



## Hutt Valley High School

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### WELCOME TO HUTT VALLEY HIGH SCHOOL, LOWER HUTT, NEW ZEALAND IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

**Hutt Valley High School** is a, state co-educational school of 1600 students. It is a leading progressive Secondary School and aims for students to succeed in a caring and secure environment. The school is situated in Lower Hutt, 15 minutes from Wellington City. We limit our international student numbers to 60 each year. This ensures that our students get the best opportunities possible.

**Wellington** is New Zealand's capital and is in the centre of New Zealand. The beautiful harbour is surrounded by hills with many walking paths. It is a small cosmopolitan city cultural and sporting events and two world class universities.



**New Zealand** is situated in the South Pacific. It has a multi-cultural population of just over 4 million. It is a clean, green country with wonderful scenic lakes, rivers, mountains and beaches. The New Zealand people are well known for being very open, friendly and welcoming

**Website** [www.hvhs.school.nz](http://www.hvhs.school.nz)

**More information and application forms can be found at the HVHS International Student Website**

### *Academic Programme*

**Hutt Valley High School** sets and maintains high academic standards. The staff are well qualified and professional. While academic studies are emphasized, a wide range of sports and arts including music, drama and cultural activities are also offered.

When students arrive, they are individually assessed and the school reserves the right to place them in courses which best suit their needs and goals.

**Hutt Valley High School** offers NCEA qualifications at Years 11, 12 & 13. These qualifications are recognized internationally. We also assist students to gain the qualifications necessary for entry into New Zealand and overseas universities. ESOL support is available to all our international students if required.

### *School Reports*

Students receive an academic report each term (4 times a year). The family, the homestay family and the agents receive a copy. The agents will interpret the report for the family if necessary. It is important that parents notify us of any change in address so we can keep in touch.



## ***Pastoral Care and Support Services***

**Hutt Valley High School** aims to make students feel as comfortable and secure as possible while they are away from home. We want to ensure that they reach their academic goals and enjoy their life in New Zealand.

- We have a full time International Student Manager who is available to students.
- Each student is welcomed and given our full orientation programme.
- Each student's reason for studying in New Zealand and career plans are recorded.
- Students are encouraged to participate in school activities.
- Meet our support team at [www.hvhs.school.nz](http://www.hvhs.school.nz)

## **Code of Practice**

The New Zealand Ministry of Education has developed the Code of Practice for the Pastoral Care of International Students. Hutt Valley High School has agreed to observe and be bound by the Code. Copies of the Code are available from the New Zealand Ministry of Education website at [www.minedu.govt.nz](http://www.minedu.govt.nz)

## **Fees**

### ***Tuition***

Tuition fees for one year (2015) are NZ\$14,000 including tax (GST) plus \$600 administration.

### **Homestay Accommodation**

HVHS homestay accommodation (2015) is NZ\$245 per week. Homestay includes a fully furnished room, all meals and laundry. As the school is responsible for your welfare during your time in New Zealand you must live in school approved homestay accommodation.

Homestay accommodation is arranged with New Zealand families living close to the school. Support is available at all times and our International Manager closely supervises care in homestay. All our homestay families are police checked in accordance with the NZ Code of Practice. We hope you will enjoy being part of a New Zealand family.

### **Additional Costs**

These may include:

Stationery (\$50-100), national examination fees (\$385), school trips or camps (\$10 - \$275)

Geography trips or the international student trip to OPC is subsidised by the school

### ***Insurance***

Travel and medical insurance is **compulsory** and can be arranged by the school. The approximate cost is NZ\$600 per year.

### ***Uniform***

The approximate cost of a school uniform is \$300. Some secondhand uniforms may be available at a reduced cost. Boys and girls wear black leather lace-up shoes. It is a good idea to bring a pair of black dress trousers (not jeans) and plain black shoes with you. You will also require a plain black jacket for our rainy days. You are able to purchase everything here but it may be less expensive to bring your own.



### ***Optional Holiday and Adventure Tours***

Students are able to travel on Approved Tours. The school can arrange adventure tours to New Zealand's most popular destinations during school holidays. Tour prices range from NZD\$350 for 3 days to NZD\$1500 for 10 days. Many students take this opportunity to see more of New Zealand during the holiday breaks. Permission is required from the parents.

### ***Refund Policy for International Students***

We will make every effort to ensure that the student's stay at Hutt Valley High School is successful and rewarding. If a decision is made to withdraw from the school it must be in full consultation with parents and agents.

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

- If the withdrawal is made before the student arrives in New Zealand full tuition fees are refunded less the \$600 administration fee.
- No refund will be made if the student is asked to leave school because of poor attendance, violation of the school rules or the rules of the NZ Government.
- No refund will be made if the student transfers to another school.
- No refund will be made if the student returns home for any reason other than serious illness or death or serious illness of a family member. (Medical evidence must be provided)
- No refund will be made if they continually breach the Homestay Contract.
- No refund will be made if the student leaves or gain permanent residency after the mid-point of his/her contract.

This policy is based on Section 4B(7) of the Education Amendment (No. 4) Act 1991. Refer to [www.govt.nz](http://www.govt.nz)

### ***Student Activities***

All our international students are encouraged to join a sporting or cultural activity. This is a great way to make new friends. See the website for sports and cultural activities.

All our international students are offered the chance to attend the New Zealand Outdoor Pursuits Centre (OPC) in Tongariro National Park. See [www.hvhs.school.nz](http://www.hvhs.school.nz) for more details. For students staying 2 terms or more \$500 of this \$700 trip is paid for by the school.

### ***School Calendar***

Please see the school website: [www.hvhs.school.nz](http://www.hvhs.school.nz)

### ***School Time Schedule***

Monday, Thursday and Friday.	School begins at 8.45am and finishes at 3.15pm.
Tuesday and Wednesday	School starts at 9.35am and finishes at 3.15pm

### ***English for Speakers of other Languages (ESOL)***

When international students first arrive at Hutt Valley High School they are referred to the ESOL Department for an English assessment. If English lessons are required, students may have up to 10 spells a week in the ESOL classroom for extra English at no extra cost.

The ESOL department is staffed by highly qualified English language teachers



## **Conditions of Enrolment**

### **Accommodation**

You must live in a Hutt Valley High School approved homestay or with an Approved Designated Caregiver.

**School rules:** You must follow all school rules and the rules of the New Zealand Government. Each student will be asked to sign the Homestay Contract.

### **English Language Proficiency**

On arrival you will be given an English Language Proficiency Test. Your first class placement will be based on the results of this test. Your English Support programme will be arranged according to your level of English Proficiency.

**Motor Vehicles:** You cannot own or drive a car when on our International programme.

**Uniform Rules:** You must wear the regulation uniform.

### **Health Services**

Eligibility for Health Services

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

**Health & Travel Insurance:** It is compulsory to have insurance.

Insurance can be arranged by the school through Uni-Care Educational Travel Insurance.

[www.uni-care.org](http://www.uni-care.org)

Your policy will cover:

- Travel to and from New Zealand
- Medical treatment while you are in New Zealand

**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 [www.acc.co.nz](http://www.acc.co.nz)

**Immigration:** Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz)

### **Working in New Zealand:**

Full time Year 12 and 13 students may apply to work up to 20 hours per week during the school term or full time over the summer holidays. The application to work is a formal process and Immigration charges \$160 for this variation.

**Please do not hesitate to contact us with any questions:**

Lyn House

Director of International

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