



Waihi College – International

Connecting Families | Sharing Cultures | Improving Learning



Information for International Students

Welcome

Welcome to Waihi College and thank you for choosing to spend part of your education with us. We hope that your stay here is rewarding and is a time you will always remember. While you are here, there are many challenges and experiences ahead of you. All will help you to not only learn about New Zealanders and New Zealand culture, but will help you to learn more about yourself.

Many students say that the hardest part of their stay here is leaving and saying goodbye to the friends they have made. Whether you are here for one term or four, we know you will quickly come to feel like one of us.

We hope this information booklet is helpful to you and please ask as many questions as you like. The international room is on the corner of C Block so please come and see us anytime if you need help with anything or just a chat.

Once again welcome. We are so excited to have you here.

Best regards

Diana

Diana Board
International Director

Phone: 07 863 8349 Extension 710
Mobile: 027 475 5900
Email: dianab@waihicol.school.nz
Facebook: www.facebook.com/WaihiCollegeInternational

Students should expect the school to...

- Provide regular access to the homestay coordinator or International Director
- Regularly evaluate homestay conditions
- Regularly evaluate academic progress for international students
- Provide regular newsletters and information to host families
- Provide regular reports of student progress
- Respond to student concerns promptly
- Assist students to understand and abide by school rules
- Respond to requests for information from international students promptly



TIP ONE.

It is up to the international student to adapt to the lifestyle that already exists in the home, not the other way around.

The school expects homestay families to...

- Provide students with three meals a day
- Attend parent evenings and international functions
- Care for international students as they would their own children
- Provide a warm, comfortable single room with study facilities
- Encourage international students to participate in family activities (holidays, sports, family pictures, chores...)
- Establish reasonable rules and routines with international students
- Supervise any parties that students hold
- Not provide or purchase alcohol for international students
- Set reasonable expectations, boundaries and fees for internet use
- Contact the homestay coordinator or director promptly if there are any serious concerns and problems



TIP TWO.

Discuss rules, household chores and curfews with your host parents during the first week. It's best to know what is expected right from the start.

The school expects international students to...

- Understand and follow Waihi College agreements and regulations
- Participate fully in the life and culture of Waihi College
- Maintain satisfactory academic performance and school attendance
- Participate fully in host family activities
- Negotiate with and keep host families informed when planning overnight stays and events with friends
- Gain permission from natural families, host families and the International Director before travelling outside of the Waihi region
- Pay for any international phone calls
- Speak with either Diana or Lisa before contacting natural parents or organisations if there are any concerns



TIP THREE.

Join in your family's activities. Your participation in country hikes, visiting relatives, helping to prepare a meal shows your family that you want to be a real member of the family.

Disciplinary Policy

PURPOSE:

1. The following is the School's current disciplinary policy for dealing with breaches of the Agreement. This is not intended to restrict the School's general power of discipline and this policy may be changed from time to time at the discretion of the School.

OVERVIEW:

2. Except in serious situations where immediate termination of the Agreement is necessary, or where the breach does not warrant any formal response other than a warning, the School will endeavour, where appropriate, to follow a two-stage disciplinary process.
3. In Stage One, the School will investigate and determine the facts, and will reach a conclusion on what happened and whether it amounts to a breach of the Agreement.
4. In Stage Two, if the School has determined that a breach has occurred, the School will consider the appropriate response to that breach, up to and including termination of the Agreement.
5. The Student will have an opportunity to provide a response to the alleged breach that the School is investigating (**the Allegation**) and any proposed disciplinary action that the School is considering taking (**the Proposed Action**).
6. This policy does not limit the School's power to take appropriate disciplinary action urgently and without following this process if this is necessary having regard to the seriousness of the breach.
7. This policy also does not limit the School's power to suspend the student for the duration of the disciplinary process where suspension is considered necessary for the safety or education of any person.

GENERAL POLICY:

8. When the School is conducting a disciplinary process involving the Student it will endeavour to provide the Student with the following:
 - (a) a written summary of the Allegation or the Proposed Action;
 - (b) an opportunity to respond to the Allegation or the Proposed Action, either in person or in writing or both, at the choice of the Student;

- (c) an opportunity to consider the Allegation or the Proposed Action for a reasonable period of time (having regard to the seriousness of the Allegation or the Proposed Action) before giving a response;
- (d) an opportunity to contact his or her Parent before giving a response, unless the delay caused by contacting that person is unreasonable having regard to the seriousness of the Allegation or Proposed Action;
- (e) an opportunity to have an independent support person of his or her choice present at any meeting relating to the disciplinary process;
- (f) an opportunity to meet with that support person in private at any stage during the disciplinary process;
- (g) an opportunity to have a translator present (or otherwise facilitate the student participating in the process in his or her own language) during any meeting or process if the School or the Student considers that a language barrier means that a translator is required; and
- (h) a copy of this policy setting out the rights which the Student has when engaging in the disciplinary process.

REVIEW AND REPORTING

REVIEW:

The school will review the conditions relating to this policy as part the annual self-review.
The school will collect and record appropriate evidence of the review.

REPORTING:

The staff member in charge of international education will report directly to the school Principal on the operation of the school's policy for disciplinary procedures

STUDENT CODE OF CONDUCT:

Applies to both school and homestay

Minor and Major Definitions:

Minor	Major	Crisis
Out of Bounds within the school grounds. Will return to appropriate areas when asked to by staff.	Out of bounds outside the school grounds. Breaks Homestay Curfew	
Inappropriate Language (conversational swearing) with peers. Not intentional swearing at an individual	Intentionally swears at a student, member of staff or host family member	A tirade of verbal abuse directed at either a student, staff member or host family
Disruptive Behaviour (calling out, wandering around class)		
Attendance – occasional lateness to school or class	On-going lateness to school or class. One off Truancy and continual truancy.	
Uniform – wearing incorrect uniform but removes item on request.	On-going incorrect uniform or facial piercing. Gang Paraphernalia	
Lack of equipment for class or not PE uniform		
1 off Incident of Minor Bullying e.g. calls someone a name on one occasion.	Repeated behaviour with the intention of hurting anyone physically, mentally or emotionally.	Continual repeated behaviour with the intention of hurting someone physically, mentally or emotionally. Have failed to stop the behaviour despite interventions being put in place.
	Threats and or intimidation of anyone	Threats or intimidation overt and clearly articulated.
Physical Contact – a push, shove or other physical contact that is deemed to be without serious malice.	Intentionally hurting another person or continued, unwanted physical contact.	Assault on anyone. An aggressive stranger in the school grounds. An irate parent who is finding it difficult to control their anger. A visitor in gang paraphernalia.
	Unresolved withdrawal that needs assistance from a third party (Dean) to resolve. Failure of the student to turn up to or participate in a resolution meeting.	

Minor	Major	Crisis
Property Damage (accidental, book tagging, mess in classroom). Damage to homestay	Unresolved property damage e.g. failure to replace something that became damaged. Intentional damage e.g. graffiti on school property, breaking equipment or property. Includes homestay	Causing significant damage to school or other's or homestay property.
Theft/Dishonesty e.g. taking pencil etc.	Unresolved theft. Dishonesty and cheating in assessments. Significant theft. Cheating NCEA	
Defiance – does not do what is requested of him/her on the first occasion	Non – compliance , on-going refusal to follow requests or directions from staff or host parents	Not complying with requests and by doing so puts someone else seriously at risk.
ICT:Wifi, Phones, I-Pods, Computers – Does not initially follow the rules or requests of staff members or host parent	On going use of equipment without permission. Accessing inappropriate material. Misuse of equipment.	On going serious breaches of ICT and putting other students or host family safety at risk.
PDA (public display of affection) , but complies with teacher/host parent requests to stop behaviour.	Repeated PDA and does not heed requests already made. PDA that are considered to be of an inappropriate nature.	
	Sexualised behaviour - making unwanted comments or actions that cause distress to another person.	
	Student who have in their possession items that could harm another individual.	Students who have in their possession an item with which they intend to harm another. Mass fight or riot.
	Self Harm – of any nature. Or talking of suicide.	Self harm or intentions of suicide.
	Smoking tobacco Possession of drugs Possession of alcohol Under the influence of drugs/alcohol	Under the influence of drugs/alcohol and causing serious concern for either their safety or that of others.
	Fire issues – Playing with fire	Arson – intentionally lighting fires.

Health and Safety

- **Cover up in the sun! You will burn badly** so wear a hat, long sleeves and make sure that you wear suitable sun screen
- Do not share drinks or drink bottles. Meningitis and Hepatitis are dangerous diseases and are easily passed on this way
- Never accept a drink, cigarette or tablet from another person
- Your insurance policy is there to cover medical and loss expenses. See Diana or Lisa if need to use your insurance policy
- Follow the advice of your school and host family about safety on the beach and in the water
- Keep your valuables safe. Lost or stolen cell phones are common for international students and can be easily avoided with care and attention to personal belongings
- In New Zealand, tables are for food and occasions for sharing with the family. It is inappropriate or sit or put your feet on tables



TIP FOUR.

Remember the magic words 'please' and 'thank you'. They show that you are respectful and grateful for the host family you are staying with.

Waihi College Homestays

- Homestay accommodation is provided in good quality housing. New Zealand homes are usually detached houses with a garden and lawns
- Students can expect to have their own bedroom. It should contain a bed, desk, drawers and be adequately heated
- Accommodation is usually within a 10 km radius of the school. Some students may walk or bike to school or take a bus
- New Zealand homes are rarely centrally heated. If you feel cold, talk to your host family
- Contact Lisa or Diana if you have any questions about your homestay



TIP FIVE.

Inform your family of any plans you make and get their approval before finalising them. They want to know if you are going to miss dinner, need a ride or would like to invite a friend over to the house.

Agreements for International Students at Waihi College

- International students must abide by the laws of New Zealand
- International students must be at school by 8.35am each school day
- A doctor's certificate is required for any absences longer than three days due to illness
- International students must ask permission if they are going to be absent for any reason other than illness. Unaccounted for absenteeism may result in termination of enrolment.
- International students are required to maintain satisfactory academic performance and complete all assignments and homework during the course of enrolment
- International students are to comply with all school rules and procedures
- International students will not consume alcohol, cigarettes or illegal substances at any time during their enrolment
- International students will not visit any licensed premises during their enrolment
- International students will not engage in sexual activity at any time during their enrolment
- Valuable items are not to be brought to school. If it is necessary to bring valuable items to school, they should be left at the school office or with the Director for safe keeping.
- Waihi College reserves the right to periodically undertake random drug testing of students enrolled in outdoor education courses. International students testing positive for illegal substances may face termination of enrolment.
- Regulation uniform is to be worn by international students as required
- International students must respect term dates and holiday travel should be within school holiday time
- All independent travel arrangements must have written approval from the Director
- Waihi College may from time to time amend or add to these rules. International students, their parents, caregivers and contracted agents are bound by such amendments.

More Great Tips...

- Expect to pay for your personal expenses. Your family is not responsible for paying for your shampoo, toothpaste or clothes (although they may choose to buy these things for you if they wish). Your family are not responsible for your entertainment costs
- If you have a problem with your finances, please let Lisa or Diana know and we will be able to help you. Please do not borrow or ask to borrow money from your host family.
- Talk with your host family first if there are concerns and then if you need help, please talk with Lisa or Diana before calling your parents or organisation. In most cases problems can be solved easily and this saves your parents and organization unnecessary worry
- Make an effort to talk to your new teachers. They will appreciate you informing them of what you have covered in your home school and what you are able to do here. Don't be afraid to ask for help or to tell your teacher that you are finding the work too easy or too difficult
- Try to mix with as many other students as possible. Remember that you are here in New Zealand to improve your English and to experience a different lifestyle. The more kiwi friends you can make, the more real your experience will be
- **Take heaps of photos. And then take some more!** They will be a good reminder of the time you spent in New Zealand and are a good way of telling your family and friends back home how you are getting on.



Information for Host Families

The following information is given to host families to help them make sure your time here is the best that it can be. Please have a read of this information and ask about any points that you are unsure of. Your host family will make decisions on your behalf using this information as a guide.

Arrival

All international students arriving at Waihi College are met at the airport by either: a member of the international team, their host family, or a pre-arranged airport shuttle. You will be advised of the date and time your student will arrive at least three weeks prior to their arrival.

Students will be tired when they arrive. Most will be out of sync with sleeping patterns and may take a few days or even a week to get their body clocks in line with New Zealand time. Please consider this if students are initially later going to bed and late to rise.

Attendance

Students must abide by all school rules and regulations. This includes attendance. Where an international student will be absent from school, the host family must let the school know by phone or text to the student centre prior to the start of school at 8:35am. When texting, text the students first and last name and the reason for the absence to **021 830 055**.

Chores

International students will help with reasonable chores as part of the routines of the host family. For some, this may be different from their home family experience. Host families will discuss with international student the routines and expectations for the family. Reasonable chores could include clearing the table after a meal, doing dishes and keeping their room tidy.

Education (Pastoral Care of International Students) Code of Practice 2016

This sets out the responsibilities for schools and host families caring for international students. Please read this information and feel free to ask for any further information regarding your responsibilities under the Code.

<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html?src=qs>

Communication with Natural Families

Within the first month of receiving an international student, host families are expected to make contact with the student's natural family either through email, Skype or phone. This communication is an important step in connecting families and forming a good relationship in order to best support the student.

During the student's time with host families, reasonable communication is encouraged however we do not expect daily or even weekly communication. Developing independence is a goal for international students and sometimes very regular communication with natural families is less likely to encourage students to develop independence.

Please contact the director if you would like assistance with negotiating regular contact with natural families.

Curfews

Host families are expected to discuss curfews and family expectations with international students. International students must abide by curfews and family routines. Most European international students are already quite independent and this should be considered when discussing curfews and expectations with them. Please contact the director if agreement over curfews and routines cannot be reached or you need assistance.

Doctor's Appointments

All international students have medical insurance and will carry their insurance cards with them at all times. All medical expenses are to be paid by the student. Receipts are to be given to the director and a claim for reimbursement will be made through the international office. In the event of an emergency, host families must first take the student to the nearest doctor or hospital for attention and then contact the director. In the first instance contact:

Waihi Health Centre

07 863 8195

Waihi Family Doctors

07 863 2112

Waihi Beach Medical Centre

07 863 5757

Most international students are not entitled to publicly funded health care or accident compensation. For more information on entitlement, please go to:

<http://www.moh.govt.nz>

<http://www.acc.co.nz>

Driving

International students are not permitted to drive while in New Zealand. International students may be a passenger in a car driven by host parents who hold a current full driver's license or other responsible adult who holds a current full driver's license and is known to the host family or school. International students are not permitted to be a passenger in a car driven by any driver under 20 years of age without permission from the host family or the director.

Communication is the key to approval for motor vehicle use and international students are responsible for keeping host families informed. If in doubt, please contact the director.

Emergency Contacts

Included with this information pack are two emergency contact cards. Please keep one of these cards with you at all times and refer to the contact information in the case of an emergency. If you need more cards for members of your family, please contact the homestay coordinator or the director.

Home Alone

International students should not be left overnight without adult supervision at any time. Students may be home alone during the day when arrangements have been made to ensure the welfare of the international student is protected. Please contact the director if you need assistance in this situation.

Homestay Changes

At times it may be necessary to change the host family for a student. This can be at the request of the student, the host family or the school. Requests for a change of host family should be made to the host family coordinator or the director. Waihi College reserves the right to move a student without prior notice. When a student is moved, the school will advise the host family, the student, the student's parents and contracted agent.

Students are not permitted to change host family without prior approval from the director.

Heating

Most international students come from countries where the climate is very different from New Zealand. Winters are often much colder and as a result homes are centrally heated. International students find New Zealand homes cold with inadequate heating. Over time many become accustomed to the New Zealand winter but some do not. Host families should ensure that adequate heating is provided for international students and ensure there are sufficient blankets on the bed.

Homestay Payments

Where a student is away from the host family for longer than 14 days, homestay payments will be suspended and a retainer of \$10 per day is paid to the family from day 15 of the absence. Full Homestay payments resume once the student returns to the family.

Illegal Substances

Waihi College International students are not permitted to drink alcohol, smoke cigarettes or consume illegal substances at any time during their stay. In addition to Waihi College rules and regulations, New Zealand laws related to illegal substances, underage drinking and smoking, all students and natural parents sign an agreement with their organization forbidding involvement in these activities. This also applies to students who are 18 years of age during their stay. If you suspect your international student is involved with illegal substances please contact the Director.

Internet

Internet is an important tool for families to keep in regular contact with their children. Email will also be the main method by which Waihi College International communicates with host families.

Host families are expected to provide and maintain an internet connection and to provide reasonable access to the internet for international students. International students are responsible for internet charges above reasonable use and Waihi College and the host family are not responsible for expenses as a result of unreasonable internet use.

Reasonable internet use should be negotiated between the student and the host family and will depend on the expectations of the family, the needs of the student and the type of internet plan the family has. As a guide, reasonable internet use may be 30 to 60 minutes per day excluding Skype, video downloading or other high data consuming use. Reasonable use should include one twenty minute Skype connection to the student's home family per fortnight. Where a student's internet needs exceed reasonable use, the student must discuss this with the host family and pay for any additional data used.

Free internet is available for students at school. This excludes Skype, Facebook and other social media and includes access to email and information for school purposes.

Information

Host families must complete all documentation and surveys for maintaining and gathering information to monitor the quality of homestay services and Waihi College International. Host families will be surveyed once per term and feedback will be provided

Laundry

Host families are expected to do reasonable laundry and ironing for the international student. Host families will provide materials needed for this.

Meals

From Monday to Friday host families provide breakfast, a cut lunch for school, after school snack and an evening meal. On weekends host families provide breakfast, lunch, an evening meal and snacks as usual for the family.

If your family goes out for lunch or dinner, it should be treated as a meal at home and paid for by you. If your student chooses to go out with friends for a meal, they should pay the cost of the meal.

Two common complaints from international students are food that is reserved for the family and also not enough food available. Reserving food does not encourage an open relationship and you should avoid this. Teenagers from all cultures can sometimes eat a lot and whole wheat bread, pasta, rice and Weetbix are affordable ways to ensure they feel they have had sufficient to eat.

The key to a successful relationship with your student is communication and discussing their food likes and dislikes is a great place to start.

Meetings

Host families are expected to attend meetings and events held by Waihi College International. These are a good way to meet other host families, share experiences and also receive important information about hosting an international student.

Motor Vehicles

Host families must ensure that any motor vehicle used to transport international students has a current warrant of fitness and registration.

Notices

Waihi College International will communicate with host families using email and the international pages of the school website. Waihi College International will provide written notices if required. Please contact the director if you prefer to receive hard copy notices.

<http://www.waihicol.school.nz>

Overnight Stays

International students are able to stay overnight with friends on Fridays and Saturdays with the permission of the host family. Overnight stays from Sunday to Thursday will be permitted in special circumstances and with the permission of the director. If host families get a request for overnight stays during the week, please contact the director.

Parent Teacher Conferences

Host families are encouraged to attend parent teacher conferences on behalf of their international students. These meetings are an excellent way to meet teachers and to get important feedback about the student and their school performance.

Parties

International students are able to attend parties with permission from their host family.

Permission can be given when the student has:

- Informed the host family of the address for the party
- Provided the host family with the contact information for the hosting family
- Agreed on arrangements for getting to and from the party
- Agreed on a time to return after the party

Under the rules of the student's Tuition and Homestay agreement, students are not permitted to:

- Smoke tobacco
- Drink alcohol
- Consume illegal substances
- Engage in sexual activity
- Engage in any illegal activity
- Be a passenger in a car driven by a driver under 20 without permission from the director

The host family is expected to contact the family hosting the party prior to giving permission and to be satisfied that all risk has been minimized. If you need help with making this decision, please contact the director.

Passports

To avoid student passports being mislaid or lost, Waihi College International will hold all passports for international students. Students will be given passport copies to keep and use as needed. Students can sign out their passports when they are required. Please ask your student to bring their passport to school on the first day or during orientation.

Piercings and Tattoos

International students are not permitted to get piercings or tattoos while at Waihi College. This applies even in the event a student has permission from their natural parents.

Personal Safety

In the interests of personal safety for both the host family and the international student, when a host parent and international student may be alone together in the home overnight, a discussion with the director should be had beforehand.

Relationships

International students are encouraged to form friendships with a wide range of local and international students. Students are strongly discouraged from forming relationships that lead to intimacy and students are not permitted to engage in sexual activities. Please contact the director if you believe your student is placing themselves at risk through relationships they have made or you would like assistance or support with your international student in this area.

Religious Beliefs

Many international students hold different religious beliefs than our own. Please consider this when discussing family routines that include prayer and attendance at church. Host families will not press their own religious beliefs onto international students and international students will not press theirs onto the host family. Host families will respect the right for international students to observe reasonable religious routines while with the host family. The international office will make every attempt to ensure that host family and international students do not have opposing religious beliefs. If you need assistance in this area, please contact the director.

School Ball

International students are permitted to attend a pre-ball function and the school ball itself. They are not permitted to attend an after-ball function.

School Buses

Students may take a free school bus to and from school from Monday to Friday. For bus information, please see the schedule later in this booklet.

School Holidays

International students enrolled during school holidays are encouraged to participate in holiday programmes and tours provided by approved providers. Information about approved tours is available from the international office.

Students who choose to remain with the host family during holiday times are expected to participate in the activities of the host family.

School Information

International students receive information about school events in the same way as other school students. School newsletters are sent home regularly. Daily notices are also delivered to students during the first class of the day and copies of these notices are available from the international room for students to take home if needed.

School Trips

Where international students are involved in school trips, host families are expected to provide a cut lunch for the first day of the trip. Host families are not expected to provide food or money for food while international students are away overnight on school trips.

School Uniform

International students are governed by school regulations regarding uniform. All students must wear regulation school uniform except for year thirteen. Students in year thirteen are able to wear appropriate mufti.

Showering and toileting

Please consider that showering and toileting in other countries can be quite different from our own. Please help your student to understand your expectations for use of the shower and toilet. When students first arrive they are often very nervous and shy and may not ask about these aspects of living in your home.

Special Dietary Requirements

Host families will be informed of any special dietary requirements for the student. The student will be placed with the family after there is agreement that the family is able to meet the student's particular needs.

Telephones

The host family is required to provide and maintain internet or landline within the home. International students must get permission from the host family to make international calls and are responsible for the cost of all international calls they make. Waihi College and the host family are not responsible for any expenses as a result of international phone calls made by the student. A range of calling cards are readily available and students are encouraged to use these when calling home. It is reasonable for international students to call home once per week. In the case of emergencies more frequent calls may be needed and students are expected to communicate and get agreement from the host family if this occurs. In addition, international students are expected to have their own cell phone provided by their parents and to ensure the host family has a record of the phone number.

The Student's Room

Students need to have their own room with their own bed and all bed linen provided. This is their sanctuary when they need to be alone so please make sure your children understand this and don't intrude. The room must also have:

- A suitable bed and linen
- A wardrobe or chest of draws
- Heating during the winter
- A student desk and chair
- A table lamp
- A bedside table
- Curtains or drapes
- Adequate privacy

Toiletries

International students are expected to provide their own toiletries such as soap, shampoo, toothbrush and personal items. Host families will assist international students with purchasing these items.

Travel in New Zealand

Waihi College international students must obtain written approval from the director four days prior to any travel in New Zealand without the host family. Approval may be granted when written permission is received from the parents and when all travel plans and accommodation has been confirmed. The 'Student Travel Request Form' can be found on the Waihi College Web Page: www.waihicol.school.nz/international/student-support/
Or collect one from the international office.

Travel and Activities with the Host Family

Host families are expected to include students in family activities. Where this involves overnight travel, the meals, accommodation and travel costs involved should be covered by the family. Reasonable entrance fees for international students for activities that the family participate in should also be covered by the host family. Extra activities and food at the request of the international student however, should be paid for by the student.

Where a family is asked by the student to provide an activity and the family agree, the student's travel, accommodation and entrance fees should be paid by the student. Meals remain the responsibility of the host family.

Host families are not expected to provide tourist type services to international students. They are expected to include international students in the typical activities of the family and to treat them as they would one of their own children. This will differ from family to family.

Visitors

Host families are not expected to provide accommodation for the family and friends of international students. International students must inform the host family when visitors are expected and visitors of international students must make their own accommodation and travel arrangements.

And Lastly...

The key to a successful homestay is communication. The main responsibility of host families is to provide appropriate and reasonable care for international students. The main responsibility of international students is to be responsible and contributing members of the host family. On both sides flexibility is needed and communication is the key to understanding each other. Please talk with your student often and encourage them to talk with you.

Important Contact Information

Diana Board

International Director

Phone: 863 8349 Extension 710
Mobile: 027 475 5900
Email: dianab@waihicol.school.nz

Lisa North

Homestay/Student Manager

Phone: 863 8349 Extension 710
Mobile: 027 351 2436
Email: lisan@waihicol.school.nz

Vicky Knight

ESOL/IELTS Teacher and Trips and Activities Coordinator

Phone: 863 8349
Mobile: 027 455 0607
Email: vickyk@waihicol.school.nz

Alistair Cochrane

Principal

Phone: 863 8349 Extension 702
Mobile: 021 405 747
Email: principal@waihicol.school.nz

Sue Gread and Susan Todd

Office Administrators

Phone: 863 8349 Extension 700 and 701
Email: sueg@waihicol.school.nz
susant@waihicol.school.nz

Shauna Wiltshire

Student Centre

Phone: 863 8349 Extension 703
Attendance Mobile Phone: **021 830 055**
Email: shaunaw@waihicol.school.nz

Waihi College Website:	www.waihicol.school.nz
Waihi College International Facebook:	www.facebook.com/WaihiCollegeInternational
Waihi Health Centre School Lane, Waihi	07 863 8195
Waihi Family Doctors 43 Kenny Street, Waihi	07 863 2112
Waihi Beach Medical Centre 47 Wilson Road, Waihi Beach	07 863 5757

Emergency Procedures

In preparation for a Civil Defence Emergency please do the following:

- Register for BOP Civil Defence Text Alerts:
<http://bopcivildefence.govt.nz/emergency-status/subscribe/>
- Register with Waikato Civil Defence: <http://www.waikatoregioncdemg.govt.nz/>
- Download the Red Cross Hazards App
- If you are advised to evacuate please do so and then text both the director and the homestay coordinator with your NAME and the word EVACUATED
- If you use Facebook please register as SAFE once you have evacuated. This is especially comforting for your overseas family who will be following the media drama from the other side of the world
- If there is no need to evacuate you could still go on Facebook and register yourself as SAFE to avoid worry

We ask that under no circumstances do you speak with the media during or after any emergency. An official response needs to come from Waihi College only. This is to avoid panic and conflicting information being distributed.

In case of an emergency please use the **Waihi College International Emergency number | 021 086 23773**

FIRE - AMBULANCE - POLICE

CALL:

111

Travel Procedure

Waihi College international students must obtain written approval from the director four days prior to any travel in New Zealand without their host family. Approval may be granted when written permission is received from the parents and when all travel plans and accommodation have been confirmed. The 'Student Travel Request Form' can be found on the Waihi College Web Page: www.waihicol.school.nz/international/student-support/ Alternatively you can pick-up a form from the international office.





Waihi College - International

Connecting Families | Sharing Cultures | Improving Learning

International Student Travel Request Form

*Must be submitted at least **four days** prior to travel*

Travelling ***without*** your host family? Please fill in this form and return to Lisa or Diana in the International Office:

Student Name:

Destination (where am I going):

Reason (for travel):

Travel Dates: (leaving Waihi)

Travel Dates: (returning to Waihi)

People I am travelling with:

Method of transport: (please circle):

Bus

Plane

Car

If car, please give name and **contact details** of driver:

Flight or Bus Booking Details:

Details of where I am going to stay:

Name:

Address:

Telephone Number/s:

AUTHORISATION : I have told my Parents/Legal Guardians about my plans and they have given me permission to travel out of Waihi and/or stay with the people named above. Natural Parent signature or their written permission is required - an email is acceptable to: lisan@waihicol.school.nz or dianab@waihicol.school.nz . The International Director must provide final approval.

SIGNED: **(Student)**

DATE:

SIGNED: **(Homestay Parent)**

DATE:

SIGNED: **(Natural Parent)**

DATE:

SIGNED: **(International Director)**

DATE:

Complaints Procedure

- If you have a complaint regarding the International Department, please make an appointment at the front office to see International Dean Mr van de Wetering.
- If you have a complaint regarding your host family, please see Homestay/Student Manager Lisa North in the International Office. If you are not happy with the outcome, see the International Director Diana Board in the International Office.
- If you have a complaint regarding any other matter, please see International Director Diana Board.
- Please note you are very welcome to bring a support person with you.
- If you feel the matter is still unresolved please contact your parents who will contact your agency.
- If you have an unresolved contractual or financial dispute, there is a Dispute Resolution Scheme (DRS) in place to assist you. Information about this can be found at: <http://www.fairwayresolution.com/istudent-complaints>

What to do if you have a **complaint?**

**Problems with:
Other
Students?
Host Family?
Teachers?
Other Staff?**

- Have you seen your Learning Advisory Teacher?
- Homestay/Student Manager
Lisa North

**See the
International
Director or
International
Dean**

- International Director
Diana Board
- International Dean
Mr van de Wetering

**No Resolution?
Talk to the
Principal**

- Contact the Principal
Mr Cochrane

**School not
helping?**

- Contact NZQA:
qadrisk@nzqa.govt.nz
or call them on:
0800 697 296
- If your complaint is about fees, contact iStudent complaints:
www.istudent.org.nz
or call them on:
0800 00 66 75

Waihi College Bus Timetable

Bus name	Leaves from	Leaves at	Arrives at school	Leaves school at	Arrives
North End Waihi Beach	Pacific-Main Road Corner	7.55 am	8.25am	3.10pm	3.40pm
Wilson Road Waihi Beach	Wilson Road Shops The Crescent	8.05am 7:50am	8.30am	3.10pm	3.40pm
Pio Shores Waihi Beach	Dairy-Café at Pio Shores	8.00am	8.30am	3.10pm	3.40pm
Athenree	Pohutakawa Drive Bus Stop	7.45am	8.30am	3.10pm	4.00pm
Waimata	Ford Road	7.30am	8.25am	3.10pm	3.50pm
Waitawheta	Old Tauranga Rd-Pukekauri Rd Corner	7.45am	8.20am	3.10pm	4.00pm
Golden Valley- Whangamata	Matuara Block Gateway	7.45am	8.20am	3.10pm	3.50pm
Whangamata Taxi 07 865 8294	Individual Pick Up	8.15am	8.45am	3.10pm	3.50pm
Waikino	Frankton Rd- Old Tauranga Rd Corner	7.45am	8.30am	3.10pm	3.45pm

Notes

Sports, Clubs & Activities

PLEASE NOTE: Due to the nature of team sports, trial dates and training schedules, it may not be possible to join a team sport part-way through the season. Please see the Sports Co-ordinator on arrival to confirm what sports are available, based on the term you are arriving in

TERM 1	Details	School	Community
Swimming	School Championships	✓	
	Regional Championships (Thames Valley, Waikato)	✓	
	<u>Waihi Swimming Club</u> Contact: Nicole Clare (Administrator) 021 0498590		✓
Surf Club	<u>Waihi Beach Surf Club</u> Contact: 07 863 5108		✓
Tennis	<u>Waihi Tennis Club</u> Baker Street, Waihi Contact: 027 311 2508		✓
	<u>Waihi Beach Tennis Club</u> 8 Seaview Road, Waihi Beach Contact: Helen Harrison 022 379 3620		✓
	School Championships	✓	
	Regional Championships (Thames Valley, Waikato)	✓	
Athletics	School Championships	✓	
	Regional Championships (Thames Valley, Waikato)	✓	
Triathlon	School Championships	✓	
	Regional Championships (Thames Valley, Waikato)	✓	
	NZ and Community Events		✓
Touch Rugby	Thames Valley Champs - School Teams	✓	
Basketball	School Trials	✓	
	Representative Trials	✓	
Rugby	School Trials	✓	
Netball	School Trials	✓	
Football	School Trials	✓	

TERM 2	Details	School	Community
Basketball	Wednesday nights in Tauranga	✓	
Rugby	Home and away games	✓	
Netball	Tuesday nights at Waihi Courts		✓
Football	Home and away games	✓	
	<u>Waihi AFC</u> See: www.facebook.com/waihiafc/		✓
Badminton	<u>Waihi Badminton Club</u> Waihi Events Centre Hazard Street, Waihi Contact: 027 311 2508		✓

TERM 3	Details	School	Community
Basketball	Wednesday nights in Tauranga	✓	
	Zone 1 & 2 Preliminaries (regionals)	✓	
	National Championships	✓	
Rugby	Home and away games	✓	
Football	Home and away games	✓	
Badminton	<u>Waihi Badminton Club</u> Waihi Events Centre Haszard Street, Waihi Contact: 027 311 2508		✓
	School Championships	✓	
	Nationals	✓	

TERM 4	Details	School	Community
Basketball	Waihi Summer League - Thursday nights event centre	✓	✓
Swimming	<u>Waihi Swimming Club</u> Contact: Nicole Clare (Administrator) 021 0498590		✓
Surf Club	<u>Waihi Beach Surf Club</u> Contact: 07 863 5108		✓
Tennis	<u>Waihi Tennis Club</u> Baker Street, Waihi Contact: 027 311 2508		✓
	<u>Waihi Beach Tennis Club</u> 8 Seaview Road, Waihi Beach Contact: Helen Harrison 022 379 3620		✓

ALL YEAR	Details	School	Community
Squash	<u>Waihi Squash Club</u> Baker Street, Waihi Contact: 022 340 1139		✓
Horse Riding	Lessons/after school riding classes available <u>EzyRider Horse Riding School</u> Contact Marty Duncalf ezyrda@gmail.com Phone 027 208 9881		✓
Ballet, Jazz, Tap, Contemp.	See: http://precisiondance.co.nz/ Contact: 027 316 136		✓
Marital Arts	<u>Waihi Judo</u> Contact: Leander & Jen Huirangi 021 110 1867		✓
	<u>Waihi Beach Kick-Boxing based Fitness Class</u> Monday & Wednesday, 7:45 - 8:45pm Te Rau Aroha Camp Hall, 48 Seaforth Rd, Waihi Beach Contact Matt on: 021 581 933 Cost: \$6 per class or 10 classes for \$50		✓

ALL YEAR cont	Details	School	Community
<p>Running / Walking</p>	<p><u>Run Waihi</u> 8am start every Saturday morning at the Pumphouse (Opposite the Gold Discovery Ctr & Visitor Ctr) Seddon Street, WAIHI 5km run or walk options - all fitness levels welcome See: https://www.facebook.com/groups/RunWaihi/</p>		<p>✓</p>
<p>Scouts and Venturers</p>	<p><u>1st Waihi Scout Group</u> <u>Baker Street, Waihi</u> Scouts - School Years 7-10 Venturers - School Years 11-13 Contact: Paul Boggiss 027 463 8878</p>		<p>✓</p>
<p>Other</p>	<p><u>Waihi Youth Centre</u> 71 Kenny Street, Waihi Open 3pm-6pm, Monday - Friday Contact: 07 863 8789 027 399 9937</p>		<p>✓</p>