

Greenhithe School International Student Guide

Learn to Grow



Wecome Message

Welcome to Greenhithe School, situated in the lovely village of Greenhithe, where children from Year 0 to Year 6 are nurtured, challenged and inspired to achieve success. Greenhithe School is rich in history dating back to 1893. We PRIDE ourselves on the friendly, supportive and safe learning environment that we offer all children.

We have a dedicated team that works together to support all children, and we are proud of our positive connections with our whānau and the local community. We value this close partnership between your child, home and school.

Our vision is to ensure that all students become capable, confident and balanced learners. Embracing challenge, using initiative and developing the attitude to give new experiences a try, which is at the heart of everything we do.

Our PRIDE values are reinforced through our Mitey Programme, ensuring emotional wellbeing is developed. These values are encouraged, modelled and explored in everyday learning through positive relationships with other children, teachers, families and whānau. We learn to develop these empathetic relationships that show kindness and respect to all.

Thank you to the parents, caregivers and local community, PTA and our Board who support us throughout the year. We truly value the help you provide to ensure that we have a friendly culture that is well resourced to meet the needs of all our children. We look forward to welcoming and working alongside you and your children



Auckland Aotearoa

OUR LOCATION

Greenhithe School is a quality and high performing school on Auckland's beautiful North Shore. The city centre is less than 20 minutes drive by car and the commuter ferry terminal five minutes away.

Surrounded by the ocean on three sides, Greenhithe also boasts three large parks. It is a stunning location, close to East Coast beaches, the city centre and shopping malls.

WHAT WE OFFER

- Quality teaching resulting in academic, sporting and artistic achievement
- Attention given to the individual learning and development of each child
- Attractive school grounds featuring a swimming pool, school hall, theatre stage, library, sports fields and adventure playgrounds
- Programmes are available to students aged between 6 and 11 years.
- Students study alongside our mainstream students, sampling all of the seven essential learning areas: English, Mathematics, Social Studies, Science, Art, Technology and Health & Physical Education.
- Students will be withdrawn for additional tuition in English in the ESOL classroom.
- Greenhithe School offers extracurricular sporting, cultural and music programmes which are listed on the Greenhithe School website.
- Before School & After School Care service



Our Vision and Values



Our Vision

Our children grow to be capable, balanced, confident learners who embrace new experiences and opportunities.

Kia tipu kaha ai a mātou tamariki i raro i ngā manaakitanga hōu o ngā wheako me ngā angitu hei ākonga tau hei ākonga maia

Learners at Greenhithe School grow to be confident, flexible and are open to new ideas. We live and breathe our PRIDE values in every aspect of school life. We embrace challenge, use initiative and develop the attitude to give new experiences a try. We learn to foster effective relationships, showing empathy, kindness and respect to all.

Our Values

Greenhithe School will promote a learning community where we support the personal development, learning and welfare of every learner. The students who display these values will receive a PRIDE certificate and will be recognised to the whole community through the school newsletter.

PRIDE

Perseverance, Respect, Initiative, Diligence, Excellence

Manawanui, Manaakitanga, Whakaaratanga, Urupū, Kairangatira





Communication

At Greenhithe we feel that communication is key to developing our learning partnerships across the school. Our teachers are more than happy to catch up with parents as you drop off or pick up from school. However, if you have something private to discuss, please arrange an appointment by email with the class teacher.

Website and Calendar

The website has further information about our school and upcoming dates and events. Emergency information will also be displayed on the website if required.

Email through ETAP

This is how the school communicates notices, newsletters, events and emergencies with you.

Newsletters

The school newsletter is published by the Principal fortnightly and includes up to date information, students who have demonstrated our PRIDE Values, PTA information and any sporting success.

Seesaw

The junior class teacher will provide you with a login so that you can access this platform. The junior teachers use this platform to share the students' learning with you.

Kindo

When you enrol there will be information with this pack on how you can start a KINDO account. This account will enable you to pay for activity fees, donations, Ezlunch, Extra Curricular Sports, PTA activities and other school related events online.

INTERNATIONAL STUDENT ENROLMENT PROCEDURE

Greenhithe School has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016. A copy of the Code is available from the school on request or from the Ministry of Education website: [The Education \(Pastoral Care of Tertiary & International Learners\) Code of Practice 2021](#)

1. Application Requirements and Procedures

1.1 The applicant must provide a completed and signed [International Student Application Form](#) and [Enrolment Terms and Conditions](#) to the school, along with the following documents:

(a) A copy of passports (student's and parents)

(b) A copy the student's most recent school report translated into English.

Failure to disclose relevant information regarding medical conditions, behavioural needs or learning needs (other than English) which may hinder learning, may result in termination of the enrolment without refund.

1.2 An interview may be arranged with a student seeking a long term placement with the school:

(a) If the student is overseas, this may be carried out using a video call service, or through email.

(b) If the student is in New Zealand, this will include: Conditions of Acceptance, classroom and daily programme explanation, tour of the school

Applicants will be informed of the school's decision within 5 days of the correspondence.

1.3 If all criteria are met, the school will send a Provisional Offer of Place and an invoice.

1.4 Upon payment of the invoice to the school's bank account, a receipt and Confirmed Offer of Place will be sent.

1.5 Students must have travel and medical insurance. We do not arrange these for you.

1.6 Student must be accompanied by their parent for their duration of study.

1.7 The school reserves the right to place the student in an appropriate classroom. This may be dependent upon the student's competency of English, their age, classroom numbers and any other school assessments.

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Medical and Travel Insurance

Greenhithe School will not be responsible for arranging insurance policies on an applicant's behalf.

- 2.1 All international students are required to have medical and travel insurance for the period of their visa. (A student may not be enrolled at Greenhithe School without a suitable and valid policy.
- 2.2 The school's preference is to organise international student insurance through Southern Cross Travel Insurance.
- 2.3 Southern Cross advise, if the student and/or parent wish to seek cover for a pre-existing condition, call 0800 784 691 (within New Zealand) or +64 9 979 6597 (outside New Zealand) within 31 days of purchasing insurance, to complete a medical assessment, and they will advise whether they can offer cover for your pre-existing medical condition(s).
- 2.4 Pre-existing conditions must be accepted by the insurance company at the time of taking out the policy. The school reserves the right to annul an enrolment for tuition if a pre-existing condition is not covered by the insurance company.
- 2.5 If time has elapsed between insurance policies, the student will need to undergo an 'over the phone' medical assessment should they decide to seek cover for their condition.
- 2.6 The school must be provided with a copy of the policy in English. The student's name must also be printed in English.
- 2.7 Insurance must cover:
- (a) A student's travel to and from New Zealand, and within New Zealand
 - (b) It must cover medical care in New Zealand, including diagnosis, prescription, surgery and hospitalisation
 - (c) It must cover repatriation or expatriation to their own country as a result of a serious illness or injury, including costs incurred from family members
 - (d) It must cover travel costs of family members to and from New Zealand in the case of death of the student, and costs of repatriation or expatriation of the body
 - (e) Funeral expenses
- 2.8 We have the expectation that insurance will be 'unlimited' coverage.
- 2.9 We highly recommend the parent or legal guardian of the student also has medical and travel insurance.
- 2.10 We recommend a student's personal belongings are covered by their contents insurance.

Accommodation

Greenhithe School will not be responsible for arranging accommodation for any student or their family. A student must be 11 years of age or younger and will only be considered for long term student if they come with a parent for the duration of their study at Greenhithe School.

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Conditions of Acceptance

3. In addition to the conditions listed here, all conditions that are part of the contract with parents, the refund policy and other school policies also apply.

3.1 For international students the school provides ESOL lessons as part of the school's programme.

Foundation English level students may:

(a) Be moved to a lower year level or to an English Language Programme class

(b) Require withdrawal from mainstream classes

3.2 The school reserves the right to adjust placements and individual programmes at any time, if it is in the student's interests to do so.

3.3 Students and parents or legal guardians must accept and abide by Greenhithe School's [Behaviour Policy](#) that apply to all students. Unacceptable behaviour may result in the termination of tuition without refund.

3.4 Students must observe the conditions of their visa. If a student and/or parent or legal guardian break the terms of their visa, the school will report this to Immigration New Zealand.

3.5 If the student is transferring to Greenhithe School from another New Zealand school, then the visa must state Greenhithe School as the provider. An application for 'variation of conditions' to Immigration New Zealand is required.

3.6 The student will attend school on all occasions when it is open for instruction, unless prevented by illness or other urgent cause. Repeated non-attendance will be reported to Immigration New Zealand.

3.7 Tuition fees will be paid in full prior to enrolment, or before enrolment is renewed (whichever applies).

3.8 All additional costs invoiced will be paid promptly, as required.

3.9 The conditions of the [fee refund policy](#) must be accepted.

3.10 Students will have current and suitable medical and travel insurance for the period of their visa.

3.11 Students must live with their parent or legal guardian for the duration of their study at Greenhithe School.

3.12 All disputes will be dealt with by New Zealand law.

3.13 The school's [complaints procedure](#) will be used to deal with grievances.

3.14 The student's academic, medical, behavioural needs or other information relevant to the wellbeing and course placement of the student will be provided prior to enrolment.

3.15 A change of student, parent or legal guardian details will be provided promptly to the school, including address, telephone numbers and email address.



Fees and Associated Costs

Tuition Fee \$15,200 per year or \$3,800 per term
(Tuition includes ESOL lessons)

Administration Fee: \$1,200 per year (nonrefundable)

Stationery and course material—purchased from Office Max (ranges from \$75.00 to \$95.00)

Activity fee: \$100 for a year's study

Uniform purchased from NZ Uniforms

Greenhithe has a compulsory uniform that we expect all students to wear.

[NZ Uniforms](#)

Girls: Greenhithe School navy skort or pants, Greenhithe School polo shirt, Greenhithe School fleece, Greenhithe School raincoat

Boys: Greenhithe School navy shorts or pants, Greenhithe School polo shirt, Greenhithe School fleece, Greenhithe School raincoat

Boys and Girls Terms 1 & 4: Greenhithe School navy bucket hat

These fees are subject to change according to latest fees from our insurance provider

All fees shown are in NZD, inclusive of GST, and may be subject to a cancellation charge as per Part Two and Schedule Two of the Enrolment Agreement



Orientation and Support Services

Students and their parents will be provided with an orientation programme on, or before, their first day of school. The programme will include:

- A tour of the school to familiarise students with facilities.
- A review of the school's expectations and PRIDE values. This will include information about behaviour expectations and regulations, counselling, support and resources available.
- Completion of enrolment procedures (uniform, stationery, payment of outstanding associated costs, etc).
- Students will then be taken to their classroom and may be withdrawn to establish their English level. Students requiring assistance with academic learning may be moved to a suitable class.
- The classroom teacher will be responsible for ensuring a new student has a buddy. The buddy's role is to help the new student with their daily routine. The buddy will also ensure the student know where to find toilets, water fountains, sick bay and the ESOL classroom.
- Regular check-ins to provide a further guide on support, advice and services available.

Student Support

- Regular check-ins will continue, to monitor the student to check they are settling into class and the school. Parents can contact the school if they have any concerns.
- Continue monitoring will take place throughout the student's enrolment. This will include the student's academic, wellbeing, medical and support needs. Monitoring may include formal and informal discussions with the student and or the classroom teacher and or the parent or caregiver.
- Translators will be made available where necessary. Depending on the situation and requirements, this may be another student or an adult.
- Greenhithe School encourages contact with parents or legal guardians. Parents or legal guardians may make an appointment through the office or the classroom teacher to discuss queries or concerns.

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Student Expectations

International students at Greenhithe School should observe our [school values](#) and have a responsibility to:

- Be courteous, considerate and respectful
- Act in a way that is safe for themselves and others
- Participate in class without distracting others
- Strive to produce work of the highest quality
- Respect the property of the school and others
- Respect the environment

Students at Greenhithe School are expected to behave responsibly and accept the discipline and authority of the school.

The school may take appropriate disciplinary action in response to the conduct or behaviour of the student. Appropriate disciplinary action includes standing down, suspending or excluding the student and/or terminating the contract with forfeiture of fees, as stipulated in our [Stand-down, Suspension and Exclusion Policy](#).

4. The disciplinary procedures shall be applicable for all serious misconduct that is alleged to have occurred both inside and outside of the school:

4.1 Meetings with the parents or agent acting on their behalf over the concerns of the school in fulfilling the contract that the school has entered into with them.

4.2 A plan from the school and the parents to address the issues.

4.3 The student and the parent or legal guardian, agent acting on their behalf to be given a written warning where the issues are still not addressed.

4.4 The student's parent or legal guardian, agent acting on their behalf have the right to have their concerns considered by the Board of Trustees and to be present at this meeting.

4.5 The procedures followed will be in line with [Section 4B of the Education Act](#) and the guidelines around suspensions, stand downs and exclusions.

4.6 If a decision to terminate enrolment is decided, the school will advise Immigration.

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PROCEDURES AND GUIDELINES

What do I do if I have a Grievance

For problems with: other students or staff members

STEP A: Speak with the class teacher

STEP B: If no resolution can be reached, you can ask to speak with one of the Deputy Principals

STEP C: If you are still not happy, you can request the school's Board to help you.

STEP D: [NZQA](#) deal with all complaints relating to non-compliance with the Code of Practice; iStudent Complaints deal with all complaints relating to contractual and financial matters.

Please also see our school [Complaints Procedure](#) and [Complaints Policy](#) on Greenhithe School website.

Student Behaviour

The disciplinary procedures outlined in this clause shall be applicable for all serious misconduct that is alleged to have occurred both inside and outside of the school.

Disciplinary Action for International Students

1. The Principal may take appropriate disciplinary action in response to the conduct or behaviour of the student.
2. Appropriate disciplinary action may include standing down, suspending or excluding the student and terminating the contract of enrolment.
3. The Principal may take appropriate disciplinary action, whether or not the conduct or behaviour occurred while the student was under the immediate supervision or control of the school, if satisfied on reasonable grounds that:
 - (a) the student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at the school;
 - (b) because of the student's conduct or behaviour, it is likely that the student, or other students at the school, will be seriously harmed if the student is not stood-down or suspended or excluded as the case may require;
 - (c) the student's conduct or behaviour is in breach of the school rules (including the school's Code of Conduct), and/or any part of the enrolment agreement, and one or more of the following applies:
 - (i) the breach or breaches would constitute an ongoing risk to the student's education, Health, safety, wellbeing or personal welfare for which the school is responsible under the Education (Pastoral Care of International Students) Code of Practice 2016;
 - (ii) the breach or breaches would constitute an ongoing risk to another person's education, health, safety, wellbeing or personal welfare.

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Procedures and Guidelines Continued

School's Obligations when taking Disciplinary Action

4. The Principal who wants a student to absent himself or herself from school for disciplinary reasons, or who wants a parent to remove a student from school for disciplinary reasons, may bring about the absence or the removal only by standing-down or suspending the student under the terms of the agreement.

5. In making decisions on appropriate disciplinary action the Principal and the Board will, as far as practicable, ensure that any such disciplinary action:

(a) minimises the disruption to a student's attendance at school and facilitates the return of the student to school when that is appropriate; and

(b) is dealt with in accordance with the principles of natural justice.

6. If the student is stood-down or suspended, the Principal will take all reasonable steps to ensure that the student has the guidance and counselling that is reasonable and practicable in all the circumstances of the stand-down or suspension.

7. The disciplinary procedures outlined in this clause shall be applicable for all serious misconduct that is alleged to have occurred both inside and outside of the school. The student will have an adult support person of their choice in any disciplinary process. In addition, the student will have access to a prompt, considered and fair disciplinary process.

8. Should it be deemed appropriate the school reserves the right to:

(a) Stand-down, suspend or exclude the student from Greenhithe School;

(b) Terminate the agreement and repatriate the student with forfeiture of fees.

9. Any disciplinary action will be dealt with in accordance with the principles of natural justice. Natural justice includes expectations that a person will have adequate notice of a situation that may affect them, they will have the opportunity to be heard and respond, and that a decision will be made by an unbiased decision maker.

Support Services

Many staff provide support and help for international students. Students may have a range of personal issues that they may need to talk to a member of staff about. First language support staff members may also be available. If at any time it is believed that a student has additional needs and requires provision for those needs, the matter will be referred immediately to the International Team where all appropriate procedures will be followed

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Authority and Information

The parents of the student authorise staff of the school to:

- a) Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational, immigration and welfare information.
- b) Receive financial information relating to the student including bank account details.
- c) Provide necessary consent, on the student's behalf, in the event of a medical emergency where it is not reasonably practicable to contact the parents.
- d) Parents may appoint a representative in New Zealand to receive and provide such information in substitution for the parents where it is not possible or practical for the parents to receive and provide such information.
- e) The parents agree to provide the School with academic, medical or other information relating to the wellbeing of the student as may be requested from time to time by the school.

Privacy and Information

The parents and the student acknowledge that:

- a) Personal information disclosed in the enrolment application will be held by the school and will be used for communication to the parents, or agent or designated caregiver acting on their behalf.
- b) All personal information provided to the school is collected and will be held by the school as part of the student management system. You may refer to the school's [Privacy Policy](#).
- c) If the student/parents fail to provide any information requested in the International Student Enrolment Application, the school will be unable to process the application.
- d) The student/parents have the right under the Privacy Act 2020 to obtain access to and request corrections of any personal information held by the school concerning them.
- e) The school may take and use photographs and videos of the student or the student's work, certificates or other achievements, for the school newsletter, website or marketing purposes, which may include online marketing.

Refund Policy

There will be no refund of fees except in accordance with this refund policy. Greenhithe School has designed its refund policy so that the outcome of a request for a fee refund should be fair and reasonable for all relevant parties. You may refer to our [Refund Policy](#) (which forms Schedule Two, Part Two of the Enrolment Terms and Conditions).

Change of Status

Students are able to change to domestic status while enrolled at Greenhithe School. If students change to domestic status, all normal conditions of enrolment must be met. To make the change from international to domestic status, students will need to complete a domestic enrolment application which is either available from the main school reception or is downloadable from the school website. Documentation verifying details for regular student status will be required. Proof of regular student eligibility must be forwarded to the school, including copies of visas and passports. A student with domestic status who loses that status must then apply immediately for an international student place and follow all normal procedures. Failure to do so will mean Immigration New Zealand will be informed and the student may have no place at the school.



Other Relevant Information

Selection

Selection will be made by our International Team. Offers are based on an assessment to the extent of which Greenhithe School can meet the needs of the prospective student. Offers of Place are issued on the condition that the information supplied in the enrolment application is true and correct. The school reserves the right to cancel an Offer of Place in the event it ascertains any adverse comment from the previous schooling of the applicant. Failure to disclose relevant information, or the provision of false information, may result in termination of enrolment.

Placement

The school will issue an Offer of Place to a selected student and provide English language support through ESOL lessons..

Academic Progress And Reporting

Academic reporting occurs twice yearly for long term students. Reports will be sent home with the child and emailed or posted to parents and/or agents.

Internet Access

Students in Years 3-6 must read and sign our [School Device and Internet Use Form Agreement](#). The internet is only to be used for educational purposes. Whilst the school has taken precautions to eliminate controversial material, it is not possible to restrict access to all such material and hence access remains the individual student's responsibility. Internet use and sites visited are monitored closely. Please read our [Cybersafety Policy and Use Agreement](#).

School Calendar

Refer to the Greenhithe School website for the latest information and dates.

Ministry of Education **School terms and holiday dates – Education in New Zealand**

Policies

These can be found on our school website under 'Our School"—Policies—**SchoolDocs**.



Our Learning Day



School Timings

At Greenhithe our students are allowed on the school grounds at 8.30am and not before, this is because there is no supervision. The students are not allowed on the playground equipment before school starts and must play in the designated areas only.

Teachers will be in classrooms from **8.30am** to welcome students.

From **8.30am - 8.45am** the students can play outside or meet their friends in class.

At **8.45am** a bell will ring, this is the Settling bell. Children will make their way to class and get ready for learning. Parents will be asked to leave the classrooms.

Learning block: 8.55am - 10.00am

Fruit and Fitness Break: 10.00am - 10.20am

Learning block: 10.20am - 11.00am

Morning Break: 11.00am - 11.30am

Learning block: 11.30am - 12.50pm

Lunch Break: 12.50pm - 1.40pm

Learning block: 1.40pm - 3.00pm

Home Time: 3.00pm

When the bell rings for the end of the day, all students will be either collected by parents from outside the classroom or make their way to the school gates. All children should be off the school premises by 3.15pm unless they are being supervised by a parent.

Before and After School Care

At Greenhithe we have two privately owned companies who provide child care.

SKIDs providing after school care Monday to Friday 0800 274 172

Kids Care - Lorna Van Rensburg 0211089904. providing morning care.

Please contact them directly if you wish to use their services.

We also host private onsite activities after school such as, Bricks 4 Kidz, Playball, Mandarin and art classes.

Please contact the school office for further information or pick up a leaflet from the school office.

office@greenhithe.school.nz





Our Curriculum Connections

At Greenhithe we **PRIDE** ourselves on our integrated, engaging and balanced curriculum.

- Learning through experiences in our local environment, our students make meaning of the world around them through their interests in an integrated approach through reading, writing and maths.
- Local connections with our community include visiting the Fire Station, tree planting at Wainoni Park, bird survey and stream testing enrich the learning experience.
- Connecting with Greenhithe residents helps us to find out about our local histories and the people who settled here many years ago, including our iwi Te Kawerau ā Maki, and acknowledging whanaungatanga through the learning of te ao Māori.
- Celebrating our learning allows connections to happen within our community, such as on Whānau Day, Matariki Afternoon, Art Exhibitions, Productions and Christmas on The Green.
- Supporting the needs of learners through a variety of structured programmes, we offer English for Language Learners, and learning programmes to meet individual needs as required.
- Offering a balanced curriculum ensures that students experience a wide range of learning opportunities.



Keeping Us Informed

Absences

Please notify the school by:

Email: office@greenhithe.school.nz

Phone: 094139868

Website: Community Connect Section,
bottom of the home page.

www.greenhithe.school.nz

Please ensure that you let the office know when your child is absent from school, whether it is an illness, appointment or family holiday. Absences are checked everyday and if there is an unexplained absence the school will contact parents/caregivers. This is to ensure the safety of all our students.

If you wish to take your child out of school during school hours please make sure that you come to the school office and sign your child out on Vistab. Your child will meet you at the school office.

Emergency Contacts

Please notify the school as soon as possible if your address or phone number has changed. It is important to have your most up to date details in the event of an emergency.



Health and Safety at School



Accidents and Sickness

In the event of your child having an accident at school, staff will give first aid. Any serious injury you will be informed and an ambulance maybe called to attend. Bumps to the head, you will receive a phone call notifying you of this and the severity of the injury. There are certified First Aiders on site at all times during school hours and will follow best practice.

If your child is unwell at school, you will be contacted by phone and advised to collect them. If we cannot contact you, an emergency contact person you have advised will be contacted.

Medication

Medications will be kept in the Sick Bay and if your child requires medication through the day, you will be asked to complete a consent form. Children are not to have any form of medication in their school bags or classrooms.

Sun Safety

Greenhithe School has a school hat which is to be worn in term 1 and term 4.

We also encourage you to apply sunscreen in the morning before your child leaves home. Sunscreen is also available at school for your child's use.

Emergency Procedures

Drills are held each term. In the event of an emergency and children need to be sent home, parents will be contacted. The school will take responsibility of your child until you are able to collect them.



Parent Involvement

School Donation and Activity Fees are fundamental to the running of our school. Your contribution enables us to provide learning opportunities that go beyond what the Ministry can offer. Please find donation and activity fee information on our website and Kindo.

Our Parent-Teacher Association (PTA) is fundamental to our fundraising efforts and community connections. Join the PTA team here at Greenhithe and get to know our community and make a difference for our students and school at the same time.

Parent Helpers are more than welcome at Greenhithe School. Please contact your child's teacher to make arrangements with how you can help. We ask you to kindly sign in at the office.

School trips are one of the exciting things that we do here at Greenhithe School and we cannot make them happen without parent help. Sometimes we have so much help we cannot take everyone, but be rest assured that you will get an opportunity at some point of your child's school life!

Extra Curricular Sports If you would like to know about the many sporting opportunities for your child please email Charlene for more information at charleneb@greenhithe.school.nz We are always looking for coaches.



Physical Address: 9 Isobel Road, Greenhithe, Auckland 0632

School Phone: 094139838 **School Email:** office@greenhithe.school.nz

Deputy Principal: Kelly Knowles kellyk@greenhithe.school.nz



