



# **International Education**

## **Prospectus**

**And**

## **Student Handbook**

**Royal Oak Primary School has agreed to observe  
and be bound by the  
Education (Pastoral Care of International Students)  
Code of Practice 2016 published by the Ministry of Education.  
Copies of the Code are available from  
[www.nzqa.govt.nz/providers-partners/education-code-of-practice](http://www.nzqa.govt.nz/providers-partners/education-code-of-practice)**



## General Information

Royal Oak Primary School is a decile 8, state co-educational school which caters for children from Year 1 through to Year 6 (age range 5yrs - 11yrs). Parents are keen to enroll their children at our school and we enjoy a reputation for high academic outcomes and challenging personal learning expectations. The links between home and school are important to us and we keep close contact with families to build positive relationships.

## Mission Statement

Creating a broad range of opportunities for curious, critical thinkers who continue to learn and make a positive difference in their world.

## Vision Statement

Manaaki, Whakaute, Whakamana - Care, Respect, Empower

## Core Values

We all aspire to be the best we can be. Our vision is brought to life by valuing and celebrating Care, Respect and Empower in the following ways:

Manaaki - Care	Whakaute - Respect	Whakamana - Empower
Community	Empathy	Student agency
Atawhai	Inclusivity	Resiliency
Arohatanga	Diversity	Future focus

## Ethnic Profile

Maori	11.7%	African	0.5%
NZ European/Pakeha	24.9%	Fijian	0.4%
Indian	14.7%	Sri Lankan	0.7%
Chinese	17.8%	Other Pacific	0.4%
Samoan	3.1%	Vietnamese	0.7%
Tongan	6.2%	Middle Eastern	1.5%
Other European	1.6%	Australian	0.9%
Cook Island Maori	2.2%	Japanese	1.6%
Niue	0.5%	Filipino	3.1%
Other Asian	5.7%	Other Groups	1.6%

## Prime Condition of Enrolment

Royal Oak Primary School requires that all international students live in the following type of accommodation preferably within our school zone.

- Students in year 1-6 must live with their parents. (*A legal guardian is someone who has full rights and responsibilities for the student, as approved by a court of law, following the death or other inability of the parents to provide proper care for the student. Proof of legal guardianship must be supplied.*)
- In order to ensure that all international students are living with and continue to live with a parent for the duration of the student's study in New Zealand, the school will meet once a term with international parents to ensure they are still living in the country. If the school becomes aware that the parent of a Year 1-6 international student has returned home, the student will also be returned home at the parents' expense, and NZIS notified.

- In the event of an emergency, international parents may return home for a period of up to 3 weeks, provided they have informed the school in advance. The school must site a return air ticket for the parent. The school must also visit and approve alternative accommodation arranged for the student to ensure that it is satisfactory. If the parent fails to return within 3 weeks, the student will be returned home, at the parents' expense.

For all enquiries about international student enrolment at Royal Oak Primary School please contact Pamela Waugh, Administrative Assistant, on +64 09 6242800 or email [pamw@rops.school.nz](mailto:pamw@rops.school.nz)

### **Immigration**

Full details of visa and permit requirement, 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 <http://www.immigration.govt.nz>

### **Accommodation**

All International Students enrolled at Royal Oak Primary School must live with their parents in New Zealand, therefore, Royal Oak Primary School does not arrange accommodation for students. Access through local Real Estate agents will lead to renting property. For information see [www.realestate.co.nz](http://www.realestate.co.nz)

### **Orientation Programme**

Children are assigned a classroom and the class teacher is responsible for ensuring the child's integration into the school.

The specialist ESL teacher immediately assesses international students and, in consultation with the classroom teacher, will implement a programme to support the student's learning. This specialist programme runs during the literacy learning programme and takes place in a separate classroom specifically set up to support English acquisition for ESOL children.

The ESL specialist teacher undertakes the role of advocate for all ESOL children.

### **Student Support Services**

The following staff member is available for assistance, support and for parents or students to contact at any time in the event of an emergency.

Megan Clotworthy, Principal  
Ph: 021 257 6193

Email: [meganc@rops.school.nz](mailto:meganc@rops.school.nz)

The following support staff is also available to assist students and parents to access information which may support their integration into life in New Zealand. This may include information on, New Zealand laws, access to welfare facilities or advice on how to deal with harassment or discrimination.

Pamela Waugh, Administrative Assistant  
Ph: 09 6242800

Email: [pamw@rops.school.nz](mailto:pamw@rops.school.nz)

## **Student Fees and Costs**

Administration fee (including GST) - nonrefundable	NZ\$275.00
Tuition Fee (including GST) per year	NZ\$12,000.00
Tuition Fee (including GST) per week (covers classroom tuition and textbooks on loan)	NZ\$300.00
Stationery and Consumables approximately	NZ\$50.00
Uniform (approximately)	NZ\$300.00
Estimated Medical Insurance Cost (not provided by the school)	NZ\$600.00

There may be additional costs as teams regularly arrange and participate in Education Outside the Classroom. Costs may include transport to and from venues, and/or entry costs to these venues. It is understood that all children will participate fully in all aspects of Royal Oak Primary School life.

## **Tuition Fees**

The tuition fee is payable in advance for the full year. Should you wish to enroll for less than a full year, payment should be made in full (NZ\$300.00 per week) and in advance. The minimum length of study is 4 weeks.

## **Fee Protection**

Royal Oak Primary School has a fee protection policy to safeguard the fees paid by international students, in the unlikely event that the school may not be able to continue delivering tuition to the international student. The school's Board of Trustees guarantees to hold in reserve sufficient funds to meet the requirements of any refund in these circumstances.

## **Refund Procedure**

To be eligible for a refund or part of the tuition fee, parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance.

The amount of the fee that will be refunded will be determined at the time of the request taking into consideration costs already incurred by the school. Refunds will be granted in exceptional circumstances only and will be at the discretion of the Principal.

No refund will be given where a student has been:

- Stood down, suspended or excluded
- Where a student returns home for any reason other than serious illness or death of a close family member
- If the enrolment application is found to be inaccurate in any way and the contract is terminated

The NZ\$275.00 administration is nonrefundable.

If a refund is sought before the commencement of study a full refund (less the administration fee) will be provided. This includes a student who is not granted a student permit to attend Royal Oak Primary School.

If the parent is granted permanent residency or a work permit while a student is attending Royal Oak Primary School a partial refund will be considered taking into account costs already incurred by the school and will be at the discretion of the Principal.

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

### Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residence 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 <http://www.acc.co.nz>.

### Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. Please ensure this document is translated into English for school administration.

**Please Note:** students must provide evidence of medical and travel insurance on enrolment. The insurance must cover the full length of time spent in New Zealand. New Zealand insurance cover will be accepted only. The school will keep a record of the insurance policy number and the type of cover provided.

### Enrolment Procedure

1. All parents must complete and return the *Application for Enrolment at Royal Oak Primary School* to initiate the procedure at Royal Oak Primary School.
2. If accepted, you will receive a *letter of offer*, an *invoice* and an *Agreement to Provide Tuition Services* within 14 days.
3. If you wish to accept the offer, complete and sign the Agreement, and return the invoice with your payment (full payment).
4. Once signed Agreement is received and Invoice is paid in full an Official Offer of Place will be issued. This Official Offer of Place can be shown to Immigration New Zealand as proof the student has been granted a place at Royal Oak Primary.
5. Complete the application procedure with New Zealand Immigration for a visa/permit to study (if Visa not already held)
6. Class placement arrangements will be completed.

### Conditions of Acceptance

- Children must live with their parent(s) in New Zealand while attending Royal Oak Primary School
- Although an elementary level of English is desirable, no student will be refused acceptance due to their level of English, as all levels of English proficiency are catered for at Royal Oak Primary School.
- Students and parents must accept and abide by rules regarding behavior and conduct that apply to all students. Unacceptable behavior may result in the termination of tuition.
- Students must observe the conditions of the Visa and Student Permit. If a student breaks the terms of the visa/permit, the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
- All students are required to have travel and medical insurance, purchased in New Zealand, for the duration of their period of enrolment.
- The school's complaints procedure for international students will be used to deal with grievances.
- Parents must inform the school of their address, telephone numbers, and email address and any change in these details.

### **Grievance Procedures**

Parents should contact the Principal in the first instance to discuss any concerns. All discussions with the Principal will be in the strictest confidence.

If, in the unlikely event, the issue remains unresolved the parent may contact the Chairperson of the Board of Trustees.

If, after all the above have been tried, it is felt that your problem has not been resolved, then the parent may contact the International Education Appeal Authority, whose address is:

Ministry of Education  
12-18 Normanby Road  
Mt Eden  
Auckland  
Private Bag 92644  
Symonds Street  
Auckland 1150  
Tel: (09) 632 9400  
Fax: (09) 632 9401  
Email: [info.ieaa@minedu.govt.nz](mailto:info.ieaa@minedu.govt.nz)

### **Circumstances for Termination/Withdrawal**

The school operates a behaviour management procedure in which children are expected to behave appropriately. A structured process is followed to ensure appropriate guidance and support is given to students who display inappropriate behaviour. Parents are kept informed should their child be involved in this process.

In the unlikely event that this process is not successful in modifying the inappropriate behaviour, or enrolment procedures are not adhered to, The Board of Trustees may consider terminating the enrolment and refunding a portion of the fees paid. In this case the New Zealand Immigration Service will be notified that the enrolment has been terminated.

If a student withdraws from school, it must be in writing by the parents prior to the student's last day, giving the date of the final day of attendance and the reason for leaving and the Immigration Service will be notified. *The Refund Policy for International Students* shall apply.

All International Student Policies and Procedures can be found on the school website [www.royaloak.school.nz](http://www.royaloak.school.nz) under *International / Policies and Procedures* on the menu bar.

## **Full Fee Paying International Students Policy**

### Statement of Intent

The Royal Oak Primary School Board of Trustees will ensure that;

- 1) A limited number of fee paying international students will be accepted.
- 2) International students attending Royal Oak Primary live with at least one of their parents, while studying at Royal Oak Primary School.
- 3) Every effort will be made to provide the best possible learning opportunities.
- 4) Individual learning needs will be identified and addressed within the ESOL programme where possible.
- 5) The school recognises its responsibility to oversee the well being of all fee paying students as set out in the Ministry of Education's Education (Pastoral Care of International Students) Code of Practice 2016.
- 6) Enrolments will be for a minimum of two school weeks at the start of the year and for a minimum of four weeks after that.
- 7) Fees will be reviewed as appropriate and are required to be paid in advance.
- 8) Students will be admitted at the discretion of the Principal.
- 9) The International Student Manager in consultation with the Principal will notify the New Zealand Immigration Department if any student withdraws.
- 10) Students will be required to have a valid Visa stating conditions of study and medical/travel insurance for the duration of their enrolment.
- 11) The school's insurance company is notified prior to final enrolment and written confirmation of cover is received.

Ratified by the Board of Trustees: 04 November 2010

Reviewed : 06 December 2012, 07 December 2014, 05 November 2015, 10 November 2016, 02 November 2017,

19 November 2018, 05 December 2019

## **Full Fee Paying International Students Fee Protection Policy**

### Statement of Intent

The Royal Oak Primary School Board of Trustees will ensure that;

- 1) International student fees are handled in a way that ensures those funds are accessed in a way that is consistent with normal accounting practice.
- 2) Should the school be unable to continue to run a course or programme a portion of the fees is available to be returned to the student.
- 3) Funds from International students are accounted for separately and in such a way that individual student contributions can be protected and monitored.
- 4) International student payments are drawn down at the completion of each term to enable refunds or partial refunds to be made in the event that a student withdraws prior to the completion of the term of enrolment stated in the letter of offer.

Ratified by the Board of Trustees: 04 November 2010

Reviewed : 06 December 2012, 07 December 2014, 05 November 2015, 10 November 2016, 02 November 2017,

19 November 2018, 05 December 2019

## Full Fee Paying International Students Refund Policy

### Statement of Intent

Should the parent of an International student or the school deem it appropriate for tuition to cease, the Royal Oak Primary School Board of Trustees will ensure that;

- 1) The refund procedure (as per school information booklet) is followed exactly.
- 2) Funds from International students are accounted for separately as per the Fee Protection Policy.
- 3) To be eligible for a refund, parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance. Standard leaving processes will be followed.
- 4) In every case, the school undertakes to look fairly at applications for a refund of fees or part-fees.
- 5) Fees will be refunded in full, less
  - an Administration Fee of [NZ\$275].
  - Costs to the school already incurred for tuition
  - Components of the fee already committed for the duration of the course
  - Appropriate proportions of salaries for teachers and support staff (*if applicable*)
  - Costs already incurred for the use of facilities and resources
  - Any other costs already incurred.
- 6) If the application is made after the second half of a course there will be no refund, except under exceptional circumstances
- 7) In exceptional circumstances, refunds may be granted on compassionate grounds (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.

- 8) The Board of Trustees will make no refund:
- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law
  - Where a student has been stood-down, suspended or excluded
  - Where a student returns home for any reason other than serious illness, accident or death of a close family member
  - If the enrolment application is found to be inaccurate in any way and the contract is terminated
  - If a student wants to transfer to another school or educational institution
- 9) All refunds will be paid to either the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student.
- 10) International student payments are drawn down at the completion of each term to enable refunds or partial refunds to be made in the event that a student withdraws prior to the completion of the term of enrolment stated in the letter of offer.

Ratified by the Board of Trustees: 04 November 2010

Reviewed : 06 December 2012, 07 December 2014, 05 November 2015, 10 November 2016, 02 November 2017,  
19 November 2018, 05 December 2019

**International Student Application for Enrolment  
at Royal Oak Primary School (minimum of 4 weeks study)**

(as at 31/01/2020)

**Student**

Family Name: ..... Date of Birth: .....  
Given Names: ..... Gender (circle): Male / Female  
Nationality: ..... First Language: .....

**Father**

Family Name: .....  
Given Names: .....  
Address: .....  
.....  
.....  
Phone: Day: ..... Night: ..... Mob: .....  
Email: .....  
Occupation: .....

**Mother**

Family Name: .....  
Given Names: .....  
Address: .....  
.....  
.....  
Phone: Day: ..... Night: ..... Mob: .....  
Email: .....  
Occupation: .....



**Health**

Does the child have any medical problems? Yes / No

If “Yes”, please give details below. Please attach an additional sheet if necessary.

.....  
.....  
.....

**Is your child fully immunised? (please provide immunisation record)** Yes / No

**Have you arranged medical insurance for your child?** Yes / No

**Special Needs**

Does the child have any special needs? Yes / No

If “Yes”, please give details below. Please attach an additional sheet if necessary.

.....  
.....

Does your child have any special educational needs? Yes / No

If “Yes”, please give details below. Please attach an additional sheet if necessary.

.....  
.....

**Education History**

Has the child regularly attended a school? Yes / No

If “Yes”, please give details below. Please attach an additional sheet if necessary. Please enclose a copy of the child’s most recent school report (in English).

.....  
.....  
.....

## E-Learning

I am aware that my child will be involved in an E-Learning programme that includes digital citizenship, use of internet and published work and images online.

Yes

## Length of Study

Start Date: .....

End Date:.....

**The information given on this form is true, complete and correct. I undertake to inform the school of any changes to details in this enrolment application.**

Student Name: .....

Parent Name: .....

Signed: .....Date: .....

## Additional Application Information:

**The following information must be included with your completed application form:**

- ❖ Certified copy of the student's and parents' passports and visas
- ❖ Evidence of Health Insurance documentation (**please ensure this document is translated into English for school administration**)
- ❖ Student's Immunisation / Vaccination Record (**please ensure this document is translated into English for school administration**)
- ❖ Medical information (*if applicable*)
- ❖ Administration Fee \$275.00 (*non-refundable*)
- ❖ A recent photograph of the child

## School Organisation

The school is divided into 2 teams:

The Royal Acorns - Year 0 to Year 3

The Royal Oaks - Year 4 - Year 6

School events are available in advance by looking at the school website [www.royaloak.school.nz](http://www.royaloak.school.nz). These are updated on a regular basis.

## School Hours

Bells are rung at the following times:

8:25am	Classrooms open
8.50am	School day commences. Teaching Block 1 (60 mins)
9.50am	Play break 1 (15 mins)
10.05am	Teaching Block 2 (60 mins)
11.05am	Eating time 10 mins
11.15am	Play break 2 (20 mins)
11.35am	Teaching Block 3 (90 mins)
1.05pm	Eating time (10 mins)
1.15pm	Play break 3 (30 mins)
1.45pm	Whole school reading (Teachers read to children for 15 mins)
2.00pm	Teaching Block 4 (60 mins)
3.00pm	Children dismissed for the day
3.15pm	<b>School Grounds are cleared</b>

## Absences

All children must attend school every school day unless sickness or special family circumstances prevent this. A phone call to the School Office, press 1 for absences and leave a brief message, or an email to [admin@rops.school.nz](mailto:admin@rops.school.nz) to advise absence or lateness is required by 8:50am. Prior notice of planned absences should be given in writing (dated and signed) or emailed.

## Parent/Caregiver Information

For safety reasons it is imperative that parent/caregiver information which the school holds about address, and home/work phone numbers is always accurate and up to date. An emergency contact person is also needed. When information changes parents are requested to advise the School Office immediately.

## Website

The school website address is [www.royaloak.school.nz](http://www.royaloak.school.nz). This site is regularly updated with school newsletters and contains information about the school and links to other educational sites.

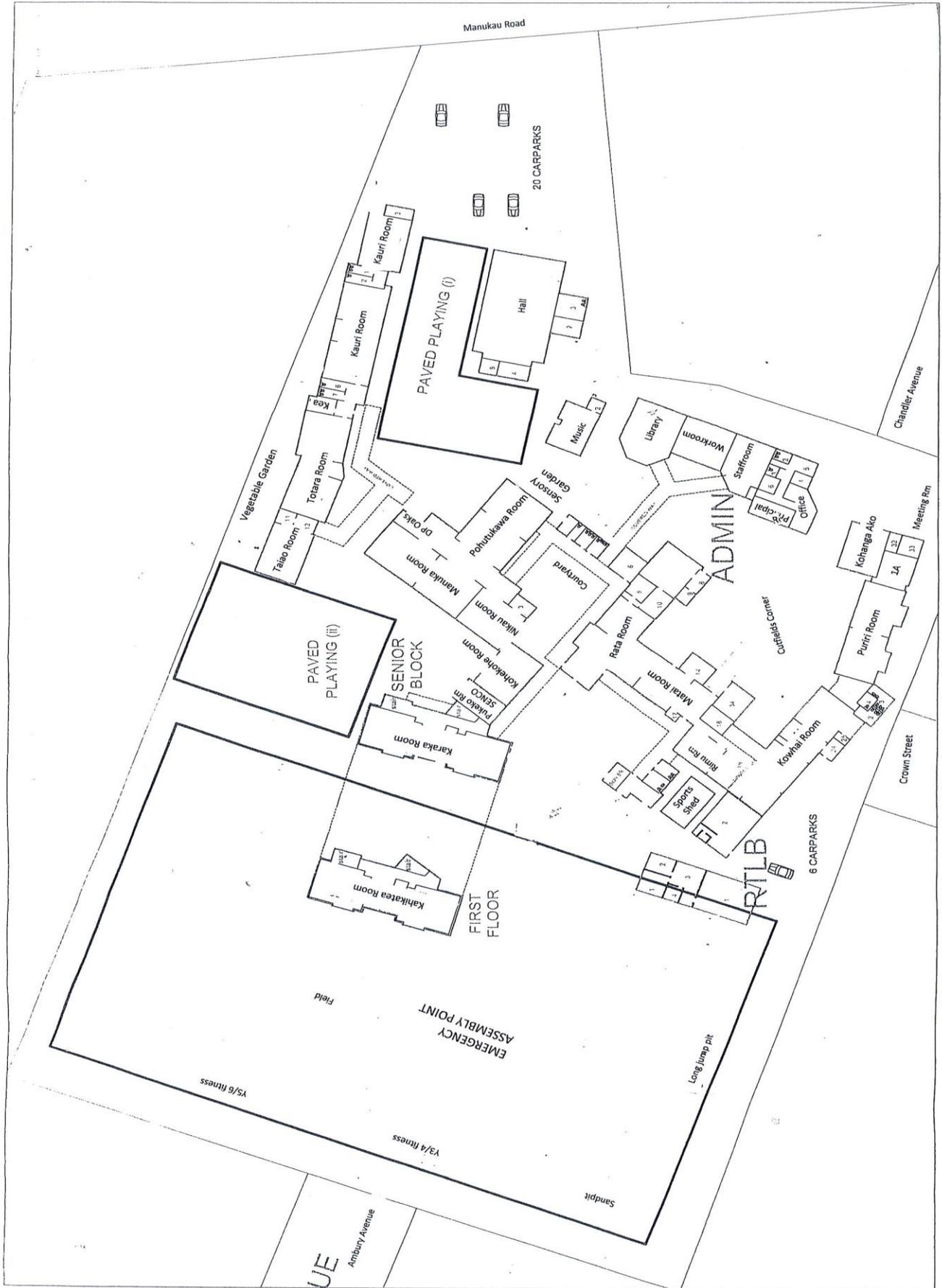
## Office

The office phone number is 09 6242800

Email address is [admin@rops.school.nz](mailto:admin@rops.school.nz)

We encourage parents to direct all requests for general school information to the office staff. If you require information, or have concerns about your child's progress or behavior, the child's teacher is contacted directly or an appointment made with the teacher through the office.

# School Map



## **Library**

The school library is staffed by our Librarian and is open to students before school from 8:30 - 8:50am each morning Monday through to Thursday, and at the 1:15pm play break. Student librarians are on duty to issue items and process returns. All classes have a weekly time in the library where the focus is on literature and information skills. The library has computers dedicated to issues and returns, for catalogue searching, and for multimedia use.

Books lost or not returned incur a full replacement fine.

## **Hall**

A large hall with fine acoustics and physical education equipment is used to support assemblies, the arts and physical education.

## **Outdoor Play Areas**

A range of equipment to support physical activity are found around the school. This includes a purpose built fitness track, large junior school sand pit, climbing equipment, marked asphalt and grassed areas for sports such as tennis, soccer, and basketball.

Sunhats are compulsory (and necessary) throughout Terms 1 and 4. A hat that shades the face, neck and ears is required.

## **Learning Programmes and Resources**

### **Education Outside the Classroom**

- Class trips are an important addition to learning programmes.
- Performers and visiting experts are also additional to the learning programmes.
- Written notification of all trips is sent home in advance.
- Trips may incur an additional charge to parents. This will be paid prior to each separate activity.
- A signed consent form is necessary before a child can be taken on a trip.
- A Risk Analysis Management form (RAM) is written by the Teaching Staff prior to all Education Outside the Classroom (EOTC) activities.
- Sufficient numbers of adult helpers are required for all trips.
- Year 6 children have a three-day Camp Adair in Hunua during Term 1.
- Year 4 and 5 children have a variety of outdoor experiences based in the school grounds and in the local community at the same time as Year 6 children are at camp.

### **Home Learning**

- Homework may include:
  - Year 1-2: reading book, alphabet book, poem of the week, talking about the school day
  - Year 3-4: reading book, basic number facts, spelling, some written work
  - Year 5-6: basic number facts, reading, written English tasks, problem solving, some additional research component at times.

### **Inter-School Sport**

- All Year 5-6 children are involved in inter-school sport.
- A signed permission slip is required for participation in this programme.

## **Literacy**

High quality reading and writing programmes are taught throughout the school and provision is made for children requiring additional support to meet expectations as well as extension opportunities for high achievers.

## **Mathematics**

Early and Advanced Numeracy programmes operate throughout the school. They allow a teacher to assess a student's number knowledge and strategies used, and to implement appropriate mathematical tasks and student groupings. A specialized enrichment programme operates within the Year 5 and 6 team.

## **Assessment**

Progress and learning is assessed regularly using a variety of assessment tasks. Teachers use some standardized tests to ensure uniformity and consistency. Each student has a profile with examples of work and test results which is available on request. Teachers work towards assessing against the newly implemented National Standards.

## **National Tests**

A New entrant assessment is taken with new entrants within the first six weeks of beginning school. An observation survey is conducted on six years olds considered for additional reading support. Progressive Achievement Tests (PATs) are standardized to national norms and are administered to year 4 to 6 students for Listening Comprehension, Reading Comprehension, Reading Vocabulary and Mathematics.

## **Sporting and Cultural Opportunities**

A range of sporting and cultural opportunities are offered.

- Athletics
- Soccer
- Padder tennis
- Netball
- Cross country running
- Rugby
- Hockey
- Cricket
- Swimming
- Table tennis
- Gymnastics
- Dance
- Drama
- Choir
- Orchestra
- Kapa haka
- Pacific Cultural Group

## **School Assembly**

Full school assemblies are advertised in the school newsletter and held on designated Fridays 9:00am to 9:50 am in the school hall. There is a high level of student involvement. Parents/Caregivers are welcome to attend.

## **Uniform**

There is a compulsory uniform which is available from the Uniform Shop, 588 Remuera Rd. Further information about the uniform is available through the office or on the school website. Short term students (up to 6 weeks) are not required to wear the full uniform. Most of our short term students purchase a shirt or polar jacket as it is important that International Students look and feel part of our community. Wearing the school uniform makes a big difference to them integrating and fitting in with other students.

Second hand uniform sales are on the 1<sup>st</sup> Wednesday of each month at 8:30 to 9:00am, outside the staffroom.

**Sunhats** are compulsory (and necessary) throughout Terms 1 and 4. A hat that shades the face, neck and ears is required to be worn.

## **Stationery**

Each team issues a stationery requirement list at the beginning of the year. These items are available as stationery packs from Onehunga Books and Stationery, 175a Onehunga Mall, Onehunga.

Short term students will need pencil/pen to write with and a book or folder to write in. Check with the classroom teachers for any additional items required.

## **Lunches**

Lunches are provided and prepared by outside providers. Tuesday Sushi, Wednesday Brunch'n'Lunch, and Thursday Subway. Lunches need to be ordered online by 9am. Click here [Kindo](#) or use the Kindo link on the front page of the school's website [www.royaloak.school.nz](http://www.royaloak.school.nz)

## **Food at School**

Every child needs a small brain food snack for break 1 and two small meals, one for each of break 2 and 3.

Preferably food should be packed in an appropriate container e.g. a plastic lunchbox or the like. The school does not heat food for children or prepare food like instant noodles

Suitable lunches of healthy content should be easily eaten eg Bread rolls and sandwiches with fruit and a snack of fruit or dried fruit. Please, avoid yoghurt and food that is easy to spill.

Children eat under supervision.

Children are not permitted to leave the school grounds during break times without permission.

The school operates a pack-it-in/pack-it-out policy, (children take home all wrappers, papers and uneaten food).

The sharing of food is not permitted.

If your child's usual eating patterns are interrupted through such things as illness or religious observance, please advise the class teacher.

Water in a plastic bottle is the only recommended drink.

If there are children with significant allergies in your child's class a letter will be sent home giving warning about foods to avoid.

## **Jewellery**

- It is not advisable to allow children to wear these items to school.
- They are to be taken off to play and are easily lost or damaged.
- Only stud earrings are to be worn in pierced ears.
- No responsibility will be taken by the school for personal items which are lost or damaged.

### **Lost Property**

All lost garments are placed in the box in the cloakroom between Puriri and Kowhai Rooms. All school uniform articles still unclaimed on the last day of each term will be stored at school and any other items will be donated to charity or the second hand uniform shop.

### **Money**

- All money sent to school should be placed in a sealed envelope with the amount, purpose, child's name and class written clearly on the outside.
- No other money should be brought to school.
- Staff will not accept responsibility for money lost at school.

### **Valuables at School**

- Please do not allow your children to bring toys and valuables to school.
- We do not accept any responsibility for lost or damaged valuables.

### **Getting to School**

The small size of Royal Oak Primary School's geographical zone means that the school is generally within easy walking distance. We encourage all children to walk to school, and we rely on parents to model safe practices at all times. School Patrols operate the Manukau Road crossing from 8:25 to 8:50am and 3:00 to 3:15pm daily. If you arrive at school by car, in the interests of safety please

- Park legally
- Do not double park
- Keep clear of yellow lines and driveways
- Do not U-turn or 3 point turn into driveways
- Do not park in the staff car parks or entrances

### **Bicycles and Scooters**

- The school strongly recommends that only Year 6 children ride a bicycle to school independently and that all other children be accompanied by a parent.
- Bicycles are stored in the rack beside the Music Room
- Scooters are stored in the racks beside Room 11
- Bicycles and scooters are stored at the risk of the owner.
- Bicycles and scooters are to be walked through the school grounds and across both Manukau Road and Pah Road pedestrian crossings.

### **Walking School Bus**

- Children walk in crocodile file, supervised by adults.
- There are designated bus stops along each route.
- A timetable operates before and after school.
- Children must register to be involved with the Walking School Bus.
- Route maps are available at the School Office.

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

### Code

Royal Oak Primary School has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016. Copies of the Code are available from the New Zealand Qualifications Authority website at [www.nzqa.govt.nz/providers-partners/education-code-of-practice](http://www.nzqa.govt.nz/providers-partners/education-code-of-practice)

### Immigration

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

### 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)

### Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance that covers their stay in New Zealand.





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