

PUKEKOHE HIGH SCHOOL



International Student Pre Arrival Information

CONTENTS

The International Team	3
Before You Leave Checklist	4
Auckland/Pukekohe Area	5
What Clothes to pack	6
Arrival in New Zealand	7
Starter Homestay Guide	8
Orientation Programme	10
School Life	11
Other Important Information	16



Kia Ora and Welcome to Pukekohe High School. Thank you for choosing our school.

We are really looking forward to meeting you and making your experience at Pukekohe High School as enjoyable and memorable as possible. We understand that moving away from home to another country can be a challenging experience. Adjusting to a new culture, new way of living and learning in a new school system can seem very overwhelming at first. The handbook will help you through some of those challenges.

Remember we are always here to help and there is no question that is not a good question. Please email your questions to international@pukekohehigh.school.nz

THE INTERNATIONAL TEAM



Jodine Parkinson

Director of International Students

Email: jparkinson@pukekohehigh.school.nz



Cherie Garland

Homestay Co Ordinator

Email: Homestay@pukekohehigh.school.nz



Tracey Anderson

International Student Co Ordinator

Email: tanderson@pukekohehigh.school.nz

BEFORE YOU LEAVE CHECKLIST

- Have you emailed your flight details to international@pukekohehigh.school.nz to ensure we have arranged your airport pickup?
- Make email contact with your host family – introduce yourself and ask any questions you need answered 😊
- Bring your passport and current visa to study in NZ
- Travel/Medical Insurance certificate (if you have not taken out insurance through us)
- You will need to bring a device (laptop) to use each day in class. Check the other information page for more info.
- If you bring electrical items, you will need the appropriate adapter plug and voltage converter. The New Zealand power system is 240 volts, 50 Hertz. You can buy an adaptor at Auckland Airport or in Pukekohe if you cannot find one in your own country
- Small amount of NZ Cash
- Medication: If you take prescribed medication you may need a prescription or letter from your doctor (in English) to prove that the drugs have been prescribed for you .
- Choose which subjects you would like to take: (we cannot guarantee subject choice)
- Approximate age for each year level

Year 9	Year 10	Yr 11 (NCEA 1)	Yr 12 (NCEA 2)	Yr 13 (NCEA 3)
13/14 Yrs	14/15 Yrs	15/16 yrs	16/17 yrs	17/18 yrs

AUCKLAND



Auckland has a population of about 1.5 million people and is a great study destination. The city is surrounded by two harbours and is called 'The City of Sails'. There are museums, festivals, and markets, lots of cafes, restaurants and shops. Central Auckland is easily accessible by train from Pukekohe.

PUKEKOHE

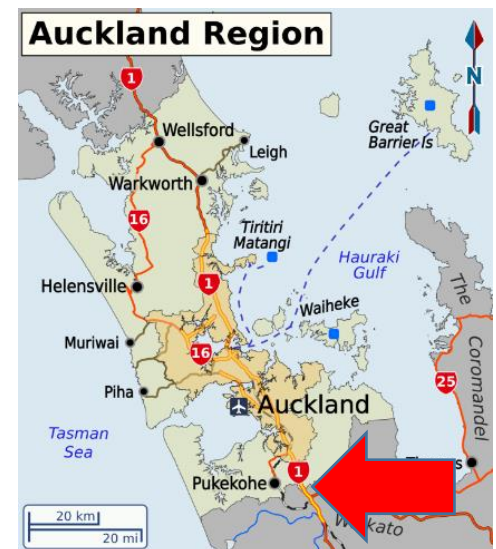
Our school is located in the township of Pukekohe. Pukekohe has a population of 31,500 and we are only 50km south of Auckland City and approximately 30 minutes' drive from Auckland's International Airport.

The High School is only 5 mins walk from the train station and from Pukekohe Town Centre.

Pukekohe offers a safe, friendly environment for you to learn and experience New Zealand culture.

Pukekohe boasts all the large chain stores in New Zealand, shopping for just about anything can be done right here. We have an outdoor pool facility for summer use and an indoor pool inside a recreational Leisure centre. There is a large 10 pin bowling alley with entertainment area, 8 Ball centre and a multi-screen cinema in town. We have west coast beaches within 25 minutes' drive and east coast within 1 hour drive. We are surrounded by horticultural and farming countryside, with reserves, bush and waterfalls all within 30 minutes' drive of our well situated town. Should you wish to travel into Auckland City – our train service runs frequently and takes about an hour to the Britomart CBD Station.

For travel throughout New Zealand we have many tour providers we work with and trust for your travel within NZ in School holidays should you wish to go further afield. Please ask for these details.



WHAT CLOTHES TO PACK

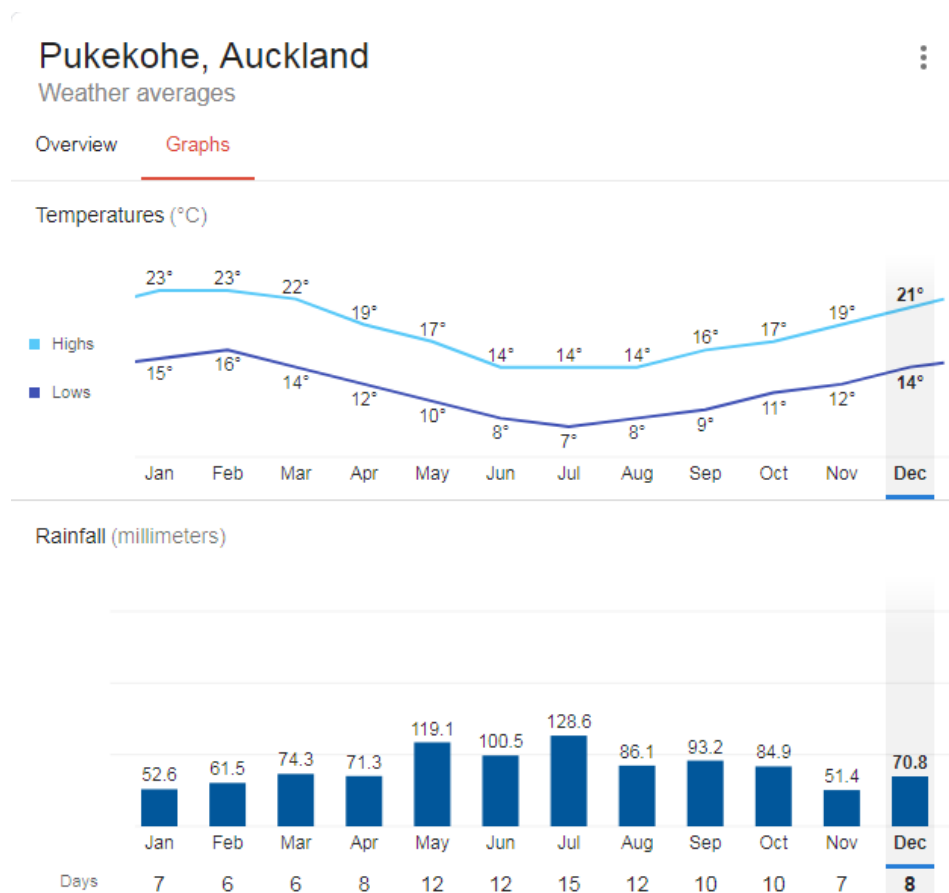
If you are only here for a short time (less than a term), you are expected to wear your own uniform, otherwise you can purchase uniform once your school term starts.

For outside of school clothes. Make sure you have comfortable clothes and shoes. Your homestay will take you exploring in the local area and beyond. A rain jacket is also a good idea. If you are coming in summer – swimming gear/ beach wear is a great idea.

New Zealand can have high levels of ultraviolet light (UV) rays. During September – April you will need to protect yourself with sunscreen/hats and sunglasses to prevent sun damage.

Our weather can sometimes feel like 4 season in one day so layering clothes to add or take off at different times during the day is a good idea 😊

- September – November is our **Spring** – temperature ranges from 9 – 19°
- December – February is our **Summer** – temperature ranges from 14 – 23+°
- March – April is our **Autumn** – temperature ranges from 12 - 21°
- June - August is our **Winter** - temperature ranges from 7 - 14°



ARRIVING IN NEW ZEALAND

It is a good idea to arrive in New Zealand a couple of days earlier than your starting date. This will help you recover from your travelling.

Pukekohe High School will arrange for someone to meet you at the airport. It could be your Homestay family, your agent or a Pukekohe High School staff member. They will be waiting in the public arrival area. Please look for the card with your name on it. If you get lost please wait in the McDonald's Restaurant area and we can find you.

Do not leave the airport. If you get lost or cannot see your name on a sign ring the International Students 24 hour phone number 021 668 716

NEW ZEALAND PASSENGER ARRIVAL CARD BIS 2017 2018

Information collected on this form and during the arrival process is sought to administer Customs, Immigration, Biosecurity, Border Security, Health, Wildlife, Police, Fine Enforcement, Justice, Benefits, Social Service, Electoral, Inland Revenue, and Currency laws. The information is authorised by legislation and will be disclosed to agencies administering and entitled to receive it under New Zealand law. This includes for purposes of data matching between those agencies. Once collected, information may be used for statistical purposes by Statistics New Zealand.

- This Arrival Card is a legal document – false declarations can lead to penalties including confiscation of goods, fines, prosecution, imprisonment, and deportation from New Zealand.
- A separate Arrival Card must be completed for each passenger, including children.
- Please answer in English and fill in BOTH sides.
- Print in capital letters like this: **NEW ZEALAND** or mark answers like this:

1 Flight number/name of ship Aircraft seat number

Overseas port where you boarded THIS aircraft/ship

Passport number

Nationality as shown on passport

Family name

Given or first names

Date of birth day month year

Country of birth

Occupation or job

Full contact or residential address in New Zealand

Email

Mobile/phone number

2a Answer this section if you live in New Zealand. Otherwise go to 2b.

How long have you been away from New Zealand? years months days

Which country did you spend most time in while overseas?

What was the MAIN reason for your trip? business education other

Which country will you mostly live in for the next 12 months? New Zealand other

2b Answer this section if you DO NOT live in New Zealand.

How long do you intend to stay in New Zealand? Permanently or years months days

If you are not staying permanently what is your MAIN reason for coming to New Zealand?

visiting friends/relatives business holiday/vacation

conference/convention education other

In which country did you last live for 12 months or more?

State, province or prefecture Zip or postal code

Please turn over for more questions and to sign

New Zealand has strict laws regarding what you can bring into the country to screen out unwanted pests and diseases. You must not bring any animals, insects, fresh foods (including meats and fruit) and some packaged goods. If you are not sure about what you have, declare it and Customs can look at it. You can check on www.customs.govt.nz

It is wise to plan your arrival a few days before school starts. This gives you time to adjust to the new time zone.

All students will be given a NZ Vodafone Sim Card on arrival (if necessary) which can be used immediately to call home to tell your parents you have arrived safely. This is compatible with most phones and is necessary to ensure your homestay can get in touch with you at all times.

HOMESTAY GUIDE



You will have your own room with a bed with sheets and a blanket, desk, lamp, chair, wardrobe or storage for your clothes. Your room is your own space and you are entitled to your privacy. Your host family should knock before entering your room. You are responsible for keeping your own room clean and tidy. Your host parents will discuss procedures for vacuuming and changing bed linen and where to put dirty laundry.

Your homestay family will do your laundry, but they will not come and collect it from you. Do not hang wet clothes in your room. Do not have a shower longer than 5 minutes as most homes have hot water cylinders and this will only last for all members of the family if you stick to this timing. If possible dry your hair in our room and not the bathroom as there may only be one bathroom for the family.



You will have 3 meals per day Breakfast (around 7-8 am), Lunch (around 12-2pm) and cooked evening meal (around 6-8 pm). Food in New Zealand may be different to what you are used to, always try it first. If your host family says "Help yourself" that means "take the food you want, don't wait, do it yourself". This might feel rude to you but it is quite normal in NZ for students to make their own sandwiches/snacks. Wait until your host family starts eating before you start

eating. It is normal to talk to each other at the dinner table (although not with food in your mouth) and ask how everyone's day has been. Say "please" and "thank you" for the food.

If you would like to cook your own food sometimes make sure you ask if that's alright. Maybe the family would like you to cook your favourite foods for them. Don't forget to clean up afterwards.





When you would like to go to bed, it is normal to say to your host family "good night, I am going to bed now". Maybe you want to stay up later than your host family as some NZ families go to bed as early as 9 pm. If the family has gone to bed, please be quiet. If you are watching TV or listening to music, keep the volume low.

In a New Zealand home, children help around the house so you may be expected to have a daily job and share some of the household duties. If you make an effort to fit into the family, you will find they will make an effort to help you. You are expected to get the agreement of your homestay family if you want to go out. You will need to tell them where you are going, who you are going with, how you are travelling and when you expect to return.



Alcohol: Alcohol is not permitted whilst on our school Visa and cannot be sold to anyone under 18 years of age by New Zealand Law.



In New Zealand it is usual to walk between 15-30 minutes to and from school each day. If your homestay is further away than this your homestay will usually drive you to school or you can catch the local bus or school bus to and from school.

If you wish to move homestay families you must talk to the Homestay Co Ordinator and she will organise this. Homestay moves are not made regularly and require a reasonable notice period to be given. Extra homestay moves will attract another homestay placement fee payable.

ORIENTATION PROGRAMME

The orientation programme will include a powhiri (a traditional Maori welcome), school Tour, rules and regulations, subject choices, support services at school, uniform and photos for your Student ID card.

You will need to bring your passport and your insurance details (if not purchased through school) on your first day.

You will be expected to wear your own school uniform if you are here for under 1 term. For longer term students you are expected to Hire or Purchase Pukekohe High School Uniform. If you are purchasing uniform we will have time on your first day to do this, please bring funds to purchase this. Our uniforms are sold in Jan's Uniform Shop, 19 Manukau Road, Pukekohe. Open daily from 830 – 5 pm Monday to Friday and Saturday morning 9-1 pm. Please advise us before arriving should you wish to hire uniform for the duration of your stay.

Orientation Programme (example only, if number of students are low then could be completed in one day)

Date/Time	Event
Wednesday 30 January	
8.45 am	Welcome – meet at big tree (in front of Library)
9.00 am	Powhiri Welcome in Te Hikoi
9.30 am	Introductions and copy passports/insurance
10.50 am	Interval
11.40 am	Photos
12.30 pm	Finalise Subject options/issue Orientation Packs
1.45 pm	Lunch
2.35 pm	Fun Activity
Thursday 31 January	
8.45 am	School Rules/Expectations
9.30 am	School Tour
10.50 am	Interval
11.40 am	Uniform Purchase
12.30 pm	Support Services/timetable Issue
1.45 pm	Lunch
2.35	First class for students

SCHOOL LIFE



THE NEW ZEALAND TEACHING AND LEARNING ENVIRONMENT

Learning in New Zealand may be different to what you are used to in your home country.

Students participate in their learning – i.e. teachers and lecturers may expect you to ask questions of them and provide ideas for discussion. Don't be

afraid to ask questions. **We encourage you to ask questions** 😊 please come to the international office if there is anything that you don't understand or which is worrying you about school. The national qualification in the senior school is **NCEA**. For more information on the NCEA and about university entrance please go to <http://www.nzqa.govt.nz/about/index.html>.

(For more information on New Zealand education, please go to www.minedu.govt.nz)

ATTENDANCE

Part of the student visa conditions is that you attend school every day. This is reported back to immigration on reapplication for subsequent visa terms. If you are absent from school your homestay needs to notify the school absence line on your behalf before school commences for the day. If your absence is not justified by the homestay family you will be marked as Truant and you will be called in to meet with the International Director about this. Should your truancy continue your agent and family will be notified. You must stay within school grounds at all times once you arrive for your first class, this is to ensure your safety should we have an emergency situation and need to find you. If you are going offsite with a teacher and the rest of your class (or a sports team etc) you will be marked present but offsite in our records.

CODE OF PRACTICE 2016

Pukekohe High School has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016. The code of practice is now available in Arabic, Chinese (simplified), German, Hindi, Japanese, Korean, Portuguese, Spanish, Thai and Vietnamese. Please visit this website to read/download a copy:

<https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>

BYOD (Bring your own device)

All learners are expected to bring their own device to use each day to improve engagement in their learning. Please watch this clip to see why we have chosen to become a BYOD school https://youtu.be/Xl24v9_LUao

Minimum specifications for these devices are as follows:

- Wireless networking capability using 802.11g or n
- 5 hours of use from one battery charge
- Large screen (7.9 inches minimum) enough to work with documents in order to create and edit content
- The ability to run a web browser (e.g. Chrome, Firefox, Internet Explorer) that will allow it to access Internet and other learning resources
- The school will provide an account for Office 365 for all students. This can be installed on up to five devices and will give access to all MS Office 365 in a web browser or on their device.
- Touch screen and stylus capability
- Is lightweight, but robust enough to handle daily use
- Is in a protective carrying case
- Given the above guidelines we suggest you seriously consider using a **full function Windows laptop**.

SCHOOL DAY

TIMETABLE/ BELLTIMES 2019

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PERIOD 1	8.40 – 9.45	8.40 – 9.45	8.40 – 9.45	8.40 – 9.45	8.40 – 9.45
VERTICAL FORM	9.50 – 10.05	9.50 – 10.05	9.50 – 10.05 Assembly	9.50 – 10.05	9.50 – 10.05
PERIOD 2	10.10 – 11.10	10.10 – 11.10	10.10 – 11.10	10.10 – 11.10	10.10 – 11.10
INTERVAL	11.10 – 11.35	11.10 – 11.35	11.10 – 11.35	11.10 – 11.35	11.10 – 11.35
PERIOD 3	11.40 – 12.40	11.40 – 12.40	11.40 – 12.40	11.40 – 12.40	11.40 – 12.40
PERIOD 4	12.45 – 1.45	12.45 – 1.45	12.45 – 1.50	12.45 – 1.45	12.45 – 1.45
LUNCH	1.45 – 2.25	1.45 – 2.25	SCHOOL ENDS	1.45 – 2.25	1.45 – 2.25
PERIOD 5 (school ends 3.25pm)	2.35 – 3.25	2.35 – 3.25		2.35 – 3.25	2.35 – 3.25

LUNCH

Your Homestay family will provide you with lunch. They will help you become independent in making this for yourself so you can choose foods that you would like to eat. If there is specific foods you would like to have available for your lunch please ask your homestay. If you choose to purchase your own lunch we have a school canteen that is open morning tea and Lunchtime. Eftpos is available

EXAMS

All International students are expected to do the internal exams even if they are not doing NCEA. This helps their teacher monitor and report on their academic progress. The internal exams are held in September for about 6 days. All senior students (yr 11, 12 and 13) will be on Study leave during that time and are only required to attend when they have an exam. Any senior student who is not doing NCEA exams in November/December will be expected to attend our End of Year Activities unless prior approval is given to return home.

ACADEMIC PROGRESS

For any matters regarding your academic progress please contact the International Director either in person or by email to international@pukekohehigh.school.nz

STUDENT SUPPORT SERVICES

The following staff on school grounds are available for assistance and support for International Students

Mrs Parkinson – Director of International Students

Mrs Watt/Mrs Smith – ESOL Teachers

Mrs Baker/Mrs Purchase – Guidance Counsellors

Mrs Boyes/Mrs Stone – Careers advisors

School Nurses office – No appointment necessary, ask your teacher to leave class and go to see the nurse. You must not leave school without seeing the nurse first.

UNIFORM

Uniform **MUST** be worn at all times. This can be your own uniform from your school at home if you are a short term (less than 1 term) student. We have uniform that can be hired if needed at \$150 per term. **No extra jackets, jerseys or track pants to be worn under or over the uniform.**



SMOKING

Smoking is not permitted at any time at Pukekohe High School. It is illegal to buy cigarettes and tobacco in NZ if you are under the age of 18 years.

INTERNET

You will be issued with a username and password for the school WIFI and Intranet during your Orientation programme.

STUDENT ID CARD

These are your school identification with your name, photo and Birthdate. They are used within the school for student photocopying and printing and can also be used for student discounts at local cinema, bus and train tickets and other student discounts offered throughout New Zealand.

PUKEKOHE HIGH SCHOOL INTERNATIONAL TRAVEL POLICY

International students may wish to take advantage of opportunities to travel while they are in New Zealand. The school takes its responsibility for students seriously so we have tight travel guidelines. Students should not be applying for leave for personal travel during school time, unless there is a compelling reason to do so. This could include the visit of parents, an event organized through agents or where they are doing so as part of the activities of a host family, or accompanying an approved school trip.

Under the provisions of the Education (Pastoral Care of International Students) Code of Practice 2016 the school has an obligation to ensure that leave is only granted where it can be assured that the student will be supervised by approved adults and will be living in accommodation that meets the appropriate standard. All leave must be applied for at least two weeks in advance and must include signed permission from parents/caregivers and a completed request to travel form. Leave will not be granted where the agent of a student who is acting as a guardian denies permission. All travel must be through an approved organization or with a homestay family. **If leave is taken without approval or when approval has been denied by the school, this will be regarded as a serious breach of discipline and could involve disciplinary procedures.**

SPORTS AND ACTIVITIES OUTSIDE THE CLASSROOM



Taking part in sport and other school activities is a great way to make new friends and take advantage of all that the school has to offer. These can range from musical groups to helping with school events to playing sport. Please remember that sport is seasonal. You can talk to the international office for ideas of things to do.

TERM DATES 2019

Term 1: Wednesday 30 January to Friday 12 April

Term 2: Monday 29 April to Friday 5 July

Term 3: Monday 22 July to Friday 27 September

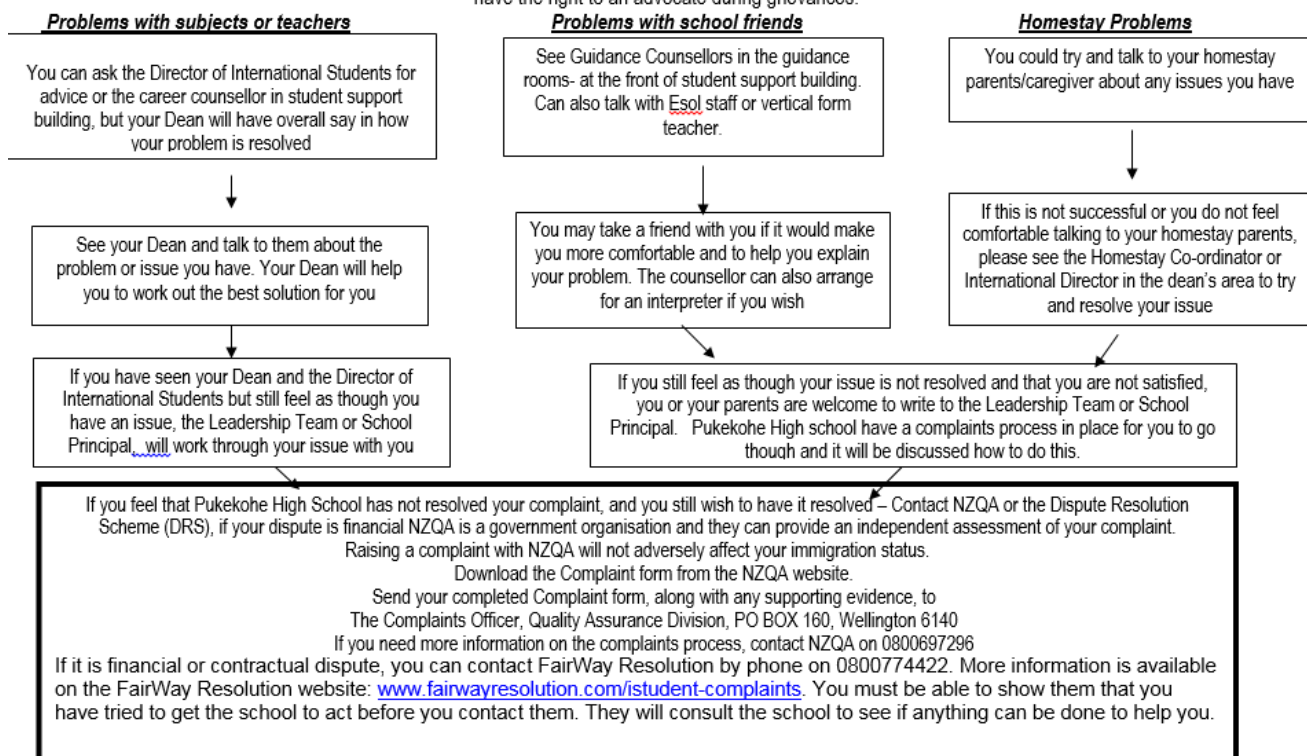
Term 4: Monday 14 October to Tuesday 10 December

COMPLAINTS

If you have queries or any complaints please follow the below procedure

GRIEVANCE PROCEDURES Reviewed JULY 2018

If you have a problem or an issue that you're not sure how to resolve, you may find that one of the following processes will help put things back on track for you. It is always best to seek help when you have a minor problem, rather than waiting until you have a major problem. The staff at Pukekohe High School are available to listen and assist you at any stage you feel you have a problem or an issue. We hope you enjoy your time at Pukekohe High School. You can bring a support person with you such as a friend or family member or your homestay (residential or designated caregiver) at any stage during the complaint process. Students also have the right to an advocate during grievances.



OTHER IMPORTANT INFORMATION

BANKING

New Zealand has a very modern banking system and almost everybody has a bank account. It's the safest, most convenient way to manage money. The five major banks are ANZ, ASB, BNZ, Westpac and Kiwibank. Their opening hours are 9-4.30 pm, Monday – Friday, and sometimes over the weekend. When you have opened your account you will be given an account number. With this account number you are able to make deposits (including international payments) and withdrawals. You will either be sent or given an ATM/eftpos (Automatic Teller Machine) card. ATMs, also known as cashpoint machines, money machines or 'holes in the wall', allow you to withdraw money 24 hours a day, 7 days a week and are widely available throughout New Zealand. Almost all shops and restaurants will take an EFTPOS card therefore keeping cash on hand is almost not necessary. We will assist you with opening a bank account when you arrive if needed.

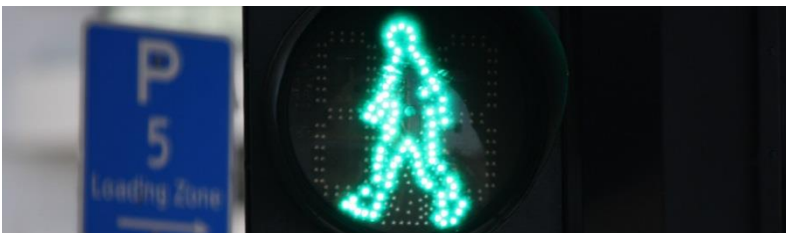
TRANSPORT

Students usually come to school by bus, by car or by walking. Pukekohe High School is only a 5 minute walk to the Train Station, Bus Station and Town Centre.

The best way for you to travel independently around Auckland City is by Train or bus. You will be given a Student ID card which will allow train and bus travel at student prices and will also get cheaper entry into some places. International students are not allowed to drive motor vehicles while studying at Pukekohe High School.

Online: AT.govt.nz

CARS



Please take care when crossing the road, we drive on the left hand side of the road so when crossing always look both ways carefully. Always use pedestrian crossings when available

HELMETS

Cyclists are required by law to wear a properly fitted, standards approved bicycle helmet. If you do not wear one and get caught you may have to pay a fine and get your bike confiscated.

BUSES

Get on and off buses carefully and wait until the bus has driven away before ensuring road is clear to cross the road.

STUDENT SAFETY

Some points to remember.

1. **New Zealand's emergency number is 111.** When this number is connected the operator will ask if the caller wants Police, Fire or Ambulance.
2. Check street signs when you go out. If there is an emergency, then you know where you are and help can come more quickly.
3. Pick your friends wisely and if you have any worries or concerns tell someone.
4. Look after your passport carefully.
5. Do not walk around alone and especially after dark.

www.police.govt.nz

PHONE CALLS AND INTERNET

Please ask your homestay family about usage limits before using the internet. Some families do not have unlimited use and therefore large downloads and live streaming may not be available

MOTOR VEHICLES

International Students are not allowed to own or drive a car while they are enrolled at Pukekohe High School. You must only travel in another car with an approved driver who has a full licence gained in New Zealand by the full process.

SMOKING / DRINKING

New Zealand, like most other countries is smoke free. It is illegal in New Zealand for cigarettes to be sold to anyone under the age of 18 years. Smoking is NOT permitted at school or while wearing your school uniform to and from school.

Alcohol is not permitted whilst on our school Visa and cannot be sold to anyone under 18 years of age by New Zealand Law.

WATER SAFETY

The Auckland region is surrounded by some magnificent waterways. The physical nature of our country; the length of the coastline; the accessibility to rivers and lakes; the relative affordability of visiting a community pool and the popularity of private pools – all increase the need to be 'WaterSafe'.

Swim only at lifeguard patrolled beaches and always swim between the red and yellow flags. Lifeguards are trained to assess the safest areas for swimming and they mark those areas with red and yellow flags. Follow the advice of safety signs. For more information on surf beaches visit www.lifesaving.org.nz

MEDICAL AND HEALTH SERVICES

Appropriate medical and travel insurance is compulsory. Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit you may be liable for the full costs of that treatment.

www.moh.govt.nz 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. www.acc.co.nz

If you visit the doctor please always pay the account as you leave and keep your receipt. Your receipt needs to show the reason you went to the doctor and the cost you paid. Please bring all receipts to the International Office if you had your Insurance arranged by us or send to your Agent to arrange a refund for you.

We look forward to meeting you in New Zealand on your arrival. We hope this has helped to answer many of the questions that you may have – if you have more questions please send us an email International@pukekohehigh.school.nz

**Kite wawe Koutou
(see you soon)**