



# WAIRARAPA COLLEGE

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## INTERNATIONAL STUDENTS INFORMATION ON ENROLMENT

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## APPLICATION REQUIREMENTS

### ENROLMENT PROCEDURES FOR INTERNATIONAL STUDENTS

- 1 The international student completes the enrolment form and supplies details relating to school record (translated copy of the latest school results) and English language ability.
- 2 An offer of place, subject to payment of fees, homestay/hostel payment and insurance, is provided to the student together with an invoice for fees.
- 3 Once the above payment is made, a letter of acceptance, with receipt of payments and all necessary information relating to Wairarapa College, is issued. These documents are to be retained by the student and used in the application for a Visa/permit (refer to NZIS website: <http://www.immigration.govt.nz>)

### INTERNATIONAL STUDENTS ENTRY CRITERIA

- 1 Wairarapa College accepts students at Year 9-13 level (Forms 3-7)
- 2 Wairarapa College seeks to recruit students who have had some English language skills. However, intensive English language assistance is available.
- 3 It is important that students have a genuine desire to learn and they must have a good record of attendance and behaviour at their previous school. An interview may be required.
- 4 Students must be willing to abide by Wairarapa College's rules as they apply to international students.
- 5 School reports and testimonials should accompany an application to study.
- 6 Wairarapa College reserves the right to place the student in appropriate courses based on the student's competency in English.

### ENTRY REQUIREMENTS

Years 9 and 10 (forms 3 and 4)	English language placement test
NCEA Level 1 - Year 11 (form 5)	English language and Mathematics placement tests
NCEA Level 2 - Year 12 (form 6)	Placement tests in Mathematics and subjects selected by student
NCEA Level 3 - Year 13 (form 7)	Placement tests in Mathematics and subjects selected by the student.

## GENERAL INFORMATION

### Wairarapa College's commitment to international students

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

### Eligibility for health services

Most international students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia, or
- A national of the United Kingdom in New Zealand, or
- The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your visit, you may be liable for the full costs of that treatment.

Full details on entitlements to publicly funded health services are available through the Ministry of Health and can be viewed on their website at <http://www.moh.govt.nz>

### **Accident insurance**

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

### **Medical and travel insurance**

International students must have appropriate and current medical and travel insurance while studying in New Zealand. Wairarapa College can arrange Code-compliant insurance for international students.

#### *Guidelines*

All students attending Wairarapa College are required to take insurance with a fully Code-compliant insurance company which guarantees cover for students due to 'the unforeseen insolvency, regulatory closure or withdrawal of accreditation of any education provider'.

### **Immigration**

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

Prospective students must obtain a valid visa to travel to New Zealand and a permit to study in New Zealand before commencing studies at Wairarapa College

### **Fees protection policy**

Wairarapa College Board of Trustees guarantees to have sufficient funds in reserve, to enable refunds of unused portion of fees, should Wairarapa College be unable to proceed with a course for the student applicants.

### **Privacy Act**

The information collected by the College during the enrolment process and during the period in which the student is enrolled at the College is intended for use in connection with the education and well-being of the student and may be used by any of the staff of the College or consultant to the College in connection with that purpose. You have right of access to and correction of the personal information collected by the College.

### **Governing law**

This contract shall be governed by and construed in accordance with the laws of New Zealand.

## **CODE OF BEHAVIOUR**

This code is based on respect for self, respect for others and respect for property. While a pupil at Wairarapa College you are expected to follow this code. Failure to do so may result in your enrolment being terminated with no refund of fees.

### **Respect for Self**

- School uniform will be worn fully, neatly and correctly at all times.
- No student will smoke at school, on any school activity, or anywhere whilst in school uniform. These restrictions also apply to the possession of smoking materials.
- No student will consume alcohol or drugs in school, on any school activity, or anywhere whilst in school uniform; it is a serious breach of the school code for any such substances to be possessed by any student.
- Students will attend all classes and be on time. Late students must obtain a pass from the dean or teacher that has detained them.
- Students must gain permission from their Dean if they need to leave the school during school time.
- A student must bring a letter from their guardian or homestay parent when the student is absent for a day or two, and a medical certificate for three days' absence.

### **Respect for Others**

- Bullying of any kind will not be tolerated.
- Foul language, name-calling and any other forms of verbal abuse are banned.
- Dangerous goods and materials, eg knives, fireworks, are not permitted at school.
- Mobile phones are not permitted at school.

### **Respect for Property**

- No student will steal or damage any other person's property.
- Vandalism and graffiti are considered to be anti-social acts and are in breach of the school code. Vivid markers are not permitted at school. School books and bags are to be graffiti free.
- There will be no misuse of school property, for example of the internet and/or school computers.

Students must observe the basic code at all times as a condition of continued attendance at Wairarapa College.

#### **General Guidelines that should be noted**

- Accidental (or other) damage must be promptly reported to a teacher. Cost of damage will be assessed and students will be expected to pay for damage caused.
- Prefects have authority to enforce our Behaviour Code and have the full backing of the school in the performance of their many duties.
- Money or valuables that have to be brought to school, must be left in the school office for safekeeping. The College can accept no responsibility for money or valuables brought to school.
- For breaches of the College Code, students may be placed on detention in which case they remain at school under teacher supervision till 4.30 pm.
- Students are under the control of the school from the time they leave home until they return.
- International students are not permitted to drive a motor vehicle whilst attending the College without the written permission of their parents and an authority from the College.

Students are bound by this Behaviour Code when in uniform, or when under the College's control. At all times students should remember that the good name of Wairarapa College is in their hands and that their behaviour should be sensible and courteous.

## **HOMESTAY POLICY**

### **Rationale**

All international students who study at Wairarapa College must reside in an approved and registered Wairarapa College homestay. The College has this as a requirement because:

- It is in the best interests of the students.
- Academic progress is enhanced when students are continually exposed to the use of the English language and greater study time is available within a homestay environment.
- International students are at school on a study permit, which is only issued if they are in guaranteed appropriate accommodation.
- The College, and contracted homestay coordinators, select and monitor homestay carers for international students. Only families who will provide a safe physical and emotional environment will be contracted.

Purpose:

- 1 To provide a suitable environment conducive to study.
- 2 To involve a family in the welfare of a student away from the student's family.
- 3 To ensure that accommodation is provided where meals are prepared, laundry done and the student's needs are met so everyday pressures of life do not affect the student's study.
- 4 To give the student an experience of the New Zealand way of life.
- 5 To allow the overseas parents peace of mind knowing that the student is well and happy in this country.
- 6 To keep the student safe by monitoring out-of-school activities.

### **Guidelines:**

1. Students must stay in the homestay organised through Wairarapa College or an Wairarapa College approved homestay company, and under Wairarapa College's or that company's supervision, or in an approved homestay designated by the student's parents. The homestay coordinators will make an assessment of the homestay carers suitability to provide suitable accommodation and appropriate physical and emotional support and guidance.
2. If parents have designated a homestay outside the College's homestay programme, the parents must sign the after school care disclaimer form.
3. All homestay families in the College's homestay programme shall meet the Ministry of Education's mandatory Code of Practice, and all homestay carers over 18 years of age will be vetted.

- 4 The College provides guidelines and support structure for homestay providers through the homestay coordinators.
- 5 The homestay coordinators will carry out ongoing monitoring of the homestay families. This involves a physical visit to each student's home at least once a term. Contact with the student must be maintained at least once a fortnight.
- 6 The annual homestay payment must be made in advance at the beginning of each year and in full to Wairarapa College who will administer the payments to the homestay families through the homestay co-ordinators.
- 7 Students are not permitted to own or rent a flat/room/house/apartment or live on their own.
- 8 Students are not permitted to own or drive a car without the written permission of their parents and the College.
- 9 If there are problems in a particular homestay, the student must, first of all, discuss them with the Homestay Manager.
- 10 Should the problems persist, the homestay coordinator should arrange for a change of homestay. Wairarapa College must be notified by the student and homestay manager.
- 11 Students must not make their own private homestay arrangements without the approval of the Homestay Manager.
- 12 Students are required to exhibit appropriate behaviour at all times. Where a student's behaviour or demands are such that homestay hosts cannot reasonably be expected to have the student continue in their care, homestay service may be discontinued.
- 13 Homestays are arranged for the student by Wairarapa College or the homestay coordinators contracted to the College. Students must fill out an application for homestay form prior to their arrival in New Zealand to assist the homestay coordinators in finding a suitable family.
- 14 Students who go on holiday during school holidays in terms 1-3 which means they leave their homestay must apply for permission from the College and will be charged the usual homestay fees. In term 4, when students return to their home country, they pay a retaining fee of \$NZ70/week until they return to their homestay and resume normal residency.
- 15 A charge (\$150 NZ) may be levied on any subsequent change of homestay after initial placement, or change of homestay company.
- 16 Where the homestay student wishes to withdraw from the homestay programme for the following reasons, at least two weeks' notice must be given in writing to the Director of International Students:
  - a) The student will live with the parent who has obtained a guardianship visa, and/or,
  - b) The student leaves Wairarapa College.

## COMPLAINTS/GRIEVANCES PROCEDURES

### **Complaint procedures**

What to do if you think the school has failed to follow the Code.

#### **Internal procedures**

##### **Step 1**

Contact Mrs Ogilvie, Dean of International Students. For financial matters please refer it to the Executive Officer Mrs Bird.

##### **Step 2**

If you are not satisfied with the outcome you may ask the Principal or Board of Trustees to consider the matter.

### **Grievance Procedures**

In the event of a dispute between an individual student and Wairarapa College, procedures are in place to facilitate the resolution of the dispute. A summary of these procedures follows:

#### **1 Code of Conduct, Attendance and Discipline**

Students are expected to abide by the terms and conditions of enrolment and the published rules and code of Wairarapa College. Disciplinary procedures will be applied in the event of a breach of these rules. All staff are expected to apply Wairarapa College's policy and rules fairly and without favour, but if a student considers that this has not occurred, the student may refer the matter to a senior staff member. If the student is dissatisfied with the decision, he/she may ultimately refer the matter to the Principal for determination. Independent external mediation may also be sought if the matter cannot be resolved within the school.

## **2 Service and Academic Programmes**

In the event of a student complaint concerning the quality of the service or teaching provided by the school, the student will report the matter to a person in a position of authority within the school. The complaint may either be dealt with by the person or referred to the Dean of International Students for resolution. The Dean of International Students will confer with the parties in dispute, and the decision of the Director of International Students is final.

This decision will be conveyed in writing to the parties. If the student remains dissatisfied with the outcome, they may seek independent external mediation.

### **International Education Appeal Authority**

If you believe the school has breached the Code of Practice and you have not been able to settle the matter following the school's internal procedures, you may bring the matter to the International Education Appeal Authority.

The International Education Appeal Authority (IEAA) is established to receive and adjudicate on complaints received from international students or their authorised agents/representatives concerning alleged breaches of the Code. They may be contacted at:

The International Education Appeal Authority  
C/- Ministry of Education  
PO Box 1666  
WELLINGTON

## **APPROPRIATE MINIMUM CONTENT FOR INSURANCE POLICIES**

All international students must have appropriate and current medical and travel insurance for the duration of their planned period of stay at Wairarapa College.

### **General**

- Insurance company must have excellent credit rating - no lower than A from Standard and Poors, or B+ from AM Best.
- Insurer is able to provide emergency 24-hour, 7 days/week cover.
- If insurer is an overseas company, policy details in English must be provided in advance to College to ensure policy meets requirements.

### **Period of Cover**

- Commence when student leaves home for the airport on way to New Zealand.
- Apply while in transit.
- Apply while student is in New Zealand.
- Cover the student for any trips to other countries during the period of study.
- Cover the student for any holidays back to their home country during period of study.

### **Travel**

- Loss of baggage and other personal effects
- Accident and injury
- Disruption to travel plans
- Cost of medical care in any 'stop over' countries

### **Sums Insured**

- Sums insured must be very high to cover each and every claim

### **Medical Benefits - no excess**

- General practitioner visits
- Prescriptions

- Hospitalisation
- Optical
- Emergency dental

#### **Emergency evacuation/repatriation - unlimited cover**

- If the student becomes seriously ill/injured, needs to be accompanied home (either alive or deceased) with medical professionals.
- If members of the student's immediate family living overseas become critically ill or die, it should enable the student covered to return home and then back to New Zealand to complete studies.
- If the student becomes seriously ill or dies, policy should pay for parents return flights to/from New Zealand on the first available flight, the day to day accommodation/living costs in New Zealand.

#### **Personal Effects - realistic and flexible**

All of student's personal effects, including expensive items

#### **Personal liability**

Student should be covered for accidental damage to property at an education institution or homestay.

### **DESIRABLE ADDITIONAL POLICY COMPONENTS**

- Loss of fees due to emergencies
- Mental illness
- Continuation of policy if student needs to return to their home country because of illness or injury during the policy period – the student is able to use the policy for on-going treatment until the policy has expired.

### **PERFORMANCE AGREEMENT: RULES FOR INTERNATIONAL STUDENTS**

The staff at Wairarapa College endeavour to give special care and attention to all our international students and to encourage them to reach their full potential. We need to have an assurance of support by the students parents or caregivers and the promise of the student's willingness to comply with the rules and standards of the College and the community to ensure the well being of all concerned.

#### **Attendance**

Students are to attend all classes promptly at all times. A minimum 85% attendance is required. If a student cannot attend because of ill health, the College must be advised before classes begin. A doctor's certificate is required for any absence of three or more days. Absence for any other reason must be approved beforehand by the Dean of International Students.

#### **Homework**

This must be completed every day or as required by the teacher. The student must complete all set tasks when asked.

#### **Cooperation**

The students must always obey the teacher's instructions, participate fully in classroom activities and maintain a friendly, cooperative attitude. The student must show consideration and respect to all staff members, to all other students and to themselves.

#### **Homestay**

Any rules laid down by the homestay families are to be respected and obeyed. The student is expected to be reasonable, courteous and helpful in the house, keeping his/her bedroom tidy, clearing the table, etc. The student will be on time for all meals and will not be away from home unless prior permission has been given.

#### **Curfews**

The New Zealand law states that young students are to be under supervision at all times. Any change to the curfew rules below must be negotiated beforehand with homestay parents. The students must tell the homestay parents where they are at all times and must contact them if they are going to be later than expected. The students must give their host parents the telephone number where they can be contacted any time they are away from their homestays.

<b>Age</b>	<b>Sunday- Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Under 15 years	6.00 pm	Under supervision	Under supervision
15-16 years	6.00 pm	10.00 pm	11.00 pm
16-18 years	6.00 pm	12.00 midnight	12.00 midnight
Over 18 years	6.00 pm	Negotiable	Negotiable

### **Smoking and alcohol**

The Wairarapa College Board of Trustees will take a very strong stand if any student is found to be using or in possession of cigarettes or alcohol.

### **Illegal drugs**

These will not be tolerated. Students found to be using drugs will be permanently suspended and sent home. If it is appropriate, the authorities will be notified.

### **Driving**

Wairarapa College strongly advises international students not to own or drive a car while at the College. For those students who do not take this advice, they must have the parental approval form signed by their parents and the Principal of Wairarapa College and returned to the Dean of International Students.

### **Marriage**

In the event of a student getting married (with or without parental permission) the student is required to leave the College.

### **Non-compliance**

If it is found that the student is unable or unwilling to cooperate with the above rules, the following action will be taken:

- 1 The student will be verbally warned, and receive one or more after school detentions,
- 2 If his/her behaviour does not significantly improve during this period, the student will receive the first written warning that he/she is facing suspension. Copies of this will be sent to their parents and their caregivers. The student will also be put on daily report for two or three weeks.
- 3 If behaviour still does not improve after this warning, the student will receive a second and final warning that states that unless behaviour significantly improves, the student will be suspended from school.

### **Expulsion**

If the behaviour of the student does not improve as requested, the student will be expelled and the appropriate authorities notified. The student's visa will invariably be revoked under these circumstances.

### **Fees refund**

No fees will be refunded to a student expelled due to unacceptable, non-compliant behaviour.

## REFUNDS POLICY

*This policy is based on Section 48/7] of the Education Amendment [No 4] Act 1991*

4B[7] Where at any time a foreign student withdraws from a subject, course, or programme at a state school, the Board may refund to the person who paid (in respect of the student's enrolment in the subject, course, or programme) the amount of fees referred in subsection (1) of this section (or sum of any instalments paid in respect of those fees) any amount it thinks appropriate not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts.

- [a] The Board's best estimate of the cost to the Board (including the appropriate proportion of the Board's administrative and other general costs and the appropriate proportion of any initial or start-up costs of the subject, course, or programme for one student up to that time;
- [b] An amount that is in the Board's opinion an appropriate reflection of the use made

by one student receiving tuition in the subject, course, or programme of the Board's capital facilities;

[c] The appropriate proportion of the amount (if any) prescribed under section 4D of this Act for a student receiving tuition at a state school in the subject, course, or programme;

[d] All other fees (if any) prescribed by the Board".

In order to be eligible for any refund the parent must apply in writing to the Board of Trustees, setting out the special circumstances of the claim. In arriving at their decision the Board of Trustees will take into consideration the special circumstances of the withdrawing student and:

- a) costs already incurred by the Board
- b) the salaries of the teachers and associate staff and any other components of the fee already committed for the duration of the course
- c) an amount which covers the use of the facilities and resources to date of withdrawal
- d) any refund of the foreign student's fee, from the government.

Except in exceptional circumstances, no refund is payable where a student withdraws in the second half of the course. In the case a full year student, the second half of the course commences on the first day of the term after two terms have been completed.

### Explanation

Where a Parent withdraws from the contract before the student arrives in New Zealand, fees paid are refunded at the discretion of Wairarapa College.

In these cases under New Zealand law, the College must retain amounts to cover costs already incurred. The balance may be returned. Parents whose students are insured with UNICARE may have the balance of their fees reimbursed by that Company.

NO refunds will be made to Parents where students:

- 1 are asked to leave the College because of misbehaviour, poor attendance or violation of the rules regarding motor vehicles;
- 2 wish to transfer to another school for whatever reason;
- 3 acquire Permanent Residence after having enrolled at Wairarapa College (or parents acquire a work/business visa)

## REFUNDS CONDITIONS

To be eligible for a refund an application must be made in writing to the Board of Trustees by the parent or legal guardian stating clearly the reason for withdrawal of the student.

Reason for refund	Documentation required	Timing	Refund payable
Visa not granted	Official letter from NZIS indicating rejection of visa application	At any time	Total fee paid
Extension of visa denied	Official letter from NZIS indicating rejection of visa application	At any time	Total fee paid
Transferring to another institution	<ul style="list-style-type: none"> <li>&gt; Letter from parents approval transfer</li> <li>&gt; Evidence of unconditional offer of place at other institution</li> <li>&gt; Receipt for fees paid</li> </ul>	Before course starts	75% of tuition fees paid + homestay and other fees
After course starts	No refund		
Wairarapa College unable to proceed with course	Refund is automatic	At any time	Total fee paid — if student transfers to another

			institution, refund will be sent to that institution.
Permanent residency granted or parents granted business visa	Passport and visa	At any time	No refund
No longer wish to study at Wairarapa College	Letter written by parents of student to say they wish their child to withdraw	Before course starts	75% of tuition fees paid + homestay and other fees
After course starts	No refund		
Compassionate reason (serious illness, etc)	Documentation supporting application for refund	At any time	At discretion of Wairarapa College.

In determining any refund, the Board of Trustees will take into consideration the special circumstances of the withdrawing student and:

- the costs to the school in providing tuition
- costs incurred in employing staff and providing facilities
- payments made to the New Zealand Government

No refund will be made to any student who is asked to leave because of misbehaviour, poor attendance or violation of the contract with the school.

## SUMMARY CODE OF PRACTICE FOR PASTORAL CARE

### **Introduction**

When students from other countries come to study in New Zealand it is important that those students are well informed, safe and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This section provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code) and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

### **What is the Code?**

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

### **Who does the Code apply to?**

The Code applies to all education providers in New Zealand with Students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

### **What is an "International Student"?**

An "International Student" is a foreign student studying in New Zealand on a student permit from the New Zealand Immigration Service.

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

You can request a copy of the Code from your New Zealand educational provider. The Code is also available on-line from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international).

### **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 [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international). 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 Director, 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 grievances procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures you can contact the International Education Appeal Authority (IEAA).

### **A summary of the Code of Practice for the Pastoral Care of International Students**

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 are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself.

The Code also established the IEAA and the Review Panel to receive and adjudicate on student complaints.

### **What will the IEAA do?**

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and/or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

### **What can the Review Panel do?**

The Review Panel can remove or suspend an educational provider as a signatory of the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

### **What is the International Education Appeal Authority (IEAA)?**

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can write to the IEAA at:

**The International Education Appeal Authority  
PC Box 12083**

## TERMS AND CONDITIONS OF INTERNATIONAL TUITION SERVICES

1. In consideration for the payment by the Parent of tuition fees, the College agrees to enter into an agreement to supply tuition services for the parents and to the student(s)
2. NOT included in these tuition fees are: general stationery, materials for practical work and the 'take-home' component, music lessons, student workbooks, expenses for class trips, school uniform. However, the tuition fees do include the use of textbooks for the duration of the course.
3. School uniform, dress code - Wairarapa College uniform will be worn fully and correctly.
4. All persons who benefit from the tuition services in New Zealand (referred to hereafter as "Students") must have personal medical and travel insurance (refer page 5). This should be arranged before leaving the home country, and may be arranged through Wairarapa College on request.
5. The Parents should provide the College with contact details of a friend/relative the College can contact in case of emergency. The College must be notified as soon as possible about any change of address or guardian/contact person in case of emergency. This information is required before any such change takes place.
6. All international students attending Wairarapa College must be under Wairarapa College -approved homestay coordination. (Refer to Homestay Policy).
7. Students are required to attend school each day, unless ill or otherwise unavoidably detained. A note of explanation from the guardian or homestay is required upon return. A medical certificate is required for absences of more than three days.
8. International students may not own or drive a car while enrolled as a student at Wairarapa College without the written permission of their parents and the College.
9. All international students must have appropriate and current medical and travel insurance for the duration of their planned period of stay at Wairarapa College.
10. Termination procedure -Wairarapa College reserves the right to terminate tuition in the following circumstances:
  - In the event of continued and unexplained absenteeism (minimum 85 percent attendance required).
  - Wairarapa College is a drug-free and smoke-free environment. No drugs, tobacco products, or alcohol are permitted at any school function, or travelling to or from school, or while school uniform is worn. Any infringement of this provision could result in the student being repatriated at the student family's expense.
  - Students are required to obey all school rules, and the laws of the country outside school hour.
  - Students are required to comply with the Wairarapa College Code of Behaviour. The College reserves the right to stand down or exclude any student who breaches this Code, and no refund of fees will be made.
  - The exclusion or expulsion of the student in accordance with the Education (Stand-down, Suspension, exclusion and Expulsion) Rules 1999.
  - Provision of false or misleading information by the student on enrolment.
  - Inadequate progress by the student.
  - Failure by the student to pay fees.
  - Where Wairarapa College is unable to guarantee accommodation due to the student's behaviour.
  - In the event of criminal behaviour by the student (including such behaviour outside Wairarapa College's premises).
  - An inability to attend due for reasons such as illness or family obligations, where the student cannot make up the missed course time and needs to re-enrol if they wish to complete the course.
  - In the event of a student getting married (with or without parental permission).  
NZIS will be notified regarding termination of tuition for student. A student has the right of appeal.

# **COLLEGE HOUSE FOR INTERNATIONAL STUDENTS**

## **Traditional Values, Modern Living**

### **PROFILE**

College House is the co-residential boarding hostel of Wairarapa College which provides a quality lifestyle for up to 175 students.

College House staff strive to create a caring environment where students are comfortable and feel they are part of the greater hostel family.

The ethos of College House blends in well with the schools philosophy of *educating students to their potential*. College House encourages students to co-operate, participate, and become independent while developing the values of discipline, courtesy, honesty and good manners. The focus at College House is on strong family values. Student guidelines, expectations and standards are clearly set and students are encouraged to take responsibility for their own actions.

College House students are recognised as having a 'special character' that comes from the bond developed through living closely with each other.

### **SPECIAL CHARACTER**

College House has a long tradition since it first opened in 1925 as a Boys' hostel. The Girls' hostel was situated in Essex Street and was known as Purnell House. In 1976 the two hostels amalgamated on the College House site. Those who have had the privilege to be associated with College House were pleased to celebrate 75 years of hostel life in the year 2000.

### **ADMINISTRATION AND MANAGEMENT**

College House is administered by the Wairarapa College Board of Trustees through its Hostel committee which delegates the day to day running of the Hostel to the Hostel Manager.

The Hostel is managed by Mr Tony Browne, assisted by Matrons Mrs Kerry Cartmell, Mrs Shelley Hurihanganui and management assistant Mr Arthur Samuel.

Matters of boarders' welfare and the housekeeping are the responsibility of the Matrons. In addition there are ten resident Supervisors and four live in study tutors.

A group of senior boys and girls are appointed as prefects.

The hostel roll is made up essentially of students from rural Wairarapa, but a number of overseas students have also chosen to make College House their term-time home. This mix of cultures gives each student the opportunity to learn how other people live.

### **ACCOMMODATION**

Students are provided with their own space in a dormitory or annexe. Dormitories are arranged in year levels 9-12 and each boarder is provided with a cubicle space which includes a wardrobe, locker, drawers, writing desk and lamp.

**Wellwood** is the building which accommodates the girl's dormitories and **Blackwood** the boys. These two facilities are separated by our common areas. Dormitories are centrally heated. **Annexes** are reserved for senior students, usually Year 13 and or sixth form prefects. There are six annexes, three each for girls and boys. Annexes sleep five students with individual cubicle space: a wardrobe, locker, drawers, shelves, writing desk and lamp. Each annexe has its own toilet and shower facilities, fridge, toaster, jug and kitchen sink. Two of the annexes have televisions. These facilities have been purpose built with the idea of helping prepare students for future independent living.

## **FACILITIES**

Common Room: There is a common room for all students which contains a projection TV/DVD and home theatre. The SKY network is available on this television. A canteen operates out of the common room and is open twice daily. There is a drink dispensing machine in this area also. The common room is centrally heated.

Senior common room: This room is available to Year 12 and 13 students. It has a television, lounge suite and study area.

The Games Room: This room is used by students to play pool, table tennis and air hockey.

The Moss Room: Named after Mr Jack Moss, a long standing staff member, this room is a quiet area for reading, studying or borrowing a book from the small library. It also houses a computer suite with 4 internet access computers and laser printers. The Dominion newspaper and Wairarapa Times-Age are available in this room daily.

Outside Activities: The hostel has its own tennis court, sand volleyball court, basketball hoop and trampolines. Students can borrow sports equipment from the hostel office. The hostel is set on the edge of the school oval, allowing the students free usage of school facilities outside of school hours including the swimming pool, gymnasium, astroturf and information technology block.

The Parents' Lounge: The parents' lounge is a place where students/staff and parents can meet to talk quietly in a private environment. Students are able to use this room to play board games or the piano. The parent's lounge is used by the Parents' Committee once a month for meetings and also for regular staff and student meetings.

Prep Rooms: There are two small prep rooms available to students for group work or tuition.

The Gym: In 1998 the Parents' Committee in association with the Board of Trustees built a mini gym for the hostel students. Boarders can play basketball, indoor hockey, soccer or badminton in this modern facility.

## **DISCIPLINE**

Respect and self-control are the foundation of behavior at College House. Students are made very conscious of the standards expected. Rules and guidelines are clearly set out so that students can live in a positive, safe and comfortable environment.

The hostel has a graduated approach to discipline, which can range from minor to more serious consequences. Staff will give jobs to those students who lapse in discipline. Management will gate students who continue to lapse in discipline or commit serious misdemeanours.

### **Components of Discipline**

. Early Jobs at 6.30am                      . Jobs at 3.30pm

- . Weekend Gating
- . Week Gating – Monday to Monday
- . Full Gating – Monday to Monday + Jobs at 6.30am and 3.30pm, lines from 8pm to early bedtime.

Gated students may not take leave for one week, including one weekend. They are expected to remain within the grounds of the hostel and may only be granted leave by the Hostel Manager. Gated students are expected to do daily jobs and retire to bed early.

Suspension : Students may be suspended from the hostel for the following offences

- . Theft
- . Destruction of property
- . Possessing, drinking or supplying alcohol
- . Possessing, using or supplying drugs/tobacco
- . Taking leave without permission
- . Physical or verbal abuse
- . Insolence
- . Continual disregard of hostel rules
- . Being in an out of bounds area

Theft, bullying, sexual harassment, verbal abuse, smoking the use of alcohol, solvents or drugs will not be tolerated. As a guide the hostel refers to the school rules, but reserves the right to treat each issue independently. Consideration will be given to the circumstances and any disciplinary action taken will be in the best interest of all students.

For serious offences the disciplinary committee of the Board of Trustees will be called together. Parents may be asked to attend these meetings.

## **LEAVE**

Leave is seen as a privilege and is taken with the permission of the manager/matron or duty supervisor. Leave is only granted to specific destinations and students are expected to write all details of their leave in the day book. Leave is taken on trust, within the expectations that students will:

- Go where they have indicated in the appropriate attire
- Maintain a high standard of behaviour at all times
- Return at time specified

When students leave the hostel they are expected to put their tag up indicating they are out of the hostel grounds on approved leave.

Day Leave: Only under special circumstances is after-school leave granted outside the Wednesday town leave (once a fortnight for year 9 and 10 and weekly for years 11, 12, 13). All town leave is taken in uniform. Parents may take their child/children out for lunch or dinner. Leave is readily granted for sports practices, provided this does not conflict with prep demands.

Weekend Leave: Parents may request leave for their child for any weekend (**except compulsory in-weekends**), providing this request is made (preferably in writing), by 8.30pm on the preceding Wednesday using the appropriate weekend leave form or by phoning the hostel office. Weekend leave is normally taken from 3.30pm Friday until 8.00pm Sunday or 8.00am Monday. Boarders who wish to stay with friends must be invited by the host, and have their own parents' permission to visit.

If leave or travel requirements change then the management needs to be informed before leaving.

All students will need to check in with the manager/matron and put their tag up prior to leaving the hostel grounds.

Students are expected to depart and return to the hostel in appropriate school uniform and check in with the manager/matron on their return.

Parents are welcome to visit the hostel to see their children at any time and if they wish to join us for a meal they are welcome to do so. For daily routines, meal times, prep times refer to the College House Handbook.

**Travel Arrangements for Leave:** College House operates two vans to drop students at venues away from school and for transportation to train, bus etc.

Travel arrangements for weekend leave and end-of-term are not made by the hostel. Parents or students are expected to make the appropriate arrangements. Money can be withdrawn at the office for this purpose.

Travel is expected to take place outside college hours, unless there are special circumstances.

Additional leave for travel purposes may be granted only at compulsory exit times and at the end of term.

All students are expected to be in residence at the beginning of each term and after exit weekends, at the time set down, normally between 6.30pm – 8pm the day before school resumes.

Arrangements will be made for international students to connect with incoming/departing international flights.

## **HOLIDAYS**

Accommodation will be arranged by the hostel staff for international students for the holiday periods that fall within the school year. This will be charged at homestay rates of \$200 per week, meaning an additional \$1200 may be required.

## **COMMUNICATION**

**Telephone:** A number of options are available to Parents:  
\*(06)370 0415 – Hostel Office Fax (06) 3700419  
\*(06)370 0475 - Wellwood (Girls) Upstairs  
\*(06)370 0474 –Blackwood (Boys) Upstairs  
\*(06)370 0472 –Blackwood (Boys) Downstairs  
E-mail [hostel@winz.co.nz](mailto:hostel@winz.co.nz)

Parents are encouraged to set up a 0800 home number, or provide a call card for their children. Yabba phone cards are available through the hostel office.

**Mail:** Any formal communication should be addressed to PO Box 198, Masterton. Incoming mail is passed on to students daily at lunchtime. Stamps are for sale in the office.

**E-mail:** The Internet is now available on four computers in the Moss Room.

## **ACADEMIC AND SPORTING ACTIVITIES**

**Prep:** Providing each student with the opportunity to reach his or her potential is an important part of life at College House. Students do prep daily. Year 9 & 10 students work for 1½ hours under

supervision in the dining room. Year 11, 12 and 13 students work for 2 hours in their own cubicle space. Prep is a quiet time where students are to complete assignments, homework or study. Tutors are available to assist students Monday-Thursdays in the Moss Room. This is one-on-one tutoring in Maths, Science and English.

Sport: Involvement in an activity/sport is strongly encouraged for all boarders.

## **FINANCE**

Boarding Fees: The boarding fee per half-year is \$3,960 which calculates to a total cost of \$7,920 incl. GST per year. An account for the total is sent at the beginning of each school year. Two payment options are offered:

- a) Payment in full with a 2½ % discount
- b) Payment by automatic payment in 9 monthly installments.

All necessary documentation, along with a fees policy, is sent to parents each year.

The Board reviews its hostel fees payments each month. Non payment of fees will result in your child being asked to leave College House.

Hostel Account: The hostel charges a **\$50.00** levy per year. This sum is used to help with medical/recreation expenses. This sum is to be paid to the hostel office before the commencement of term each year.

ANZ Account: We will arrange for an ANZ Eftpos account to be opened for each student. Parents are asked to deposit \$200.00 into this account at the beginning of each term to help pay for their child's personal expenses such as stationery, class/sports trips, weekly pocket money etc. This is organised through the hostel office.

Pocket Money: Boarders may be issued with pocket money from their eftpos account. Parents can specify the amount per week. There is no transaction fee charged on these accounts. We recommend a maximum of \$5.00 per week for junior boarders and encourage senior boarders to be responsible for their own money. Junior boarder's cards are held in the hostel office; they have their own pin number to access the account. Payments for essential items may be authorised by the matron, but overall responsibility for eftpos accounts rests with the students and parents. The hostel keeps a record of each transaction made. This enables spending by students to be monitored.

Additional Money: Parents are urged not to send their children back to the hostel with large amounts of money. Students can leave larger amounts of money in the hostel office safe. No responsibility is accepted for money kept in dormitories.

Terminations: Parents/Guardians are to give six weeks notice in writing or in lieu thereof pay the balance of the terms fee or half terms fee whichever is the greater sum.

## **INSURANCE**

Life Insurance: The Board of Trustees asks parents to pay a premium for Life Indemnity Insurance. This group policy taken under the name of Wairarapa College Board of Trustees covers the life of either caregiver. The sum insured will cover the hostel fees of each child for the remainder of their stay at Wairarapa College. It is acknowledged that many parents/caregivers have

their own Life Insurance policies. However, the Board cannot discriminate on this matter, because at the time a student in College House will be dealing with enough trauma without the added burden of being removed from the hostel for non payment of fees. If you have any further questions on this matter please contact the Board Office on (06) 370 0404.

Household Insurance: The Board of Trustees does not take out household Insurance for each student's property while at College House. A majority of reputable Insurance companies offer household insurance, which will extend to your child's property while living at a hostel. It would be best to confirm this with your agent.

## **ENROLMENT**

Apply by completing the 'Application for Admission to College House' form and post to:

The Manager  
College House  
P O Box 198  
MASTERTON

It is advisable to apply for admission at least 12 months in advance. All applicants will be sent an acknowledgment of application and will be added to our newsletter mailing list.

The following criteria are considered when accepting boarders:

1. Siblings
2. Those eligible for a boarding bursary
3. Wairarapa residents
4. International Students

## **CLOTHING**

### Casual wear and extras for all boys:

2 singlets (white)                    3 pairs summer shorts  
4 pair underpants                    3 pairs jeans or casual trousers  
4 pairs socks                            2 pullovers or sweatshirts  
6 handkerchiefs                    4 casual shirts (1 should have a collar for tidy wear)  
2 pair winter pyjamas                    2 pairs summer pyjamas  
1 pair casual shoes                    1 pair jandals/sandals  
1 casual jacket for general use (school one can be used)  
2 bath towels                            1 coloured swimming towel  
Toilet bag – flannel, toothbrush, toothpaste, deodorant, powder, comb,  
soap & shampoo.  
Shoe polish. Coat hangers – plastic  
Sewing kit – spare buttons for shirts etc., scissors, cotton, needles, safety pins,  
Spare name tags.  
1 net laundry bag (for underwear)  
1 duvet, 1 blanket, (optional)  
1 drink bottle

### Casual wear and extras for all girls:

3 vests if required (white)                    1 warm skirt  
2 bras    1 pullover/sweatshirt/cardigan  
6 pairs underpants                    2 pair casual trousers  
2 pairs pyjamas/nightdresses (Summer) 2 pairs pyjamas/nightdresses (Winter)  
1 housecoat or dressing gown                    3 casual shirts  
2 bath towels                            2 Summer skirts & tops  
1 coloured swimming towel                    1 pair casual shorts  
1 pair jandals/sandals  
Toilet bag – flannel, toothbrush, comb/hairbrush, soap shampoo, conditioner,  
deodorant, nail polish remover  
Shoe cleaning outfit – polish, brush and buffer

Coat hangers – plastic  
Sewing kit – spare buttons, scissors, cotton, needles, safety pins,  
Spare name tags or marker pen  
1 net bag for underwear for the washing machine  
1 duvet, 1 blanket (optional)      2 cotton/polyester sheets  
1 drink bottle

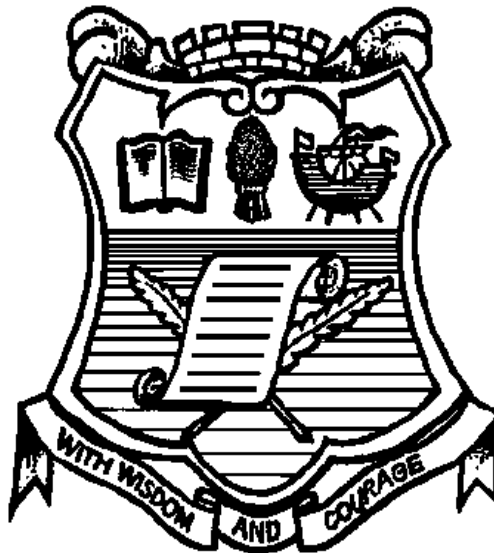
**ALL CLOTHING MUST BE CLEARLY NAMED**

All clothing must be named with embroidered nametags. Unfortunately using an indelible pen is not satisfactory as it washes off in the commercial washing machine.

*All students will also need their own Dictionary.*

Updated Aug 2011 Oe

# WAIRARAPA COLLEGE



## **COLLEGE RULES**

## **UNIFORM REQUIREMENTS**

## **FUNDAMENTAL COLLEGE RULES**

### Students deemed to be under the authority of the College

1. **Students shall be deemed under the authority of the College while:-**

- i Present at College during an official College day.
- ii Representing the College at any time, whether it be sport, cultural pursuits or any other activity.
- iii On any official College trip or function whether or not a parent or guardian is also present.
- iv On the way to College and from College.

2. **Prohibition on Drugs and Alcohol**

No student shall consume, sell, purchase, supply or have in his/her possession alcohol or illegal drugs, or materials/implements related to drug use, whilst under the authority of the College.

**Policy:** It is the Principal's policy to treat very seriously a breach of this rule. It is likely that the Principal (after first considering all the circumstances involved) would regard such a breach as sufficiently serious to warrant a student being stood-down/suspended, and the matter referred to the Board.

3. **Solvent Abuse**

No student shall bring into the College unauthorised solvents such as petrol, glue etc, or be under the influence of solvents whilst under the authority of the College.

**Policy:** The College views an infringement of this rule as being serious, and, after first considering all the circumstances involved, the Principal may consider either referral to outside counselling agencies, and/or stand down/suspension action.

4. **Prohibition on Tobacco and Policy relating to Smoking, Theft, Truancy & Continual Disobedience:**

No student shall smoke tobacco, supply to another or have tobacco in his/her possession while under the authority of the College.

**Policy:** Students in breach of the Smoking rule will be placed on "Smokers Report" on no more than two occasions per year. Further breaches may result in the Principal interviewing the parents/caregivers and student concerned to provide a final warning. In relation to theft, truancy and continual disobedience it is the College policy to inform parents/caregivers in writing of what has occurred.

Repeated infringements will result in the Principal interviewing the parents/caregivers re student behaviour. It is likely that, after fully considering all circumstances, the Principal will regard repeated breaches of these rules as being sufficiently serious to justify stand-down or suspension and referral to the Board.

5. **Abusive or foul language towards staff and visitors:**

No student shall use foul or abusive language towards College staff or visitors.

**Policy:** The College places considerable emphasis on common courtesy and good manners. The Principal regards breaches of this rule as being serious in terms of the example set to other students, and may, after first considering all the circumstances, recommend to the Board the stand-down or suspension of the student concerned.

6. **Student Harassment**

This may occur on a physical, verbal, sexual or racist basis and is totally unacceptable at this College. We seek to provide an environment which is comfortable, safe and secure for all students, and where there is respect for individuality and differences of opinion.

**Policy:** The College will not tolerate student harassment on any basis and will fully investigate, where appropriate, incidents which are observed or reported. Students and parents/caregivers should note that in the event of serious incidents of student harassment occurring the Principal may, after fully considering all the circumstances, recommend to the Board the stand-down or suspension of the student(s) involved.

## GENERAL COLLEGE RULES

**General:** Students are expected to be at College before the College day begins, and to be punctual for all classes.

These rules do not apply for incidents occurring outside the authority of the school (please see Fundamental College Rule #1). In such cases parents/caregivers should consider referring such matters to the police.

### 1. **Behaviour in Class:**

1.1 The College expects you to be considerate to others, courteous and cooperative at all times.

1.2 Students will stand when the Principal enters a classroom.

### 2. **Absences:**

2.1 When you have been absent from College, an absence note must be provided for your form teacher on the day you return, stating the reason for the absence. This note must be signed by your parents/caregivers. Your parent/caregiver should ring the College Office to inform the College of your absence but a written note on your return is still required.

### 3. **Leaving the College Grounds:**

3.1 Students are expected to remain in the College grounds throughout the College day.

3.2 Students who go home for lunch regularly must arrange for their names to be placed on the Lunch pass list. A note from parents/caregivers is needed before this can occur. Students will then be issued with a lunch pass.

3.3 Notes from parents/caregivers are also necessary if lunch is being taken at a friend's house.

3.4 Students are not allowed into town unless a permit has been issued by any member of the College's Senior Management Team.

3.5 Students who leave school during the day must sign out at the Deputy Principal's office. A note must be produced to explain the need to leave before permission can be granted.

### 4. **Uniforms and Personal Appearances:**

It is important that students take a pride in their personal appearance and comply with the uniform requirements stated in the Prospectus. Students are expected to be neat and tidy at all times.

4.1 For reasons of safety and security the only jewellery allowed is a wrist watch. One gold or silver ear stud may be worn in each ear. Tongue, visible body piercing and tattoos are not permitted.

4.2 "Make-up" is only permitted if it is discreet and appropriate for a school setting.

4.3 Hair must be in the natural range of hair colours. Outlandish hair styles or outlandish-colourings are not permitted. Hair must be of a reasonable length (a no.2 cut is regarded as the shortest cut allowable). Hair must be neat, and clean and kept away from the face.

4.4 The cultivation of facial hair is not permitted.

4.5 Coloured nail polish is not permitted. If you forget to remove polish staff will ask you to report to the DP to have it removed.

### 5. **Cellphones:**

1.1 Cellphones are not permitted in the College grounds between 8:35 am and 3:05 pm. The policy is simply: Cellphones are invisible, inaudible or in the office.

5.2 If students are found to be using cellphones during this time they will have the phone confiscated. Cellphones will only be returned to parents and caregivers.

5.3 Cellphones will be kept by any member of the Senior Management team and a record of confiscations kept by the DP.

5.4 Any student who is found to be sending threatening text messages will be seen by a member of the Senior Management team. If there are further concerns parents will be invited to discuss the situation with the counsellor, student and Senior Management member.

5.5 Students who refuse to hand cellphones to teachers will be treated for defiance.

**6. Cycles and Cycle Helmets:**

6.1 For reasons of safety you must dismount from your cycle at the College gates on Pownall Street when you arrive at College, and you must walk your cycle to the road when you leave. If you are cycling in to school from the Cornwall Street or Renall Street entrances, you may cycle up the side of the Oval nearest to College House but then must dismount by the computer suite and walk your bike to the only cycle stands by the College's Administration Centre. Bicycles are not to be parked against fences or outside the school grounds.

Note that the security of cycles is a constant problem. Make sure your cycle is always left securely locked, preferably attached to the cycle stand itself.

6.2 All Wairarapa College students cycling to and from school must wear a safety helmet. You may either take responsibility for its security yourself and keep it with you during the day or you may fasten it to your bike and leave it there during the day. Like any other piece of school uniform it must be clearly named. Failure to wear a helmet will be treated like any other problem in terms of school uniform.

**7. Motor Cycles and Cars:**

7.1 Students must complete a vehicle permit at the beginning of the year to be allowed the privilege of bringing a vehicle to school. These permits should be returned to the Deputy Principal. Appropriate forms should be uplifted from the College Office. Students will be issued with a permit which must be displayed on the dash board of the vehicle or in a visible place on a motorcycle. Vehicle parking will be at the owner's risk. Student parking is permitted in Pownall Street. Students are able to use the pool carpark accessible from Cornwall Street. No parking is permitted around the Oval. Parents will be contacted if the vehicle is used irresponsibly.

**8. Damage to College Property**

8.1 Damage to College property must be reported to a member of the College's Senior Management Team.

8.2 Students will be required to pay for damage caused by deliberate vandalism or juvenile behaviour. No charge will be made for a legitimate accident.

**9. Punctuality:**

9.1 You are expected to be at your classes on time. Please be punctual. If you are late, you will be punished. Excessive lateness to any single class (eg. more than 10 minutes) without an adequate excuse will give you 8 demerits.

**10. Lost Property:**

10.1 Lost property is stored in the cupboard near the main office, although items found are usually handed first to a member of the College's Senior Management Team.

10.2 Before accusing somebody of theft, make sure that the article is not among the lost property, and do not give up after the first enquiry. The article may take time to turn up.

10.3 See that everything is clearly named so that it can be identified. As well as your name, put a distinguishing mark on important items.

10.4 Any loss in school is not covered by the College's insurance policy but by your own family's policy.

10.5 Items confiscated from you by Staff, be they jewellery, clothing, electronic devices etc., will have been so because they are inappropriate to school. The College does not accept responsibility for these items which should not have been in school in the first place.

10.6 Lost Property handed into the College Office is stored for one week then taken over to the College Uniform Shop in Cornwall St.

**11. Sickness during College time:**

11.1 Students feeling unwell at College should report to the school nurse or in her absence to the College office.



- 11.2 Students will not be allowed home without the permission of the senior staff, or the School Nurse.
- 11.3 Students will only be allowed to go home when the College has contacted parents/caregivers to ensure that care is available.
- 11.4 Students may be directed, at the discretion of Senior Staff, to a College sick bay and to see the College Nurse.

**12. Safety Precautions in Laboratories:**

- 12.1 No pupils may enter any laboratory unless directed by a teacher.
- 12.2 Materials or apparatus are to be used or inspected only on the advice of the class teacher.
- 12.3 No chemical reagents may be removed for private use.
- 12.4 No food may be consumed in a laboratory.
- 12.5 Make yourself familiar with, and observe the special precautions to avoid, or to remedy, accidental injury in each laboratory.

## **WAIRARAPA COLLEGE INTERNET USE POLICY**

### **PURPOSE**

Access to the Internet is available to students and teachers at Wairarapa College. The school, in line with our Charter requirements, believes that having this access will aid the development of the knowledge, understanding and skills needed to enable students to compete successfully in the modern, ever-changing world (see National Education Guidelines).

### **STUDENTS AND STAFF HAVE ACCESS TO:**

1. Electronic mail and communication with people all over the world
2. Information from a wide variety of sources
3. Discussion groups on a wide range of topics

**AT WAIRARAPA COLLEGE THIS ACCESS IS DEEMED TO BE  
A PRIVILEGE AND NOT A RIGHT**

### **TERMS AND CONDITIONS**

**Acceptable Use** - the purpose of providing Internet access is to support research and education within the guidelines of the school curriculum. Access to material that is controversial and outside these boundaries is not supported and will attract consequences such as the withholding of Internet privileges and/or appearing before the school management disciplinary committee, depending upon the severity of the offence.

**Net Etiquette** - students are expected to abide by generally accepted rules of network etiquette. These include (but are not limited to) the following:

- . *Be polite*
- . *Use appropriate language (do not swear, use vulgar language)*
- . *Do not reveal your own or any personal address or phone number*
- . *Do not use the network in such a way as to disrupt use by other students*
- . *Any information or communications printed from the network should be assumed to be private property and subject to copyright laws (refer to "Copyright and School Libraries" displayed in College Library)*



- *Any student found to be disseminating information which is injurious to the good name of the school will attract consequences following the usual school disciplinary procedures*
- *Subscriptions to electronic mailing lists are not allowed*
- *Activities which are in violation of any New Zealand laws are prohibited*
- *Using the school access to the Internet for commercial purposes is prohibited*
- *Vandalism will result in cancellation of privileges. Vandalism is defined as the malicious attempt to harm, modify, or destroy computer hardware of the school or data or hardware of another user, the Internet or any other networks that are connected to the Internet. This includes, but is not limited to the uploading or creation of computer viruses.*

While Wairarapa College will endeavour to maintain the integrity of the network at all times be aware that the ultimate security of any document you entrust to the network is your responsibility (note that e-mail is public and can be read at any time). Any material off the Internet contains a wide range of opinion, often from multiple viewpoints and unsourced. We cannot therefore guarantee or verify the currency and accuracy of information retrieved.

Wairarapa College has chosen to allow students access to the Internet. If a student chooses to access resources that are deemed objectionable or inappropriate to our stated purpose, the consequences will be termination of access privileges and/or school disciplinary action.

## UNIFORM REQUIREMENTS

The following shaded section applies to ALL students:

### PHYSICAL EDUCATION

Regulation PE gear: Monogrammed "Waicol" or plain navy shorts and college sports shirt.  
Swimwear: One piece.

### RAINWEAR

1. School jacket with monogram, available only from the Wairarapa College Uniform Shop.
2. Plain navy or dark blue jacket (no brand name on jacket) also available from the Wairarapa College Uniform Shop.

No student, at any level, will be permitted to wear such items as bush shirts, swandris, denim jackets, army or multi-coloured jackets.

3. Extra-curricular jacket. Dark blue with monogram only available from the Wairarapa College Uniform Shop.

### OPTIONAL EXTRAS

College scarves and umbrellas are also available from Wairarapa College Uniform Shop.

### STOCKISTS

Wairarapa College Uniform Shop: Shop Manager - Mrs Sharyn Webster, ph 377 5954.  
Hours: Mon, Wed & Fri - 3.00pm - 5.00pm  
Tues & Thurs 12.noon - 1.30pm  
Holiday hours as advertised or phone



## JEWELLERY

Students are permitted to wear only plain gold or silver studs, one in each ear, and a wrist watch. Visible body piercing and tattoos are not permitted.

## HAIR

Hair must be in the natural range of hair colours. Outlandish hair styles or multi-colourings are not permitted. Hair must be of reasonable length. Hair must be neat and clean.

## SENIOR GIRLS' UNIFORM

*(Senior students are in Years 12 and 13)*

The following is the official school uniform approved by the Board of Trustees of Wairarapa College. The Board has its own Uniform Shop, selling the complete uniform for both Junior and Senior Boys and Girls. The Uniform Shop is situated in the car park off the Cornwall St entrance to Wairarapa College.

All students are expected to wear the correct seasonal uniform.

Summer uniforms are worn from Labour Day through to Easter, though there is flexibility during the two week changeover period. If it is cold, students may wear **complete** winter uniform.

All articles of clothing must be named with either name tags or embroidered names.

### SUMMER

**Skirt:** Blue regulation, to be worn on the knee.

**Blouse:** White with blue trim, short-sleeved, regulation.

**Jersey:** Blue v-necked with monogram.

**Shoes:** Black sandals without socks or polishable, black, regulation school shoes with socks.

**NB:** Sandal must be – Black, flat and have a back strap, such as Roman sandal, slave sandal or other sturdy school sandal. Fashion shoes and sports shoes will not be accepted as a uniform item in any season.

**Socks:** White ankle socks (no stripes or slouch socks) if worn with lace-up shoes.

### WINTER

**Skirt:** 'Blue Watch' tartan, to be worn below the knee, to 15cm below the knee.

**Blouse:** White long-sleeved regulation.

**Tie:** Traditional

**Jersey:** Blue v-necked with monogram.

**Hose:** Black 50 denier pantyhose, over knees or tights.

**Shoes:** Black, polishable, regulation school shoes.

**NB:** Fashion Shoes and sports shoes will not be accepted as a uniform item in any season.



## SENIOR BOYS' UNIFORM

*(Senior Students are in Year 12 and 13)*

The following is the official school uniform approved by the Board of Trustees of Wairarapa College. The Board has its own Uniform Shop, selling the complete uniform for both Junior and Senior Boys and Girls. The Uniform Shop is situated in the car park off the Cornwall St entrance to Wairarapa College.

All students are expected to wear the correct seasonal uniform.

Summer uniforms are worn from Labour Day through to Easter, though there is flexibility during the two week changeover period. If it is cold, students may wear **complete** winter uniform.

All articles of clothing must be named with either name tags or embroidered names.

### SUMMER

- Shorts:** Navy regulation.  
**Shirt:** White, short or long sleeved.  
**Jersey:** School v-necked grey with monogram.  
**Socks:** White or cream 3/4 knee length hose.  
**Shoes:** Black, polishable, regulation school shoes with socks, or black sandals without socks.  
**NB:** Sports shoes, jandals and scuffs will not be accepted as a uniform item in any season.

### WINTER

- Trousers:** Long black. These trousers are available only from the College Uniform shop.  
**Shirt:** White long or short-sleeved.  
**Tie:** Traditional  
**Jersey:** School v-neck grey with monogram  
**Socks:** Short black only  
**Belt:** Black – optional.  
**Shoes:** Black, polishable, regulation shoes.  
**NB:** Sports shoes will not be accepted as a uniform item in any season.

## JUNIOR GIRLS' UNIFORM

*(Junior Students are in Year 9 – 11 inclusive)*

The following is the official school uniform approved by the Board of Trustees of Wairarapa College. The Board has its own Uniform Shop, selling the complete uniform for both Junior and Senior Boys and Girls. The Uniform Shop is situated in the car park off the Cornwall St entrance to Wairarapa College.

All students are expected to wear the correct seasonal uniform.

Summer uniforms are worn from Labour Day through to Easter, though there is flexibility during the two week changeover period. If it is cold, students may wear **complete** winter uniform.

All articles of clothing must be named with either name tags or embroidered names.

### SUMMER

- Skirt:** Blue regulation, to be worn on the knee.  
**Blouse:** Blue and white striped, short-sleeved, regulation.  
**Jersey:** Blue v-necked with monogram.  
**Shoes:** Black sandals without socks or polishable, black, regulation school shoes with socks.



**NB:** Sandal must be -black , flat and have a back strap, such as Roman sandal, slave sandal or other sturdy school sandal. Fashion shoes and sports shoes will not be accepted as a uniform item in any season.

**Socks:** White ankle socks (no stripes or slouch socks).

#### WINTER

**Skirt** 'Blue Watch' tartan, length below the knee, to 15cm below the knee.  
**Blouse** Long-sleeved, sky blue  
**Tie** Traditional  
**Jersey** Blue v-necked with monogram.  
**Hose** Black 50 denier pantyhose or over knees black woollen or cotton pantyhose.  
**Shoes** Black, polishable, regulation shoes with socks.  
**NB:** Fashion shoes and sports shoes will not be acceptable as a uniform item in any season

### JUNIOR BOYS' UNIFORM

*(Junior Students are in Year 9 - 11 inclusive)*

The following is the official school uniform approved by the Board of Trustees of Wairarapa College. The Board has its own Uniform Shop, selling the complete uniform for both Junior and Senior Boys and Girls. The Uniform Shop is situated in the car park off the Cornwall St entrance to Wairarapa College.

All students are expected to wear the correct seasonal uniform.

Summer uniforms are worn from Labour Day through to Easter, though there is flexibility during the two week changeover period. If it is cold, students may wear **complete** winter uniform.

All articles of clothing must be named with either name tags or embroidered names.

#### SUMMER

**Shorts:** Navy regulation  
**Shirt:** Grey, long or short sleeved.  
**Jersey:** School v-necked grey with monogram.  
**Socks:** Regulation black with blue and gold striped top.  
**Shoes:** Black sandals without socks, or polishable, black, regulation shoes with socks  
**NB:** Sports shoes, jandals and scuffs will not be accepted as a uniform item in any season.

#### WINTER

**Trousers:** Long black. These trousers are available only from the College Uniform shop.  
**Shirt:** Grey, long or short sleeved.  
**Tie:** Traditional  
**Belt:** Black  
**Jersey :** School v-necked grey with monogram.  
**Socks:** Short, black.  
**Shoes:** Black, polishable, regulation school shoes.  
**NB:** Sports shoes will not be acceptable as a uniform item in any season

