and classroom open

8.50am Student to be in class ready for roll call.

If your child is unable to attend school you **must** call the office to advise by 9am.
09 520 3739

10.40am Morning Tea (until 11am)
Small type snack and piece of fruit ***

12.30pm Lunch (until 1.30pm)*
Sandwich, bread roll, sushi etc. ***

3.00pm School finishes.
Your child must be collected **no later than 3.15pm.**
when the school grounds are closed.

If you wish to stay and play on the playground
you can as long as you as the parent are on site
to supervise.

*Supply your child with food they would normally
eat. There is no heating of food available.*



Meet here on Monday, 20 July @ 9am

Key Staff information:-

Carlene Callinan - Enrolment Officer
ccallinan@meadowbank.school.nz

Amy Ko - International Student Liaison Officer
ako@meadowbank.school.nz