



Welcome to Southbrook School

Information Guide for Prospective International Learners and their Parents

Mātauranga Knowledge **Āhuatanga** Character **Whanaungatanga** Relationships

Quality collaborative teaching and learning, equity and excellence for all.

Haere mai welcome to Southbrook.

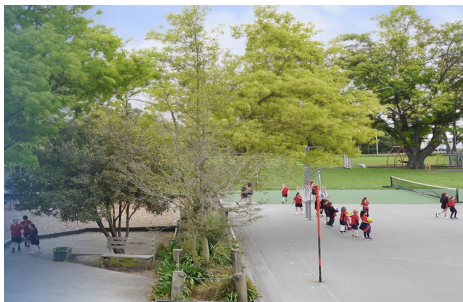
We are a state-owned, full primary school with a roll of approximately 265 students aged 5–13.

Our 11 whānau classes, from New Entrants to Year 8, operate in collaborative Learning Spaces designed to maximize individual skills and strengths.

Our Location & Community

Located at the southern end of Rangiora, in the heart of the bustling Waimakariri District.

We celebrate every member of our team as they grow and add to their 3-Kete: **Mātauranga**, **Āhuatanga**, and **Whanaungatanga**.





Code of Practice & Pastoral Care

Information for International Learners and Families

Southbrook School is a signatory to [The Tertiary and International Learners Code of Practice](#).
We strive to protect international students and provide a positive experience supporting educational achievement.

Our Pastoral Care Includes:

- Supporting students in a new cultural environment
- Identifying and addressing safety and well-being needs
- Helping students participate in NZ culture and develop networks
- Supporting students to achieve their goals

In Accordance with the Code of Practice, Southbrook School:

- Maintains high professional standards
- Ethical and responsible recruitment and contracts
- Provides comprehensive, accurate, and up-to-date info
- Recognises particular needs of international students
- Ensures students are in safe accommodation
- Fair and equitable grievance processes



Who Can Study at Southbrook School?

Eligibility and Orientation for International Students

School Overview

Southbrook School is a full primary school (Year 1–8), but accepts international students in Year 7 and 8 only (Ages 10–13).

All classes are taught in English and based on the *New Zealand Curriculum*. ESOL (English for Speakers of Other Languages) tuition is available based on individual needs.

Placement is based on the Student's needs and may be adjusted in their best interests.

Orientation & Activities

Comprehensive orientation for Students and Caregivers:

- Enrolment interview with the Principal
- School walk-around & meeting teachers
- Classroom visits

Students take part in all learning activities, including Education Outside the Classroom (EOTC).





How do I enrol my child?

Enrolment Information for International Students

An international student enrolment form will be completed at the time of enrolment, and enrolment will begin after all documentation is completed.

Parents must provide all requested information and disclose any known learning, social, or health needs.

Enrolment may be terminated if the Student is found to be unsuitable for the programme. The student is expected to comply with our School Policies and the Code of Practice. Our [School Policies](#) refer to student and staff conduct.

Steps to Enrolment:

1. Initial enquiry via email or application form
2. Contract of Enrolment
3. Attend an interview
4. Sign and return Offer of Place
5. Apply for Visa
6. Arrange for Insurance
7. Pay fees

Course Completion

The School will issue a certificate of enrolment at the completion of the course once:

- All accounts have been paid
- All school resources are returned

Immigration Requirements

- 1. All students wishing to enrol at Southbrook School must meet the requirements of Immigration New Zealand to study in New Zealand.
- 2. Students may be enrolled at the School for up to 3 consecutive months if they have a Visitor's Visa. Students must have a Student Visa for enrolments longer than 3 months.
- 3. The Student's passport and visa, and Parents' passports and visas, must be shown at enrolment. The Parents must ensure that all documentation, including visas and insurance, are kept up to date. The School will notify Immigration New Zealand if it becomes aware of a breach of visa conditions.
- 4. If a Parent gains a work permit, or becomes a New Zealand permanent resident, the international enrolment will be terminated, and a new enrolment procedure must be completed. The School's Fee Protection and Refund Policy will apply.
- 5. The School will report any termination of enrolment to Immigration New Zealand immediately.

Further information on immigration requirements can be found at the Immigration NZ website:
<https://www.immigration.govt.nz/new-zealand-visas/options/study>

Arrange Insurance

The Code of Practice (clause 65) specifies that signatories must ensure that all students enrolled for 2 weeks or longer must have appropriate insurance covering:

- Travel Insurance - to and from New Zealand - within New Zealand - outside New Zealand (if part of the course)
- Health Insurance - medical care in New Zealand (including diagnosis, prescription, surgery, and hospitalisation)
- Repatriation or expatriation of the student as a result of serious illness or injury (including travel costs incurred by family members assisting)
- Death of the student, including cover of:
 - travel costs of family members to and from New Zealand
 - costs of repatriation or expatriation of the body
 - funeral expenses

Pay fees

Long Term Students (10 weeks or more)
Administration Fee (non-refundable) Annual \$500
Tuition Fee \$360 per week
Payment in full is required in advance for the whole study time.

Short Term Students
Administration Fee (non-refundable) \$250
Tuition Fee \$400 per week

Student Homestay
Placement Fee (Non-refundable) \$200
Accommodation \$50 per night
Management Fee \$150

Upon full or part-payment of fees, the school issues a receipt which can be forwarded to Immigration New Zealand in support of an application for a student visa. The tuition fee must be paid in full in order to complete enrolment for the student, or before the enrolment is renewed.

Additional fees
There may be additional fees for extra services, such as:

- Extra English language lessons
- Stationery
- Sports uniforms and activities
- Class visits and activities



Accommodation & Enrolment

Finalising the Enrolment Process

Arrange accommodation that is safe and secure and complies with the Code. School will arrange accommodation for groups and short stay international students.

Next Steps:

Please ensure you complete the following:

- Sign and return [Contract of Enrolment](#)





School Life & Communication

Student Support and Parental Engagement

Settling In

Comprehensive orientation includes a Guardian Teacher and a buddy group of 2+ students to help with daily routines and breaks.

School staff will monitor progress and deal promptly with any issues that may affect learning. The learning Support Coordinator will be available to offer assistance in any way.

Tracking Progress

'Evidence of Learning' posts are shared each term (English, Maths, Local Curriculum). Meetings with Guardian Teachers are always welcome.

Communication Channels

- Weekly newsletters (emailed)
- Email & Hero posts
- Direct contact with Guardian Teachers

Contact & Support

For any queries or concerns, parents/caregivers can speak directly with their child's Guardian Teacher or the school Principal at any time.

How do I complain?

Our primary goal is to create the best learning environment for the students of our school. We encourage open communication and prefer that parents come to us to talk through a problem rather than discuss it in the community.

In the first instance, we support international students to discuss concerns or complaints with the teacher involved or by discussing with the Principal.

If, you have tried the above and your problem is still not resolved, then you can contact:

NZQA (New Zealand Qualifications Authority) for breaches of the Code, using the online form [Make a complaint](#)

Or,

[Study Complaints](#) (for financial or contractual disputes) - phone on 0800 00 66 75.

Will I get a refund if the Student withdraws?

The School is unable to refund some fees. The following fees relate to expenses that the School may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:

- a) Administration Fee: Administration fees meet the cost of processing an international student application. Administration fees exist whether an application is accepted or not or whether a student remains enrolled after an application is accepted.*
- b) Portion of Unused Tuition Fees: The School may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the School and may vary. (e.g. salaries, Government Levy, resources*

*We look forward to welcoming you and your child to
Southbrook School, Rangiora, New Zealand.*

*Quality assurance information about New Zealand schools is available from the Education Review
Office [website](#).*

*Please contact us on the below email
international.students@southbrook.school.nz*

Or, by completing this enrolment form

[application form](#)