

STUDY IN AUCKLAND AT ONEHUNGA HIGH SCHOOL



International Student Orientation Handbook

September 2024

24 PLEASANT STREET
ONEHUNGA, AUCKLAND
NEW ZEALAND 1061
INTERNATIONAL@OHS.SCHOOL.NZ



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KIA ORA WELCOME TO ONEHUNGA HIGH SCHOOL

You have chosen a great place to study in New Zealand.

Onehunga High School has a holistic education system. International students are offered the opportunity to achieve at the highest level, develop and pursue personal goals and to engage in a lifelong process of learning. Personal values of integrity, tolerance and trust as well as care and consideration for others are promoted. We honour Te Tiriti o Waitangi (The Treaty of Waitangi) and celebrate multi-cultural diversity. We will offer you a truly, unique learning experience in Auckland.



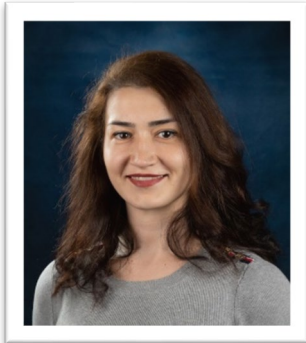
This guide introduces you to the school and will prepare you for how we do things at our school. This information will help you to adjust to your new life in New Zealand. It is important for students, guardians and host families to understand our procedures. If you do not understand any of the information please ask the friendly staff at the International Student office for help.

By the time you leave Onehunga High School, you will have gained excellent qualifications to help you in your future life and career. We also hope that you will have a wonderful time and make many friends.

INTERNATIONAL STUDENT DEPARTMENT STAFF

Ms Maryam Taghavi

Director of international studies

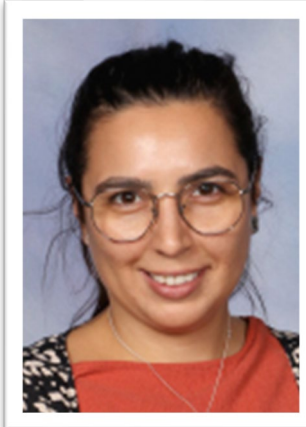


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Ms Carla Escobar

International students Dean/homestay manager



Mobile:
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SCHOOL TIME SCHEDULE

The school year is divided into four terms:

Year 2025

Term One	29 January – 11 April
Term Two	28 April – 7 June
Term Three	14 July – 19 September
Term Four	6 October – 5 December

TIMETABLE / BELL TIMES

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:50 - 9:50 am Period 1	8:50 - 9:50 am Period 1	8:50 - 9:50 am Period 1	9:05 - 10:05 am Period 1	8:50 - 9:50 am Period 1
9:50 – 10:50 am Period 2	9:50 – 10:50 am Period 2	9:50 – 10:50 am Period 2	10:05 – 11:05 am Period 2	9:50 – 10:50 am Period 2
10:50 – 11:10 am Brunch in Kaitiaki class	10:50 – 11:10 am Brunch in Kaitiaki class	10:50 – 11:10 am Brunch in Kaitiaki class	NO KAITIAKI	10:50 – 11:10 am Brunch in Kaitiaki class
11:10 - 11:30am Break One				
11:35am - 12:35pm Period 3	11:35am - 12:35pm Period 3	11:35am - 12:35pm Period 3	11:35am - 12:35pm Period 3	11:35am - 12:35pm Period 3
12:35 - 1:30pm Period 4	12:35 - 1:30pm Period 4	12:35 - 1:30pm Period 4	12:35 - 1:30pm Period 4	12:35 - 1:30pm Period 4
1:30– 2:05pm Break Two				
2:10 - 3:05pm Period 5	2:10 - 3:05pm Period 5	2:10 - 3:05pm Period 5	2:10 - 3:05pm Period 5	2:10 - 3:05pm Period 5

CURRICULUM

Junior Curriculum

In the junior school students have the opportunity to study all eight learning areas of the New Zealand Curriculum. In year 9, students study a core programme of English, Mathematics, Science, Social Studies, PE & Health., as well as a Language of their choice.

From the Arts and Technology curriculum students select four half-year courses (electives) which align with their interests.

At Year 10, students continue studying the core compulsory subject, which are complemented with a broad range of electives. Our students tell us that they enjoy the opportunity to select from a range of subjects so they can 'hook into their passion for learning'.

Senior Curriculum

In Years 11-13 students select from a wide variety of courses to pursue their aspirations and interests. We offer the National Certificate of Educational Achievement (NCEA) Levels 1, 2, and 3 and Scholarships Examinations.

At Year 11, students study English, Maths and Science and select three subjects. Year 12 students continue their study of English and select five further subjects. Year 13 students can select five subjects, having successfully completed level 2.

Academic subjects sit alongside our Pathways programme which includes a Education, Health Science Academy, Building and Construction School, Catering and Hospitality.

Health Science Academy

The Health Science Academy ensures a sharp curriculum focus on the sciences in the senior school. There is an expectation that students in the academy will attend special events, extra tutoring and work experience placements. We have enjoyed celebrating the successes of students taking this pathway.

Since 2015 OHS has offered a Health Science Academy, in partnership with the Waitemata, Auckland and Counties-Manukau District Health Boards. This programme is for students who are interested in a career in the Health Sciences. There are more than 80 different careers in this field, including medical specialists, public and community health workers, midwives, nurses, dental workers, therapists and mental health workers.

Business Education

Onehunga High Business School offers Business education from years 10-13. The Business School was the first of its kind in New Zealand. The School benefits from the ongoing professional support from a number of business people. It has well-developed networks in the local community, as well as nationally and internationally.

Students focus on the development of an entrepreneurial mindset to prepare students to be "life ready" for tertiary education, work and industry contexts of complexity, ambiguity and change.

NCEA INFORMATION AS AT 2023

Credits needed to achieve NCEA		
Level 1	Level 2	Level 3
<p>NCEA Level 1 is issued to students who have achieved:</p> <ul style="list-style-type: none"> i. 80 credits from Level 1 or higher ii. 10 Literacy credits at Level 1 or higher iii. 10 Numeracy credits at Level 1 or higher 	<p>NCEA Level 2 is issued to students who have achieved:</p> <ul style="list-style-type: none"> i. 60 credits from Level 2 or higher ii. plus 20 credits at any level iii. 10 Literacy credits at Level 1 or higher 	<p>NCEA Level 3 is issued to students who have achieved:</p> <ul style="list-style-type: none"> i. 60 credits from Level 3 or higher ii. plus 20 credits from Level 2 or higher iii. 10 Literacy credits at Level 2 or higher – 5 reading & 5 writing
<h3>NCEA Certificate Endorsement</h3> <ul style="list-style-type: none"> • Students require 50 credits at Excellence to gain an NCEA endorsed with Excellence, or 50 credits at Merit (or Merit and Excellence), to gain an NCEA endorsed with Merit. • Credits counting towards endorsement may be gained over more than one year and at more than one level, but must be gained at the level of the certificate or above. 		
<h3>NCEA Subject Endorsement</h3> <ul style="list-style-type: none"> • Students will receive an Excellence endorsement if they gain 14 or more credits at Excellence level, while students gaining 14 or more credits at Merit (or Merit and Excellence) will gain a Merit endorsement. • For Course Endorsement, at least 3 of the 14 credits must be from internally assessed standards, and 3 from external assessment (national examinations), to demonstrate students are competent in both forms of assessment. 		
<h3>University Entrance</h3> <p>University Entrance [UE] will continue to be the minimum requirement to go to a NZ University. From 1 March 2014 for students to be awarded UE and qualify for entrance to a university in New Zealand you will need:</p> <ul style="list-style-type: none"> • NCEA Level 3 • Three subjects – at Level 3 or above made up of: • 14 credits each, in three approved subjects <p>Literacy – 10 credits at Level 2 or above made up of:</p> <ul style="list-style-type: none"> • 5 credits in reading • 5 credits in writing. <p>Numeracy – 10 credits at Level 1 or above made up of:</p> <ul style="list-style-type: none"> • Achievement Standards – specified Achievement Standards available through a range of subjects OR • Unit Standards – package of three numeracy Unit Standards [26623, 26626, 26627] – all three required. <p>NOTE: once you have met the requirements for University Entrance it will appear on your Record of Achievement.</p> <p>It is desirable that students take courses that have Achievement Standards, as most universities rank scores based on a student's best 80 credits, from a maximum of 5 approved subjects Achieved grades gained. To place yourself in the strongest position for gaining entry to university you must be:</p> <ol style="list-style-type: none"> 1. Studying 5 subjects from the University Approved Subject List (see page 7) 2. Studying subjects which are assessed using achievement standards rather than unit standards. <p>It is also important that you check the entry criteria for the tertiary institution at which you want to study.</p>		

LITERACY AND NUMERACY REQUIREMENTS

NCEA Level 1 literacy (English and/or Te Reo Maori) requirements: at least 10 literacy credits

NCEA Level 1 numeracy (Mathematics) requirements: at least 10 numeracy credits

If you intend going to university:

- University Entrance **literacy** requirements: -at least 5 reading credits and 5 writing credits at Level 2 or above.
- To achieve UE **numeracy** - 10 credits at Level 1 or above from specific achievement standards, or three specific numeracy unit standards
- 14 credits at level 3 in each of three approved subjects.

APPROVED SUBJECT LIST AS AT 2023

Accounting	English	Physics
Agriculture & Horticulture	Food Technology and Nutrition	Printmaking (Practical Art)
Art History	French	Processing Technologies
Biology	Geography	Psychology
Business Studies	German	Religious Studies
Calculus	Health Education	Samoan
Chemistry	History / History of Art	Science/Pūtaiao
Chinese	Home Economics	Sculpture (Practical Art)
Classical Studies	Indonesian	Spanish (Second Language)
Construction & Mechanical Technologies	Japanese	Social Studies
Cook Islands Maori	Korean	Statistics
Design (Practical Art)	Latin	Technology/Hangarau
Design and Visual Communication	Mathematics/Pāngarau	Te Reo Maori
Dance	Media Studies	Te Reo Rangatira
Digital Technologies and Hangarau Matihiko	Music Studies	Tikanga ā-Iwi
Drama	New Zealand Sign Language	Tongan
Earth and Space Science	Painting (Practical Art)	Hangarau
Economics	Photography (Practical Art)	Hauora
Education for Sustainability	Physical Education	

PERFORMING ARTS

Choir	Lighting and Sound	YouDance Dance Festival	Symphonic Band
Debating	Funk Band	Moovit Dance Project	Composition Group
Speech Competitions	Jazz Bands	Shakespeare Competition	Theatre Sports
Drama Productions	Rock Band	Cultural Groups	
Instrumental Tutors	Concert Band	Barber Shop	

SPORTS AVAILABLE

Archery	Cross-Country	Hockey	Rock Climbing	Tag
Athletics	Football	Kilikiti	Rugby	Tennis
Badminton	Golf	Lawn Bowls	Rugby league (under 15)	Touch Rugby
Basketball	Gymnastics	Netball	Swimming	Volleyball
Cricket		Squash	Table Tennis	Weightlifting

YOUR ACADEMIC PROGRAMME

English Support Programme

The results of your English test will let us know what class you will be in and if you will need extra support in the classroom.

Your subjects

The school reserves the right to place the student in the appropriate subjects and year levels. Selection and placement are conditional upon the school being able to meet the needs of the student.

Homework

This is an important part of your programme. Homework could be:

- Revision and practice of work covered in class that day
- Revision of units of work for a test or examination
- Bookwork that needs completing, tidying, re-doing or assignment work
- All your teachers will post all the work on Google Classroom.
- Please also join International Students Google Classroom.

Student Facilities

Computer Room Open at lunchtime

Library Open from 8.00 am each day

Photocopying The photocopier is in the library. Photocopy cards can be purchased at the school office

Phone In an emergency go to the school office for help

Tuck-shop The cafeteria is open at lunchtime. Free lunch is provided every day for all students.

PE Equipment may be available during lunchtime.

POLICY AND GUIDANCE

Health and Travel Insurance

It is an Immigration New Zealand condition of a student visa that International Students hold full comprehensive medical and travel insurance which the education provider considers acceptable. Any pre-existing medical conditions must be declared at the time of applying for insurance.

Attendance

The student must attend their course of study at all times as required by the school. All absences must be explained in writing. An absence of three or more days must be accompanied by a Doctor's Certificate.

An application for leave during the academic year must be made in writing. We do not recommend a return to the student's home country in the short holiday breaks.

Holidays and Travel

A student must get approval from their parents and the school if they wish to travel outside of Auckland for any period of time. If the student is travelling with the homestay no permission is required.

A student may not travel unaccompanied overnight at any time, i.e. students must be supervised by an adult every evening. Under no circumstances may students travel with other students unaccompanied by an adult unless prior approval has been given by the school.

When the student returns to their home country for the school holidays or to stay somewhere other than their homestay accommodation, the school must be informed. The student must complete any required documentation.

Termination of Contract

Students are expected to follow the school rules and behave with courtesy and respect at all times when on the school grounds, when wearing school uniform and while in their homestays.

An International Students contract may be terminated immediately if the student:

- Behaves violently, either physically or verbally, or acts in an offensive manner towards another student, staff member, or in homestay accommodation.
- Is found in possession of any illegal drug or any substance synthetic or herbal either in school or out of school.
- Brings alcohol, chemicals, cigarettes or tobacco onto the school grounds.
- Is found to be in possession of knives or other weapons.
- Is found in breach of the Onehunga High School Cybersafety Use Agreement, both at school and in homestay accommodation.
- Fails to disclose all relevant information or gives false information to the school.
- Is driving a motor vehicle.

REFUND POLICY

Request for a refund of international student fees

1. The School will consider all requests for a refund of international student fees. Requests should be made in writing to the School as soon as possible after the circumstances leading to a request.
2. A request for a refund should provide the following information to the School:
 - a) The name of the student
 - b) The circumstances of the request
 - c) The amount of refund requested
 - d) The name of the person requesting the refund
 - e) The name of the person who paid the fees
 - f) The bank account details to receive any eligible refund
 - g) Any relevant supporting documentation such as receipts or invoice.

Non-refundable fees

3. The School is unable to refund some fees. The following fees relate to expenses that the School may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:
 - a) Administration Fee: Administration fees meet the cost of processing an international student application. Administration fees exist whether an application is accepted or not or whether a student remains enrolled after an application is accepted.
 - b) Insurance: Once insurance is purchased, the school is unable to refund insurance premiums paid on behalf of the Student. Students and families may apply directly to an insurance company for a refund of premiums paid.
 - c) Homestay Placement Fee: Homestay placement fees meet the cost of processing a request for homestay accommodation by the Student. Costs incurred for arranging homestay accommodation for the Student prior to the refund request, cannot be refunded.
 - d) Used Homestay Fees: Homestay fees paid for time the Student has already spent in a homestay cannot be refunded. Used homestay fees may also include a notice period of two weeks.
 - e) Portion of Unused Tuition Fees: The School may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the School and may vary.

Request for a refund for failure to obtain a study visa

4. If the Student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided less any Administration Fee that has been paid.

Requests for a refund for voluntary withdrawal from enrolment - Withdrawal prior to enrolment

5. If the Student voluntarily withdraws prior to the start date of their enrolment, a refund of international student fees will be provided less any relevant non-refundable fees set out in this policy.

Requests for a refund for voluntary withdrawal from enrolment - Withdrawal after enrolment

If the Student withdraws on or after the start date of their enrolment, there is no refund of administration, insurance, homestay placement or tuition. Unused homestay and government levy will be refunded.

Requests for a refund where the School fails to provide a course, ceases as a signatory or ceases to be a provider

8. If the School fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the School will negotiate with the Student or their family to either:
- Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
 - Transfer the amount of any eligible refund to another provider or
 - Make other arrangements agreed to by the student or their family and the school.

Where the Student's enrolment is ended by the School

- In the event the Student's enrolment is ended by the School for a breach of the Contract of Enrolment, there is no refund of administration, insurance, homestay placement or tuition. Unused homestay and government levy will be refunded.

Where the Student changes to a domestic student during the period of enrolment

9. If the Student changes to a domestic student after the start date of their enrolment, reasonable written notice of the change is required by the School. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

Where a student voluntarily requests to transfer to another signatory

10. If the Student requests to transfer to another signatory after the start date of their enrolment, reasonable written notice of the transfer is required by the School. there is no refund of administration, insurance, homestay placement or tuition. Unused homestay and government levy will be refunded.

Request for a refund of homestay fees

11. If for any reason, the Student withdraws after the start date of their enrolment, any unused homestay fees will be refunded, less any relevant non-refundable fees set out in this policy.
12. Where a student moves from a school homestay and requests a refund of any unused homestay fees, these will be refunded less any non-refundable fees set out in this policy.

Requests for a refund of fees unused at the end of enrolment

13. Except by written request from parents, prepaid fees unused at the end of enrolment amounting to less than NZD\$500.00 will be refunded to the Student in cash. Sums of NZD\$500.00 or greater will be refunded into a nominated bank account.

Outstanding activity fees or other fees

14. Any activity or other fees incurred by the Student during enrolment and owed to the School at the time of withdrawal, will be deducted from any eligible refund.



Refunds to be made to the country of receipt

15. Unless otherwise agreed in writing, all eligible refunds of fees of NZD\$1,000.00 or more received from outside of New Zealand will be refunded to a nominated bank account in the source country.

Rights of families after a decision regarding a refund has been made by the School

16. A decision by the School relating to a request for a refund of international student fees will be provided to the Student or family in writing and will set out the following information:

- a) Factors considered when making the refund decision
- b) The total amount to be refunded
- c) Details of non-refundable fees

17. The Student and their family has the right to take a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are dissatisfied with a refund decision made by the School.

I have read, understand and agree the Onehunga High School Refund Policy.

Parent's Signature _____

Date _____

SERVICES AND GROUPS

Peer Support

Trained Year 13 Peer Support Leaders support Year 9 students through their form classes. At the beginning of the school year Peer Support Leaders assist Year 9 students to settle into their new environment and continue with Peer Support sessions in the classroom throughout Term One.

Groups

Groups such as Year 10 Girls Group, Loss and Grief, Alcohol and Drugs, are run during the year.

Peer Sexuality Support Programme

This programme is coordinated by Auckland Sexual Health Services and funded by the Ministry of Health to assist schools in providing a safe physical and emotional environment. Students attend a four day training hui and then run programmes for students within the school. A member of the Guidance Team facilitates the group

Benefits

Work and income NZ 0800 559 009

Legal

Citizens' Advice Bureau (Onehunga) 634 1613
Youth Law Project 0800 884 529

Crisis

Youthline 0800 376 633
Rape Crisis/Rape Prevention Education 360 4001

Careers Counsellor

Kristin Shaw 636 6006 ext 8057

You can make an appointment to:

- Look at future career options
- Apply to polytechnics and universities
- Look for a job
- Look for after-school work
- Seek work experience

CODE OF CONDUCT

Show Respect for Others

This means:

- Listening when others are talking
- Taking care of other people's things
- Encouraging and supporting others
- Allowing other students to do their work

Do Quality Work

This means:

- Using your time well
- Doing the BEST work you can
- Thinking about the work you are doing
- Trying to learn new things
- Presenting work neatly, efficiently and on time

Be a Successful Citizen

This means:

- Taking care of other people's things
- Taking care of your school
- Correctly wearing your uniform

In order to keep a SAFE and RESPECTFUL learning environment, it is expected that all students at Onehunga High School will...

- Be on time
- Wear correct uniform
- Only use devices for school works
- Keep food and drink outside the classroom
- Respect the learning of others

OTHER SERVICES

Guidance Department

Georgia Scapens HOD ext 8050

Mary O'Mally Counsellor ext 8052

Guidance Counsellor

A counsellor can help you to:

- Explore your emotions, thoughts and behaviours
- Plan and set new goals
- Do things differently
- Reduce stress
- Improve your relationships
- Support you with family difficulties
- Think about things in a new way

You can make an appointment to see a Counsellor by filling in a Counseling Request form. The forms are on the noticeboard by the sports office. Families also may contact a Counsellor if they are concerned about their child and are welcome to make an appointment

Financial Services

Many parents find it helpful to set up an automatic payment which assists with payments of fees and other school related expenses. For more information phone Vicki Baker on ext 8021

Health Services

School nurses:

The school has three registered nurses

Nurses number is 096366006 ext 8086

If your child is feeling unwell or is injured he/she may go to the Guidance / Health / Sports Centre Office where he / she will be referred to a nurse

The nurses are also available during the school holidays.

Doctor

A doctor visits the school twice a week

Physiotherapist

A physiotherapist visits the school regularly

Smilecare

Visit the school at least twice yearly 0800 262 2208

Mental Health

Kai Centre Auckland Hospital 3074949

Whirinaki Middlemore Hospital 2760200



Eating disorders

Eating Difficulties Education Network 6317570

Alcohol / Drugs

Amlify! – Weekly at school

CADS 8451818

Odyssey House 6384957

Alateen Freephone 05084252666

Family planning

Newmarket 5243341

Manukau 2637600

SCHOOL UNIFORM

All students must wear school uniform

The uniform shop is open Mondays and Thursday at lunchtime
The cost of the uniform is:

\$63.50	Boys Shirts - Junior
\$43.00	Boys Shirts - Senior white with Logo
\$65.00	Boys Shorts - Year 9 to 13
\$15.00	Boys Socks
\$75.00	Boys Trousers with Label
\$56.00	Girls Blouse Junior - Year 9 to 11
\$56.00	Girls Blouse Senior New Style - Year 12 to 13
\$15.00-	Hosiery
\$18.50	
\$86.00	Girls Skirt - Junior Year 9 to 11
\$103.00	Girls Skirt - Senior Year 12 to 13
\$16.50	Girls Socks - Summer
\$100.00	Jacket (approx) optional
\$105.00	Jerseys
\$44.00	PE Shirt
\$27.00	PE Shorts
\$38.50	Scarf (Optional)
\$35.00	Tie - Boys
\$35.00	Tie - Girls

- **Jewellery:** Girls may wear **one** pair of studs in their ears and a watch
Boys may wear **one** earring and a watch

These prices are an indication only; please refer to school uniform website

<https://schooluniformcentre.co.nz/onehunga-high-school/>

- There are some items of second hand uniform available
- **Only plain black, lace-up shoes can be worn**
- Plain black sandals may be worn in summer

UNIFORM RULES

- **All students must wear the correct school uniform**
- **No T-shirts** are to be worn under the uniform
- **Hats:** In the summer time you may wear a school cap at interval and lunchtime
- **Boys must be clean-shaven**

Students are not allowed to wear any necklaces, bracelets, rings, body studs or have tattoos.

ONEHUNGA HIGH SCHOOL HOMESTAY

LIVING WITH YOUR HOST FAMILY

Your host family is looking forward to meeting you and they will want to make you feel welcome and comfortable in their home.

It is good to be polite; let them know how you are feeling; are you tired, hungry? Don't be afraid to ask them anything that you don't know. They will want to help you.

It is very common for you to experience homesickness. If you are sad it is not a good idea to stay alone, it is better to be with your host family or friends and keep busy.

Remember to keep in contact with your family back home and let them know how you are.

Remember that you are on an adventure in a new country. Learn to do things the way people do in New Zealand.

Each homestay has its own rules, please ask the families what you can or can't do.

One of the main purposes of staying with homestay is to experience and live with a Kiwi family. Spend time with your family every day and try to involve yourself into family hangouts, conversations, activities, etc.

CULTURAL DIFFERENCES

Living in New Zealand will be different. Talk with your Homestay family about the way you do things in your country. Ask your Homestay family to explain how things are done here.

Food will be different. Customs are different.

Treat your Homestay family with respect. Treat them as your own family and NOT a hotel.

Most families in New Zealand go to bed around 9:00 pm. If you want to stay up later make sure you are quiet.

YOUR BEDROOM

Your host house and bedroom has been inspected. You have all the necessities in your room.

Please keep your room tidy and clean. Your host mother will give you clean sheets and pillowcases when you need them.

If there are small children in the house it is important to keep the door shut when you are not in the room. Keep any medicines out of sight and out of reach of small children.

During the winter, if you are cold, tell your host mother that you need an extra blanket.

Do not leave heaters or electric blankets on all night. Turn your heater off when you leave the room.

SHOWERS AND BATHROOM

Have a short shower every day (5 minutes is enough) so that there is enough hot water for everyone in the family.

Be as quick as you can to finish using the bathroom.

Always leave the bathroom clean and tidy when you have finished. Your host mother will provide you with clean towels.

LAUNDRY

Your host mother will do your laundry.

If you would prefer to do your own washing, ask your host mother to show you how to use the washing machine.

FOOD AND EATING

New Zealand food is different from what you are used to in your country. Most families eat a variety of foods, from many cultures.

Tell your host mother if there is any food to which you are allergic.

If you are hungry ask your host mother if you could have a bit more to eat.

Your host mother will show you what snack food you can eat.

This food is for you, not for your friends.

a. Breakfast:

Breakfast in many homes is informal. Family members perhaps eat at different times.

Your host mother may tell you to “help yourself”. She will show you where the breakfast foods are. The most common breakfast food is cereal, toast or fruit and yoghurt, tea, coffee or juice.

b. Lunch:

On a school day you should bring lunch from home. A typical lunch would be sandwiches, fruit, biscuits or chips, yoghurt.

Your host mother will make your lunch for you. If you want to make your own lunch please ask your host mother. If you are not given enough food for lunch, ask your host mother if you can have some more.

c. Dinner:

The main meal of the day in New Zealand is dinner. This is the time when families sit down together to eat and talk about their day.

Make sure that you tell your host mother if you are still hungry and ask her politely for some more food.

d. Things to remember:

If you are going to be late home or plan to be out for a meal, let your host mother know before she starts preparing the meal (you should tell her in the morning). It is not good manners to telephone at 6.00pm to say you won't be home for dinner.

Please ask if you want your meal kept. Tell your host mother what time you will be home.

Wait at the dinner table until everyone has finished.

Ask for permission to leave the table. Say “thank you” for the meal. Take your plate to the kitchen to be washed.

You may be asked to wash or dry dishes. Your host family is including you in their life and that is the kind of job in the house which will give you a chance to practise your English.

TELEPHONE

If you make mobile phone calls or international phone calls then you must pay for them.

VISITORS

Some hosts will be happy for you to invite your friends to stay for a meal. Always ask first.

You and your friends may like to cook a meal for your host family. Make sure you clean up after yourself.

Always get permission before you invite your friends to visit.

Under no circumstances are girlfriends or boyfriends allowed to stay overnight.

KEYS

If you are given a house key, look after it! Lock the door if you are the last to leave.

If the home has a burglar alarm your host parents will show you how to use it. Do not give the code to anybody else. Make sure the alarm is always set and all the windows are closed.

SMOKING

Smoking is NOT ALLOWED at school or in homestay.

ALCOHOL AND DRUGS

Drinking alcohol is NOT ALLOWED at school or in homestay.

ALL DRUGS ARE ILLEGAL IN NEW ZEALAND.

SOCIAL LIFE

It is very important that you spend time with your host family. The more you become part of the family, the more you will enjoy your time in New Zealand.

Your host family is responsible for your safety.

It is very important that you always let your host parents know where you are, what time you will be home and the telephone number where they can call you.

On school nights you must be home by 6.00 pm for dinner and not go out again.

On Friday and Saturday nights you must ask permission from your host parents first and tell them where you want to go and who you are going with and give them contact phone number of friends' parents. You must be home by 10.00 pm. Students who are aged between 14 and 15 years old must not be on their own and must be home no later than 9.00 pm Friday or Saturday night. On special occasions you may arrange a later time with permission from your host parents. Students 12 and 13 years old can only go out with homestay family.

Do not walk alone on the streets at night. Taxis are a safe form of transport. Buses do not run regularly at night or on weekend.

HOMESTAY FEES

Your fee covers the costs of all meals, laundry, power, water..

If you are not in your Homestay for a week or more you will pay only a holding fee of \$56 per week; for a maximum of two weeks.

SICKNESS

If you are ill and have to stay away from school, the Homestay will make arrangements to look after you.

If you are left alone in the house and need help, call:

Homestay co-ordinator Mobile 021 270 8477

Attendance Office Ph 636 6006 ext. 8022

International Student Office Ph 636 6006 ext. 8027

HOLIDAYS

If you go away for the weekend or during the holidays you must let Onehunga High School Homestay Service know. You must fill in the holiday intention form two weeks in advance.

Your parents must give permission in writing or by email for you to travel out of Auckland.

HOLIDAY AND ADVENTURE TOURS

The school can arrange Adventure Tours to places of interest around New Zealand. Costs vary according to the duration and type of tour taken.

If you want to plan a holiday ask for information at the International Student Office.

PAID WORK

Please note also that the NZ Immigration Service does not automatically allow secondary school students on Student Permits to work. You must obtain parental and school permission, a variation of conditions from NZ Immigration on your student permit and an IRD number for tax purposes. If permission is granted for you to work, the school will require details of your employer and employment. Students must work no more than 20 hours per week during term time.

HOMESTAY SUPPORT

Please remember that International staff are here to help. If you have any questions or concerns please see either Ms Taghavi or Ms Escobar.

ONEHUNGA HIGH SCHOOL RULES FOR INTERNATIONAL STUDENTS

SCHOOL

- **No** smoking, vaping, or drinking alcohol at school or in homestay. **All drugs are illegal.**
- You must wear the **correct school uniform**. No jewellery or t-shirts to be worn under school shirts.
- You must **attend school all day every day, 9.00am – 3.25pm.**
- If you are going to be absent please ask your homestay parents to ring school before 9.00 am. **Do not** ask other students to tell school that you are absent as this is not acceptable.
- You **must not leave the school grounds without permission** from the international office.
- You must complete all assessment work given to you by your subject teachers.

ACCOMMODATION

- You must live in a school approved accommodation, with a school approved residential caregiver, designated caregiver or with your parents.
- You cannot live alone, or in shared houses with friends, even if you are 18 years old or above.
- You must at all times follow the rules of the host family and the **rules of Onehunga High School** and the Onehunga High School International Department.
- **On school nights, you must be home by 6.00 pm for dinner and not go out again.**
- **On Friday and Saturday nights,** you must ask permission from your host parents first to be out that evening. You must tell them where and with whom you will be going and give them all the contact details.
- **You must be home by 10.00 pm.** Students who are aged between 14 and 15 years old must not be on their own and must be home no later than 9.00 pm Friday or Saturday night. On special occasions you may arrange a later time with permission from your host parents. Students aged 12 and 13 years old can only go out with their homestay family.
- You must not stay out overnight without prior permission from your homestay family and homestay office.
- You must not move to a new homestay without permission from the homestay office.
- Do not take friends home without permission from your homestay parents.

TRAVEL

- You are not permitted to undertake any trips or high-risk activities without first seeking permission from Onehunga High School International Student Department. You must complete a trip/travel form and get written permission from your parents. Strict trip criteria apply.
- You must complete the holiday form if you are returning home for the holidays. This affects homestay payments and must be completed before you leave or you may be liable for payments.



GENERAL

- You must have permission from your parents and the school if you want to work. You must have an IRD# and work visa. Only students in years 12 and 13 are eligible to work.
- You are not allowed to own or drive a vehicle while enrolled at Onehunga High School.
- You must abide by NZ law at all times.
- You must not use, purchase or possess alcohol, drugs, cigarettes, or other harmful controlled substances, including pornography.
- You must not engage in inappropriate and or non-consensual physical contact with others.
- Threatening or abusive language, harassment, intimidation of others, social media bullying or any form of violence is not tolerated.
- You must behave appropriately in private and in public.

OUTCOMES OF BREACHING THE CODE OF CONDUCT

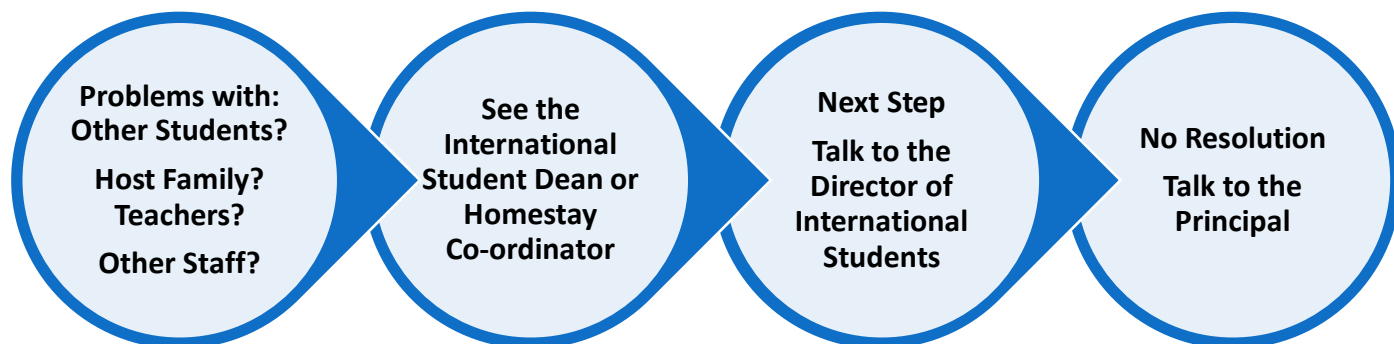
- Arranging a meeting, which may include restorative practices.
- Issuing a warning letter that outlines the problem and required resolution, and a reminder of the possible outcomes of repeated conduct.
- If the breaching continues, the school may require the student to attend a Board Disciplinary meeting to discuss behaviour and consequences.

I have read and understand these rules and agree to abide by them whilst under Onehunga High School and Homestay Service care.

Student's Signature _____

Date _____

WHAT TO DO IF YOU HAVE A **COMPLAINT?**



International Students coordinator

Director of International Students

Principal

Ms Escobar

Ms Taghavi

Ms Hayat



Contact NZQA:

qadrisk@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**

NEW ZEALAND'S QUALITY STANDARDS AND CODE OF PRACTICE

All international students enrolled with a New Zealand education provider are covered by the New Zealand Government's Education (Pastoral Care of International Students) Code of Practice.

This is legislation that outlines the level of care that education providers, and their agents, must provide to international students while they live and study in New Zealand.

The education system is regulated with strong quality assurance systems across the board.

In general, as an international student you can expect that:

- the quality of teaching and learning you receive will meet high educational standards
- the marketing and promotion information you receive before you enrol is clear, complete and accurate so you can make a well-informed decision about whether an education provider is the right choice for you
- education providers' agents give you reliable information and act with integrity and professionalism
- you will receive enough information and support to help you with your enrolment, including understanding the legal obligations you have, and that you will receive all the proper documentation
- you are welcomed and have enough information, guidance and support to help you settle into your new life in New Zealand
- your study environment is safe, and that you have a safe place to live

About the Education (Pastoral Care of International Students) Code of Practice

The New Zealand Government's Education (Pastoral Care of International Students) Code of Practice is a document that clearly outlines the full legal requirements that education providers enrolling international students must abide by – to read this, go to the NZQA website.

(www.nzqa.govt.nz)

About NZQA

NZQA is a government organisation which manages the quality of New Zealand qualifications, and also acts as the Administrator of the Education (Pastoral Care of International Students) Code of Practice.

www.nzqa.govt.nz



WHEN YOU LEAVE YOUR HOMESTAY FOR GOOD

- Speak with your homestay parents about where you are going, and if you are going home to your country, let them know your flight time and other details.
- Thank them and show them how much you appreciate what they have done for you.
- Leave contact details so they can stay in touch with you.
- Make sure your room is clean and tidy and say goodbye.

Citizens Advice Bureaux

International Student Service Centre

We are here to give international students a service of information, advice and advocacy about any query or problem you may be experiencing. The service is free:

Physical address: Level 3, 520 Queen Street

District/town: Auckland, Central City

Region: Auckland

Website: <http://www.cab.org.nz>

Email: cab.iss@xtra.co.nz

AT ALL TIMES KEEP A SMALL CARD WITH DETAILS OF YOUR ADDRESS AND OHS HOMESTAY SERVICE

Name _____

Address _____

Phone no. / Mob. No _____

Ms Maryam Taghavi: 021 980718

MEDICAL EMERGENCY

Dial 111 and ask for an ambulance. This is for accident and serious medical only. (See a local Doctor for other problems)

FIRE

Shout and yell loud to advise others. Get out of the building immediately.

Dial 111 and ask for the fire brigade.

CRIME

In event of burglary, feeling unsafe or a victim of a crime

Dial 111 and ask for the police.

EARTHQUAKE

Drop to the floor. Cover your head. Hold onto something solid if you can. If at school, follow school procedure.

SAFETY

Onehunga High School and Auckland city are safe places to be. However there are some useful things that you should know.

When you go out, please make sure you have telephone numbers and addresses with you. For example, our school number; your host family number; telephone number of people or places you are visiting.

ROAD SAFETY

Be careful when at intersections and crossing roads. You should look both ways. Only cross at traffic lights or pedestrian crossings where possible.

WATER SAFETY

When at our local beaches, lakes or rivers, you need to take care as they can be dangerous.

Do not * swim alone * dive into water when you are unsure how deep it is * swim in heavy clothes * swim outside lifesaving flags at beaches *

(watersafety.org.nz/resources-and-safety-tips)

SUN SAFETY

Our sun is very strong. Always * wear a sunhat * use sunglasses * use light clothing between 10 am to 4 pm * (sunsmart.org.nz)

IN EMERGENCIES DIAL 111



Onehunga High School

SCHOOL MAP





NOTES:

A series of horizontal dashed lines for writing notes.



Onehunga High School



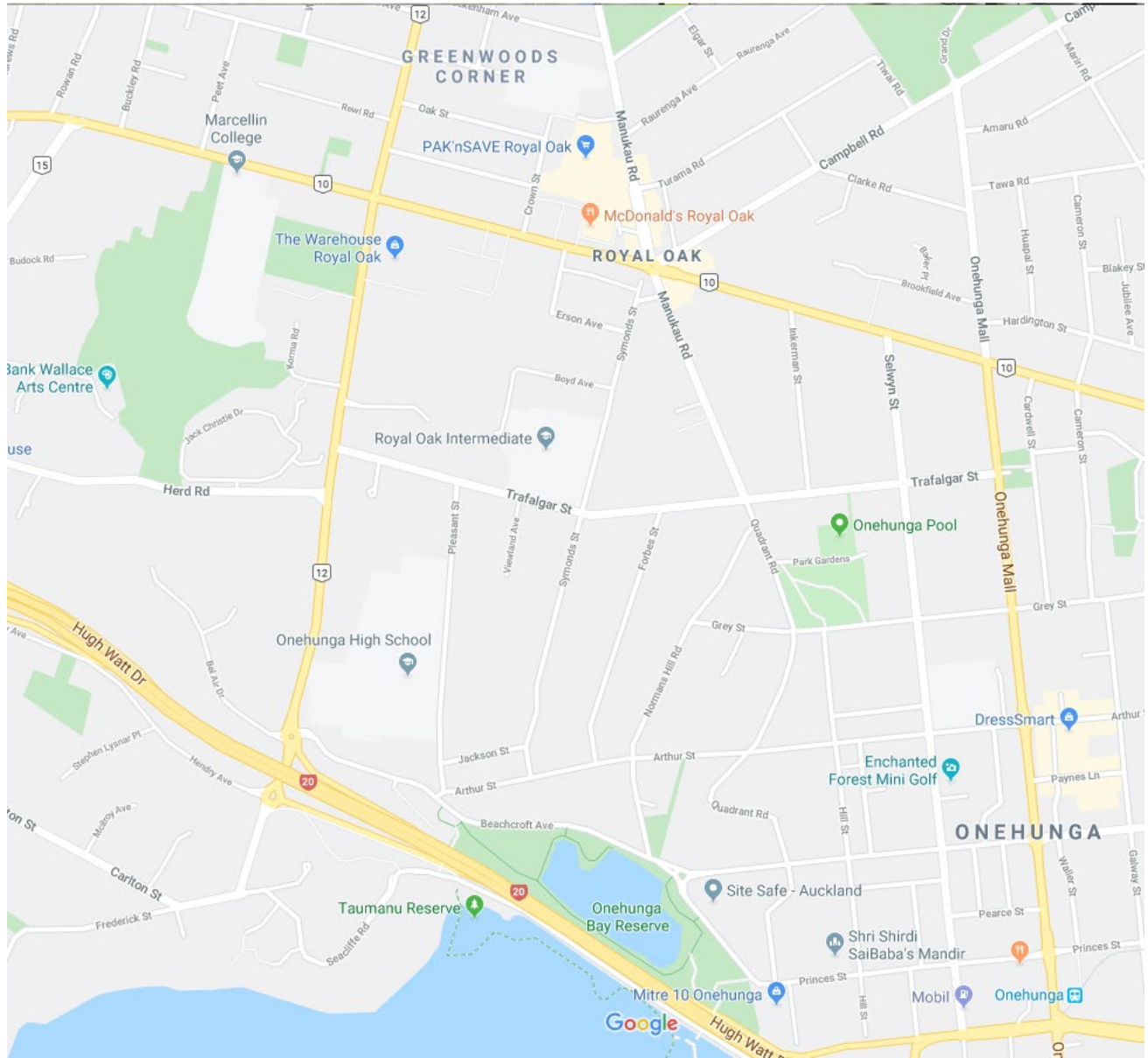
NOTES:

A series of 21 horizontal dashed lines provided for writing notes.



Onehunga High School

ONEHUNGA HIGH SCHOOL LOCATION





Onehunga High School

CENTRAL AUCKLAND

