

Wellington High School

www.wellingtonhigh.com



International Students Pre-Enrolment Information



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You want to study at Wellington High School and have now received your Offer of Place!

In this booklet, you will find information about Wellington High School, the city of Wellington, and what it's like to study in New Zealand – read it through to help you and your parents make a decision about your study pathway.



Wellington High School

The school enrolls boys and girls from Years 9 to 13. International students must be 14 years old. Students at Wellington High School don't wear a uniform.

The school is very central, just a 10 minute walk to downtown Wellington.

Students in Years 9 to 11 start school at 8.45am and finish at 3.20pm. Year 12 and 13 students usually start at 10am and finish at 3.20pm.

The subject choice booklet and information about NCEA and University Entrance (UE) is attached separately.

Your homestay

90% of our students live with a homestay family. The rest live with a relative or family friend. This is what to expect from a homestay –

- You will be placed with a family which will be matched as closely as possible to your requirements on the application form which you complete. The Homestay Coordinator manages this. Your homestay will be within a 30 minute bus journey of the school.
- Your host family will provide you with your own room and make you feel part of their family. They will provide you with a cooked dinner in the evening and will make sure that food is available for your breakfast and lunch. In most New Zealand families, breakfast consists of toast or cereal which you can prepare for yourself. If you have any strong likes or dislikes let your family know. Your host family will provide you with unlimited Wifi access. There should be no extra charge for this. Tell the Homestay Coordinator if there is.
- Most New Zealand households have pets, usually a cat and often a dog. Pets are often allowed inside the house.

- If you are unhappy with your homestay, the Homestay Coordinator will change you to a different family.

Getting to school

Most students catch the bus to school. You use a student Snapper card which will cost about \$20.00 a week.

If you are here less than a year or in a homestay, you are not permitted to drive cars.

Otherwise, to own/drive a car you must get written permission from your parents, have a full New Zealand driving licence and full car insurance. See more information at www.drivesafe.org.nz

Bikes

You may bike to school but you must wear a helmet at all times. You will also need to show us you understand the NZ road rules. We may require you to do a Bike Safe course.

Things to do in Wellington

Wellington is a compact, safe, clean, green city with lovely beaches and lots to do. For more information see <http://wellington.govt.nz/about-wellington/what-to-do> and <http://wellington.govt.nz/recreation/enjoy-the-outdoors/walks-and-walkways> and <http://wellington.govt.nz/recreation/get-active-indoors/asb-sports-centre/programmes-and-activities>

What do things cost in Wellington?

Movie \$11.00

Bowl of Noodles and Meat \$6.50

McDonalds burger \$3.00 to \$6.00

Pre-pay Sim card \$19.00/month

Do take care of your money and belongings – don't carry large amounts of cash and always make sure you can see your bag, both at school and in town.

Food in Wellington

International students often miss the food they are used to at home. It is good to talk to your homestay family about this and perhaps go shopping with them to show them some of the foods you like.

There are lots of specialised supermarkets and food shops in Wellington to help you feel less homesick.

Try out <https://yellow.co.nz/y/yans-supermarket>, <http://www.afspecialist.co.nz/>, <http://www.labellaitalia.co.nz/bel-mondo-international-food-market> and <https://nearbynz.com/pages/the-original-german-bakery-kilbirnie/46574>

Can I work if I'm a student?

You are eligible for part time work only if you are in Year 12 or above, aged 16 and are in New Zealand for at least a year. Immigration New Zealand allows you to work up to 20 hours a week in term time and full time in the school holidays.

Wellington High School recommends you do not work more than 10 hours a week during term time. New Zealand law says that the minimum wage for a person aged 16 and over is \$16.50 per hour. <https://employment.govt.nz/starting-employment/rights-and-responsibilities/minimum-rights-of-employees/> and <https://employment.govt.nz/assets/Uploads/tools-and-resources/publications/minimum-employment-rights-and-responsibilities-chinese-traditional.pdf>

Doctors and Dentists

If you are sick, you and your host family need to arrange to see their family doctor (GP) or the After Hours Clinic in Adelaide Rd in Newtown.

If you want to see a doctor who speaks your own language, see the International staff. Do not go to the hospital unless you have had a bad accident or you have a medical emergency.

The international staff will also recommend a dentist if needed. Many students wait and go in their home country when they are back there or on holiday.

Insurance

All international students must have medical and travel insurance which the school can arrange. If you and your parents arrange your own insurance, the school must have a copy translated into English.

What clothes to bring?

Wellington has a mild, sea climate, with plenty of wind.

The best weather is in October to April, with average temperatures 17°C to 21°C. Winter is quite short and never extreme. It has snowed twice in 30 years. The temperature in Wellington will rarely rise above 25°C (77°F), or drop below 6°C (43°F). Wellington is however known for its southerly winds in winter, which make the temperature feel much colder.

You need to bring a jacket that is rain and windproof, hats and warm hoodies etc. It's good to have boots. You also need a swimming costume (togs)! If you want to do Outdoor Education as a subject, it would be good to bring hiking boots, a sleeping bag and thermals.

Safety in Wellington

Wellington is a World Health Organisation safe city and people are friendly and helpful – just ask if you need help.

You do need to be careful around water and in the sun. New Zealand has many beaches, lakes and rivers for you to enjoy. However you need to take care as they can be dangerous. Never swim alone, swim between the lifeguard flags on the beach and never dive into the water when you don't know how deep it is. See more information <http://www.watersafety.org.nz/resources-and-safety-tips/>

New Zealand's sun is very strong. To avoid skin damage and possible cancer you need to wear a sunhat, use sun screen and cover up between 10am and 4pm during the summer. See more information www.sunsmart.org.nz

The Law and Students

Police in New Zealand are there to help you – it is safe to talk to them. Three important laws you should understand:

1. The drinking age is 18 years and over. No drinking before that.
2. Using and dealing any drugs is illegal.
3. The age of consent for sex is 16.

Flatting or Renting a House

If you live with your parent(s) or other relatives in New Zealand, a good place to find a rental house or flat is here www.trademe.co.nz Your rights as a tenant are set out here <https://tenancy.govt.nz/>

You can only live by yourself if you are 18 or over. Even then Wellington High School will inspect the flat and may not give approval. You also need your parent's permission for this.

Embassies in Wellington

Wellington has more than 40 countries' embassies represented here. Some of the most useful ones are below

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

http://www.nz.emb-japan.go.jp/itprtop_en/index.html

<http://www.vietnamembassy-newzealand.org/en/>

<http://www.wellington.diplo.de/>

<http://wellington.itamaraty.gov.br/pt-br/>

<http://chile.gob.cl/nueva-zelandia/en/>

Pathways to future study in Wellington and beyond

While you are a student at Wellington High School, the International Dean and the Careers Adviser will be helping you to plan your future study, making sure you are taking the right subjects and working towards University Entrance.

Wellington has two universities, two polytechnics, a cooking school and various private training schools. Many of our students go on to these institutions.

<https://www.careers.govt.nz/> is a good website to look at.

Student Refunds

If students withdraw from a course in our International Programme they may be eligible for a refund of tuition fees.

Refunds must be applied for in writing by either the student's parent(s) or agent stating the reasons for withdrawal. Any refunds will be paid directly to either of these applicants.

- Students who cancel their enrolment before they arrive in New Zealand may apply for a refund of tuition fees.
- Students in the school will not be given a refund unless they withdraw from the programme for special family reasons.
- Any refund of tuition fees will have all school expenses deducted – MoE levy, agent commission, relevant cost of committed staff and resources and GST.
- There will be no tuition fees refunds:
 - after the mid point of a course
 - if a student transfers to another school
 - if a student is expelled or excluded.

Any unused accommodation or pocket money will be refunded in full to the student when this request is made in writing. For amounts in excess of NZ\$500.00, the school will request the authorization of parent or agent.

Code of Practice 2016

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.

WHAT TO DO IF YOU HAVE A COMPLAINT

When you come to New Zealand as an international student, you can expect to receive a high standard of education, and to feel safe and well cared for while you live and study here.

If you have a complaint, it is important that you go through the right steps.

Here is what you need to do.

Ask your education provider to resolve your complaint

Your education provider is your first point of contact for any complaint you have, including any complaint about the agents your provider uses.

They must have a complaints process in place for you to go through, and they must tell you what that process is. Follow that process to see if your complaint can be resolved by your provider.

If your complaint is not resolved – contact NZQA

If your education provider has not resolved your complaint, and you still wish to have it resolved, then you can contact NZQA. NZQA is a government organisation. They can provide an independent assessment of your complaint and will either investigate your concerns or advise you what you can do next.

You can submit your complaint query on the NZQA website, or send an email to qadrisk@nzqa.govt.nz

If you need more information on the complaints process, contact NZQA on 0800 697 296.

Or – if it is a financial dispute – you can contact FairWay Resolution

FairWay Resolution is available to help you resolve financial or contractual disputes with your education provider. There is no cost to you for this service.

FairWay Resolution is an independent service with experience in helping people to resolve disputes.

You can contact FairWay Resolution on 0800 77 44 22 or go to www.fairwayresolution.com/istudent-complaints

