



ST BEDE'S COLLEGE
FIDE ET OPERE



**International Student
Policies, Procedures and Guidelines
Document
2016-2017**



Policies and Guidelines

Before you complete and sign the Application form, please carefully read this International Students Policies, Procedures and Guidelines Document, and the summary of the Code of Practice- go to <http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/>

You must sign the form to confirm you have done so and have understood and accepted all provisions as set out in all documents.

TOPICS COVERED

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Section B- Definitions

SECTION A – POLICIES AND GUIDELINES

1. SELECTION

Selection will be made by the Director of International Students. Students from as wide a range of countries as possible will be recruited so that many cultures are represented. Offers are based on an assessment of the extent to which St Bede's College can meet the needs of the prospective student. The College reserves the right to cancel an Offer of Place and refund fees paid hereunder in the event it ascertains any adverse comment from the previous schooling of the applicant or any of the applicant's recommendation letters. The College reserves the right to cancel an Offer of Place and refund fees hereunder in the event the level of English and/or prior learning in the subject area is not verified in testing at enrolment. Failure to disclose relevant information or the provision of false information may result in termination of enrolment.

2. TESTING

The College may test International Students on arrival at the College to help determine placement. The College will provide its own testing material.

3. PLACEMENT

The College will issue an Offer of Place to a selected student but the level of study offered is an indicator only. The College has the right to place the student in appropriate subjects and year levels; selection and placement are conditional upon the College being able to meet the needs of the student. Students entering the College as International Students must have the prior learning necessary and the intellectual and emotional capacity to cope with study in New Zealand in English at the level enrolled in. Quality applicants are sought whose proficiencies and career intentions are matched by the opportunities St Bede's College offers. The college may ask a student to undertake intensive language tuition at another institution for a period of time if it is ascertained the student cannot cope at St Bede's College at an appropriate English level.

4. ENROLMENT CONDITIONS

Upon enrolment at the College, the student will abide by the same conditions as regards behaviour and absence as apply to domestic students.

Enrolment as an International Student at the College shall be terminated:

- a) At any time by agreement between the parties; or
- b) By St Bede's College if the student fails to pay fees in advance, or fails to abide by the same conditions as for domestic students, or fails to abide by the conditions of the International Student Tuition Agreement; or
- c) If the student ceases to hold, or ceases to be eligible to hold, a valid student visa issued by the New Zealand Immigration Service

Full details of visa and permit requirements, advice on rights to employments 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.

5. GENERAL INFORMATION

Liaison with the College

The International Office welcomes contact with parents. Parents may contact the appropriate International staff member about any school matters that concern them and the Deputy Rector and Guidance staff are also available for consultations. Teachers are available on Parents' Evenings held throughout the year. The Parent-Teacher Association arranges meetings on topics of interest to parents and caregivers. Regular newsletters are sent home with students. These contain information about College activities, term and examination dates, Parents' Evenings and other matters of interest to parents or caregivers.

Contact Information

The College appreciates having up to date information on all students. Could you please inform the international office when addresses or telephone numbers change. In some cases the International Dean or Nurse needs to contact parents or caregivers during working hours so the College requires an up-to-date contact address/telephone number for a parent's or caregiver's place of employment. We wish to avoid embarrassment by sending incorrectly addressed mail so would also appreciate being informed in cases where marital status change.

The Library

- The Library has extended school hours, 8.00 am to 4.00 pm.
- The library has a black and white photocopier available for student use.

Absences

Absence Phone Line 375-1879 ext 3 preferably before 9.00 am.

Sickness

When students are absent because of sickness, parents or caregivers are required to send a note explaining the absence to the Form Tutor as soon as the student returns to school. If the absence is unlikely to be longer than three days, parents or caregivers should either telephone the International office or contact the International Dean.

Visit to Doctor or Dentist

Students may make appointments with a doctor or dentist in school time, although it is obviously less disruptive if appointments can be made after school. The student should bring the appointment card or a letter from the parents or caregivers to the House Tutor and collect a Leave Pass.

Sickness during the School Day

The College has a fully trained nurse in attendance at the Health centre between 8.15 am and 1.30 pm. The nurse can give permission for students to go home sick at any time and will normally contact parents when this occurs. If the nurse is not available students should see their House Tutor or in extreme cases

one of the Deputy Rectors. Under no circumstances are students allowed to leave the school grounds without seeing a staff member first.

Other Absences

Under the Code of Practice an International student is required to attend a minimum of 80% each school year. This is a requirement by the New Zealand Immigration to re-apply for a student visa. The Education Act does not allow for holidays in school time, shopping or looking after other members of the family. The school attempts to meet any reasonable requests from parents or caregiver for leave, but senior students need to be aware of the restrictions associated with internal assessment. The full support of parents and caregivers in these matters is an important fact in preventing truancy and in keeping young people out of trouble.

6. STUDENT BEHAVIOUR

Students at St Bede's College are expected to behave responsibly and accept the discipline and authority of the College. We expect students to behave with courtesy and respect towards each other and especially towards members of the College staff.

IMPORTANT REMINDERS

Classroom responsibilities

- attend all classes and tutor periods and arrive punctually
- bring absence notes, written and signed by parent or official guardian, to your Form Tutor on your first day back at school after illness
- have all the books/equipment needed for your class ready at the beginning of the lesson
- do not use/wear iPods or cell phones in class unless given permission by the teacher.

Respect for property

- look after the classroom, furniture, equipment and grounds
- respect your environment – don't leave rubbish and litter around
- staff offices, teachers' desks, cupboards etc are not to be used by students
- do not take things that belong to other people
- report any loss or damage immediately to the office or a senior staff member

Uniform

- wear correct school uniform and see that it is clean, tidy and clearly named
- report to a House Tutor before school, if wearing any incorrect item

At all times

- do not leave the school grounds during the day without first getting permission from your House Tutor
- visitors to the College must go to the office and get permission to be in the school grounds
- skateboards must be handed into the Deputy Rector before school

- if you need to bring valuable possessions or large amounts of money to school, leave them in the office during the school day
- obey the road crossing rules and observe safe traffic behaviours at all times
- you must wear a cycle helmet when riding to and from school
- do not bring any of the following items to school: chewing gum, cigarettes, matches, lighters, firecrackers of any type, alcohol, illegal drugs, knives, weapons of any kind, laser light equipment of any kind.
- caregivers dropping off or collecting students are not permitted to enter the grounds using the Main North Road entrance.

Students must observe the school rules set down by the Board of Trustees.

The following are drawn to the attention of parents as being areas where parental co-operation is especially sought:

- Students are to be dressed in the school uniform. Correct uniform is to be worn from the time students leave home in the morning, until they return home after school.
- Students are to be tidily dressed and boys clean shaven.
- Students are expected to remain at school throughout the school day.
- Students may not park their cars in the school grounds or car parks.
- Students cycling to school are required to wear a protective helmet.
- School discipline applies from the time students leave home in the morning until they return home after school.
- Detention is held every Friday from 3.00 pm until 4.00 pm. Twenty-four hours notice will be given.

Misconduct Policy

The disciplinary procedures outlined in the Education Act 1989 shall be applicable for all serious misconduct that is alleged to have occurred both inside and outside of the school. The designated caregiver, Home stay caregiver or Director of International Education (or their representative) shall act as the parent in the disciplinary process.

Should it be deemed appropriate the school reserves the right to terminate the contract and repatriate the student with forfeiture of fees.

7. SUPPORT SERVICES

Many staff provide support and help for International Students. Counsellors and Careers Counsellors help students with personal and career issues, choices and applications. The International Department has a full time Director who is always available. House tutors and form tutors are also available to give assistance.

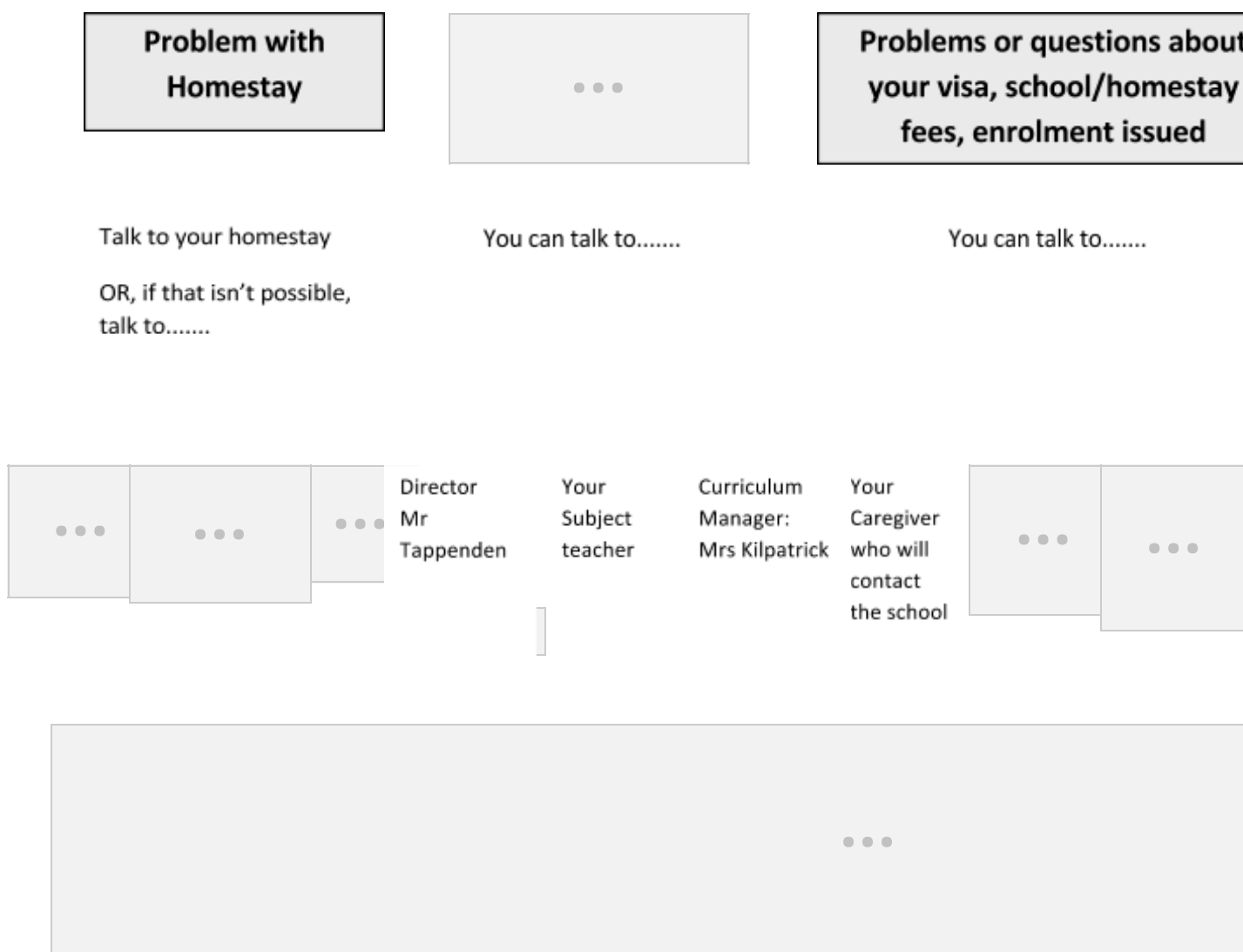
8. ADDITIONAL NEEDS

If at any time it is believed that an International Student is at risk the matter will be referred immediately to the Guidance Department where all appropriate policies and procedures will be followed.

9. COMMUNICATION, COMPLAINTS AND CONCERNS

Students and parents may experience a range of problems and difficulties. This is normal. Any problem should firstly be taken to the International Director or to Guidance staff. Serious problems should be taken to the Director, Mr Robert Tappenden (email rtappenden@stbedes.school.nz). The College adheres to the New Zealand Code of Practice. The College welcomes direct communication from parents via phone, email, letter or visits.

Internal Grievance Procedures: What to do if you have a problem



10. ACADEMIC PROGRESS AND REPORTING

The College reports fully on academic progress once a year, with progress reports also issued. The College expects all International Students to make reasonable academic progress and try their best. All senior students who are at St Bede's College from February to December (1 full academic year) will be required to sit NCEA exams at the end of the year. The NCEA exams are an extra cost to the student of approx \$400.00.

11. INTERNET ACCESS

Students are provided with Internet access through parent consent as part of the pre-enrolment process. The Internet is only to be used for educational purposes and whilst the College has taken precautions to eliminate controversial material, it is not possible to restrict access to all such materials and hence access remains the individual student's responsibility. Internet use and sites visited are monitored closely.

12. AUTHORITY AND INFORMATION

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

- a) Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information;
- b) Receive financial information relating to the student including bank account details;
- c) Provide consents in respect of any activity carried out and authorised by the College;
- d) Provide necessary consents on the student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the parents;
- e) The parents irrevocably authorise the Director of International Students to advise the student's caregiver of all matters and information required to be provided to parents of any student under the laws of New Zealand. The parents irrevocably authorise the College to obtain information regarding the student from the home stay or caregiver as their 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;
- f) The parents agree to provide the College with academic, medical or other information relating to the wellbeing of the student as may be requested from time to time by the College.

13. ACCOMMODATION

As per the Code of Practice and Guidelines (revised September 2003) the International Students Office of the College upon or before enrolment will determine and verify which category of accommodation the student will live in regardless of age i.e.

- Boarding School
- Home stay
- Designated caregiver

- Parent

No international student at St Bede's College can live independently, in a boarding establishment or in temporary accommodation.

Police vetting will be required of all caregivers and all residents of a household aged 18 or over excluding International Students (excluding parents).

The College will provide guidelines to the caregivers and the students and outline the divisions of responsibility between the College and the caregiver.

The parents and the student agree that the student shall remain in accommodation arrangements either organised by the College for the term of this agreement, or are approved by the college according to The Code of Practice guidelines on accommodation. Any changes must be negotiated with the International Director beforehand. Failure to comply with this requirement may lead to a cancellation of the student permit. All caregivers who are not New Zealand citizens must provide copies of their passports and valid visas.

a) Boarding School

All rules and procedures remain the same for international students and domestic students.

b) Home stay

All home stays are carefully selected and monitored to ensure that appropriate standards are maintained.

For those students who want St Bede's College to organise a home stay, payment is payable in advance to St Bede's College. The College will pay the home stay caregiver each fortnight, account for all money received and payments made from home stay money.

The home stay fees invoiced may be an estimate cost only. Exact costs will be determined when final departure date is confirmed. If students change home stay, a fee of \$250.00 may be charged. St Bede's College can only guarantee accommodation for visa purposes for the number of weeks home stay fees have been paid for.

On written request St Bede's College will refund any balance left over at the end of the student's placement. The refund will be made directly to the parents in the country of origin of the student.

One week's notice must be given by either party (home stay or student) prior to a student being placed in another home stay.

c) Designated Caregiver (DCG)

The parent of the student must fill out and personally sign the International Student Application and include all details of the DCG (page 3 of the International Student Application) when submitting the application. The College will decide if the caregiver will be verified as a Designated Caregiver and will ask for a police vet, further supporting information and/or evidence of nature of the close relationship or friendship.

The home of the proposed DCG will be visited and assessed the same as for a home stay caregiver. The home will be visited subsequently to substantiate and verify the DCG's living situation.

At no time can a DCG leave the student overnight or for any length of time without firstly informing the College and seeking approval for a temporary caregiver to take their place. This will probably necessitate a new DCG being appointed for the period, as per all DCG regulations.

The DCG arrangements cannot change until St Bede's College is informed, and agrees to the change. The parents take full responsibility and accept the decisions made by their DCG about the day-to-day requirements of their child and understand that St Bede's College will make every endeavour to provide care and welfare of their child while studying in their school. Should you have any concerns regarding the welfare of your child St Bede's College may refer your child to the relevant welfare authorities, or any other appropriate agency in New Zealand.

d) Parent

Students living with parents must still be monitored by the College. At no time can a parent leave the student unsupervised or for any length of time without first informing the College and seeking approval for a temporary adult caregiver to take their place. If students are living with a parent, then the parent has full responsibility for the pastoral care of the student outside tuition hours, and may be called up to the school at short notice on school matters. If a parent leaves a student unsupervised in New Zealand that student will lose their place at the College and New Zealand Immigration will be informed. Parents must follow all the policies of the College at all times. Birth Certificates and copies of passports and visas are required to verify parent status.

14 LIABILITY, RIGHTS, CONTRACT.

- a) In any event, the College's liability in relation to the supply of tuition services to the student is limited to the amount of fees paid by the student for the provision of the services in respect of which liability arises.
- b) Nothing in this agreement limits any rights the parents and/or the student may have under the Consumer Guarantees Act 1993.

15 AGREEMENT

- a) Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.
- b) This document contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
- c) It is acknowledged that all relevant provisions of the Education Act 2003 shall apply to the student in New Zealand. Any decision under these provisions to stand-down, exclude or suspend the student for a specific period shall terminate this agreement and the no refund policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.

- d) Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other force of major circumstances beyond its reasonable control.
- e) This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.

16. PRIVACY, INFORMATION

The parents and the student acknowledge that:

- a) Personal information disclosed in the International Student Application will be held by the International Office and will be used for communication to the parents. If any information i.e. addresses change, please notify the International Office accordingly.
- b) All personal information provided to the College is collected and will be held by the College.
- c) If the student/parents fail to provide any information requested in the International Student Application, the College will be unable to process the application.
- d) The student/parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the College concerning them.

17 INSURANCE REQUIREMENTS

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 publically funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz> .

Accident Compensation Corporation

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 <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. This is a requirement under The Code of Practice for the Pastoral Care of International Students. The College offers Uni-Care Insurance.

If International students wish to purchase their own insurance elsewhere, the College needs to be provided with a copy of the insurance certificate and policy wordings so we may determine whether the insurance provides sufficient cover for the student's medical, travel and potential repatriation needs.

It should be noted that costs such as medical treatment in New Zealand and medical evacuation or repatriation can be prohibitive. It is therefore imperative that sums insured for these benefits should be set at an appropriately high figure – ideally, this figure should be unlimited although the College will allow figures that it deems to be sufficiently high.

Below is the suggested minimum content for appropriate insurance policies according to the Code of Practice for Pastoral Care of International Students.

The policy should:

- a. Commence the minute the student leaves home for the airport on their way to New Zealand.
- b. Apply while in transit.
- c. Apply while the student is in New Zealand.
- d. Cover the student for any trips to other countries during the period of study.
- e. Cover the student for any holidays back to their home country during the period of study.

High sums insured and medical benefits

“Sums insured” is the money available in the event of a claim. It is imperative that the sums insured are very high so that they will not be exceeded in any possible claim. Current policies range from \$600,000 to “unlimited cover”. In order to “future proof” policies, sums insured of one million dollars plus are recommended.

Emergency evacuation / repatriation

Repatriation represents the costs of getting the student home. The benefit works two ways.

1. If the student becomes seriously ill or injured and needs to be accompanied home (either alive or deceased) with medical professionals, these costs are met by the insurance.
2. If members of the student’s immediate* family living overseas become critically ill or die, the policy will fly the student home, and then back to New Zealand to complete their studies.
(*immediate family is the mother, father, brother or sister)

Ideally, the policy should have “unlimited cover” as very large sums can be incurred in these situations.

Insurance policies for International students should be obtained from companies with a credit rating no lower than A from Standard and Poors, or B+ from AM Best.

If the insurer is an overseas company, the College requires students to provide policy details in English so that it may ensure that all the necessary requirements are met.

If, prior to enrolment, it is decided that a student does not have adequate insurance, the student will be required to take out additional cover to meet the standards set out by the College.

18. FEES

Please contact the Director of International Students for the current tuition, boarding, and homestay fees, as The Board of Trustees reviews all fees annually.

Extra costs not covered are:

- a) Uniform (allow at least NZ\$800.00 - \$1,200 for boarding)
- b) Stationery (allow at least NZ\$200)
- c) Pocket money (varies)
- d) School subject trips and field trips (varies)
- e) Travel to, from and within New Zealand
- f) Involvement in extra-curricular activities (all user-pays)

NCEA Exams

NCEA Exams (National Certificates of Educational Achievement) are New Zealand's national qualifications for senior secondary students. NCEA is part of the National Qualifications Framework, along with approximately 1,000 other qualifications. At St Bede's College all senior international students are required to sit NCEA exams which are recognised throughout the world at many universities and high schools. These exams are compulsory for all senior students (Years 11, 12 & 13). For more information about these exams, please go to: <http://www.nzqa.govt.nz/ncea/about/index.html>.

19 REFUND POLICY

St Bede's College has a no refund policy. If the student withdraws from his course of study before the course completion date, he will **NOT** receive a refund of school fees except in exceptional circumstances. In such cases, the parents should write to the Chairperson of the College's Board of Trustees explaining what the exceptional circumstances are: however, the College's decision is final.

If the application is made before the start of the course, fees will be refunded less:

- a) an administration fee
 - b) costs to the school already incurred for tuition
 - c) Components of the fee already committed for the duration of the course, including appropriate portions of salaries of teachers and support staff (if applicable)
 - d) any other costs already incurred.
- **No refund** will be made to a student who is excluded or expelled from the College by the Board of Trustees.
 - **No refund** will be made to an International student who acquires permanent residence or whose parents acquire a work or study permit or visa after having enrolled him at the College.
 - **No refund** will be made to a student who transfers to another school in New Zealand or overseas.
 - **No Refund** will be made to a student if he or his parents/guardian or agent has withheld information relating to enrolment which the College regards as important(i.e. that he has been asked to leave his previous school/health issues)

20. CHANGE OF STATUS

International Students are able to change to domestic status while enrolled at St Bede's College. 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 available from the main school reception. Documentation verifying details for regular student status will be required, including a completed domestic enrolment application. There is no guarantee that an international student changing to a domestic student will have a place at the college, as the roll for domestic students is capped under the integration agreement with the Government.

Proof of regular student eligibility must be forwarded to the College, including copies of all relevant visas, passport details, and all relevant dates and conditions.

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 that New Zealand Immigration Service will be informed and the student may have no place at the College.

21. TRAVEL & HOLIDAYS

Parents are welcome to visit their child while studying in New Zealand.

International students are encouraged to travel within New Zealand in holiday time.

- With their host families
- On trips and activities organised by their agents or by approved student travel companies in the school holidays
- With their parents

We do not recommend a return to the home country in the short holiday breaks.

International students are not permitted to leave school before the end of term to travel home and must ensure they are back in New Zealand in time for the start of the new term, unless they seek permission from the Director of International Students, prior to booking flights. All holiday/travel arrangements must be approved by the International Director. All Code regulations must be met. Forms are available from the International Office.

International Students are not allowed to travel independently while they are studying at St Bede's College. This is a condition of enrolment.

22. WORK

St Bede's College will give written permission for part-time work (a maximum of 10 hours per week) for year 12 and 13 students only. A Variation of Conditions to a student permit will need to be applied for. Go to www.immigration.govt.nz to view the detailed requirements of the New Zealand Immigration Service.

Students will need to show they are making and maintaining excellent academic progress, have excellent attendance and have made satisfactory transport arrangements to and from work. St Bede's College requires written confirmation from both birth parents and agent prior to applying.

St Bede's staff may visit the work-place.

A breach of any of these guidelines will place a student's visa and/or study permit at risk and/or will lead to disciplinary action by the College.

23. UNIFORMS

The Board of Proprietors will be opening a College shop by December 2010. This will be based at the College and will be the sole stockist of the official College uniform. All 2011 new entrants will be required to wear the new uniform which differs from the current uniform.

Uniform Transitional Period: The new uniform will be introduced over a period of 5 years. This means that students with the current uniform will have until 2015 to transition to the new design. EFTPOS and credit card facilities are available.

College Uniform

College blazer: Black with red trim with black buttons fully lined. The pocket bears the College monogram.

Trousers: Charcoal grey with SBC embroidered above the rear pocket.

Belt: Black

Shirt: Plain white college style, long sleeved with College crest on the pocket.

Jersey, years 9-10: Plain grey V neck with the College crest on the left side.

Jersey years 11-13 (optional): Black V neck with red band around the collar. College crest on the left side.

Tie: Red and Black diagonal stripes

Tie, Year 13: Black with College crest centred.

Socks: Black ankle length.

Shoes: Black leather and suitable for wearing with the uniform.

All Weather Jacket: On wet or cold days the College All Weather Jacket is the only jacket that may be worn over the blazer when travelling to and from school or in the College grounds.

College scarf (optional): Red and black stripes.

Summer Uniform

The summer uniform may be worn in the first and fourth terms other than on nominated occasions when the compulsory uniform must be worn.

Walk shorts: Charcoal grey with SBC embroidered above the rear pocket.

Socks: Montreal grey walk shorts.

Sports Uniform

All students must have the following items:

The College Track Suit: Red and black with College crest on both the jacket and pants.

House Sports Shirt: In house colours with house crest.

PE/Sports Polo Shirt: Red and black with the College crest on the left chest.

Shorts: Black with SBC embroidered on the leg.

Sports footwear: Non marking soled shoes (for PE).

Headwear

Students riding bicycles or motorcycles to and from school must wear a protective hat.

Hair and Jewellery

Students may wear a cross or taonga under their shirts. No other jewellery is permitted. Student's hair is to be one colour, able to be combed, off the collar and clean.

Boarder's Clothing Requirements

The uniform detailed above is worn by all students of the College. The boarders have their laundry done on the property and it is collected once a week in the morning and returned the following evening. For this reason, and in order to maintain the high standards of personal hygiene, the College recommends the following items as a minimum number. If the boys are playing sports – especially winter sports, extra underwear, socks and training gear will be needed.

- 1 College Blazer
- 1 College Tie
- 6 White shirts
- 2 pair Charcoal Grey Longs
- 1 College Jersey
- 2 pair pyjamas
- 8 sets underwear
- 1 dozen handkerchiefs
- 1 pair black shoes
- 6 pair walk socks
- 2 pair walk shorts
- 1 warm jacket
- 4 towels
- 2 face cloths
- 1 toilet bag containing toothbrush, toothpaste, soap (extras may be bought at the College)

Mufti gear is worn after school, on the weekends and at other suitable times such as public holidays.

All clothing must be clearly named.

Sheets, pillowcases and bedding are all provided. Boys may bring their own pillows and duvets.

Accessories-piercings, beads, bangles, plastic wrist bands etc are not to be worn with the College uniform, or by boarders at any time. Hats or caps are not to be worn with the College uniform.

Mode of Dress

Students are expected to be neat and tidy in appearance at all times and to wear the uniform in a manner befitting their pride in the College.

24. ORIENTATION

The College will provide a comprehensive programme to help students adjust to College life. All students must attend an orientation at enrolment – this happens on the first day of the school term. Refusal to participate in an orientation will lead to cancellation of enrolment.

25. DRIVING POLICY

St Bede's College does not allow international students to purchase, own or drive a motor vehicle while studying in New Zealand. This is due to consideration of health and safety and the complexities of financial and legal matters surrounding owning and driving a car.

Approval to drive must be obtained from the Director of International Students. Approval will only be granted on a case by case basis and cannot be assumed. Approval will only be granted under special circumstances.

26. ICT USE AGREEMENT

Student I.T. Acceptable Use Policy and Code of Conduct

The use of the computer network and internet at St Bede's College is a privilege, not a right.

Students shall be able to use the college computer network and internet under the following conditions:

This application form to use the college network and the internet shall be included in the enrolment package sent to new students. It must be returned signed by the student and his parents/caregivers.

Each year a reviewed copy of this policy document will be published in the Student Diary and this policy document will replace the previous document. The signing of this Policy document is only required at enrolment. Students must re-read the reviewed policy found at the back of their diary at the beginning of each year and familiarise themselves with any changes.

The following code of conduct will be adhered to by all students who use the college network and internet within the school.

Guideline 1: General Statement

- The internet is provided for the education of and the improved delivery of curriculum material(s). Students are encouraged to make use of the services to this end for school-related work only.
- The term IT includes privately owned laptops, mobile phones and USB drives. Students are not to use any IT equipment to bully or harass others.
- The Network Administrator/s reserves the right to make random audits of the history files that record which web sites that students have visited.
- A weekly audit will be carried out by the network administrator/s of which sites have been visited by students. Students accessing inappropriate sites will be dealt with through the school discipline policy.

Guideline 2: Email

- Students may use their personal email facilities outside of class time only (e.g. Hotmail, Gmail). Currently no school email facilities are available to students.
- All email will make use of customary greetings and salutations.
- Information sent via email shall be constructive, informative or inquiring in the interest of both the sender and receiver.
- Spelling and grammar should be checked before any messages are sent.

Guideline 3: Use of Network Services

- No profanity, obscenities, or any other language that could be construed as such, is to be used in any material produced by students. This includes naming of computer files.
- No private information is to be distributed to other parties at any time. This includes forwarding of information sent by another party.
- The network is not to be used by any student for personal gain or illegal activity. This includes the downloading of music, video, game or software files that would infringe the Copyright Act 1994.
- Deliberate attempts to gain access to websites, containing material of pornographic, racially or religiously offensive, illegal or offensive material will be dealt with as a serious breach of school rules. This includes any attempt to by-pass the Proxy Server to access blocked websites.
- Downloading of material must be scanned for viruses at all times and any deliberate attempt to spread viruses through the network will be dealt with by the management of the school.
- Any deliberate attempt to hack into the network server or any area restricted to staff will result in a lock-out from the network or more serious consequences for a period of time deemed to be appropriate by the College.
- Students must not attempt to interfere with the operation of the College network at any time. This includes the following:
 - Installing illegal software, shareware and/or freeware;
 - Disconnecting any hardware without permission;
 - Deliberately damaging any computer (including peripherals) in any way;
 - Creating or modifying system files.
- All copyright, privacy and international laws are to be abided by at all times.

Guideline 4: Accounts

- Network User Accounts are set up for the intended user only. Use of other student's or staff accounts is prohibited and will result in a lock-out from the network or more serious consequences.
- No attempt will be made to send, download, access or store any software (including games).
- Students must not store or attempt to access any files belonging to other users.
- At no time are students to place orders for goods or services over the internet using the school name, title or funds.
- Every attempt must be made to clean out personal folders periodically. This will ensure that adequate storage on the network is maintained. Folders will be cleared of all files at the end of each year. Students need to back up to their own portable media, any files they require, prior to leaving at the end of the year.

Guideline 5: Liability

- St Bede's College is not, and cannot be held responsible for the loss of material, accidental corruption or any other action that might affect transmission or loss of data.

- St Bede's College has taken all possible precautions to maintain safety of all users and these guidelines are written and enforced in the interest of all users' safety and effective use of the internet.

Students that abuse any of the guidelines:

Students who are found guilty of minor infringements of these guidelines will be dealt with by their Teacher and/or the Network Administrator/s.

Serious offences will be referred to the either of the Deputy Rectors who will deal with the issues as directed by the school discipline policy.

27. GUIDELINES FOR SUBJECT SELECTION

Year 9 and 10 Overview

Core

All Year 9 and 10 students will follow a common core of:

English	4 periods per week
Mathematics	4 periods per week
Social Science	4 periods per week
Science	4 periods per week
Religious Education	3 periods per week
Health and Physical Education	2 periods per week

Year 9 Trimesters

- The trimester structure allows for 9 additional courses to be taken during the year. Each runs for one third of the year and for 3 periods per week.
- Each student takes three trimester subjects at a time, thus there will be a total of 9 periods of trimester classes per week.
- ALL trimester subjects are taken by ALL students at some time throughout the year.
- Every student is thus exposed to the total range of subjects. This allows for a more informed choice at the Year 10 level and beyond and meets the requirements of the National Curriculum Framework.

Language	Technology	Arts
ESOL Chinese Maori Spanish Extension English	Design Technology* Graphics Technology ICT	Drama Music Visual Art

Year 10 Semesters

- Students are required to select up to 5 Semester options depending on course length.
- Some options are whole year options and therefore may place restrictions on the number of other options available to choose.
- Options operate for 3 periods per week, for half of the year (a semester) or a full year.
- Some options are whole year options and therefore may place restriction on the number of options available to choose.
- All students must do Health.

Compulsory	Whole Year Options	Half Year Options	
Hauora Health	Art Extension* ESOL Chinese Maori* Music Spanish*	Accounting Agri Technology Art Drama Design Technology*	Economic Studies Extension English Graphics Technology History – Conflict History -/Geography ICT

*Spanish and Maori will operate numbers permitting.

***Please note there is a charge for Design Technology project material costs.**

Although all of the above subjects will be in the option structure, there will inevitably be restrictions on the total combination of choices available and priorities for learning areas will need to be established prior to making your choices.

Choices made and finalised at the start of the year will hold for the entire year.

Year 11, 12 and 13 Overview

Year 11

- RE and PE are compulsory
- There is a literacy and numeracy requirement for NCEA Level 1 therefore an English and a Maths Course is compulsory
- Science is strongly recommended and students **must** consult the HOF Science and HOF Further Education for careers advice before dropping it.
- Yr 11 students must choose a total of five subjects over and above RE and PE.
- To advance to Level 2 a student must achieve 12 to 15 credits in each subject (minimum of 80 credits in total with up to 20 more credits carried over to Level 2)
- All subjects contribute credits towards the National Qualifications Framework.

Year 12

- RE is compulsory
- No other subject is compulsory but there is a level 2 literacy requirement for University Entrance, therefore **an English Course at Level 2 is strongly recommended.**
- Year 12 students must choose 5 subjects over and above RE which can be at either Level 1 or Level 2.
- All subjects contribute credits towards the National Qualifications Framework.
- To advance to Level 3, a student must achieve 12-16 credits at Level 2 in each subject (minimum of 80 credits in total, 60 of which must be from Level 2 or above).

Year 13

- RE is compulsory
- No other subject is compulsory but there is a Level 2 literacy requirement (4 reading and 4 writing credits) as well as an increased Level 1 numeracy requirement for **University Entrance** (14 credits).
- Yr 13 students must choose 5 subjects over and above RE which can be at either Level 1, Level 2 or Level 3.
- To be eligible to enter 5 Level 3 NCEA courses a student requires 60 credits at Level 2 including a minimum of 14 Achievement Standard credits in any 4 Level 2 courses.
- Entry into individual Level 3 courses may have their own specific criteria which must be met (check subject information).
- All subjects contribute credits towards the National Qualifications Framework at their specified level.

Points to note:

- Where a student chooses a subject at a lower level and attains the requirement for that subject at the higher level he will always be promoted.
- Exceptions to the above entry requirements are at the discretion of the Head of Faculty.
- A student and his parents should, in the first instance, try to predict the likely outcome of the qualification currently being attempted and use these predicted results as a guideline in choosing future subjects.

While all of the listed subjects are offered in the option structure there will inevitably be restrictions on the combinations of choices available.

Courses will proceed subject to sufficient numbers and availability of staffing. Students should select courses carefully to avoid the disruption of changing subjects after the academic year has commenced.

SUBJECT MATRIX

SUBJECT	YEAR 11	YEAR 12	YEAR 13
Accounting	S	S	C
Agriculture	S	S	S
Art (Year 11)	S	N	N
Art, Painting, Printmaking Sculpture (Y12)	N	C	C
Art Design	N	C	C
Biology	N	C	C
Business Management	N	S	C/S
Chemistry	N	S	C
Chinese	C	C	C
Classical Studies	N	N	S
Design Technology	S	C/S	C/S
Drama	C/S	C/S	C/S
Economics	S	S	S
Electronics	N	S	N
English	C	C	C
ESOL	S	S	S
Geography	S	S	S
Graphics	S	C/S	C/S
History	S	S	S
History of Art	N	N	S
Information Communication Technology (ICT)	S	S	C
Japanese	X	C	C
Legal Studies	N	S	C/S
Maori	C	N	N
Mathematics	C	C	N
Mathematics applied	S	S	N

Mathematics with Calculus	N	N	S
Maths, Statistics and Modelling	N	N	S
General Mathematics	N	C	N
Media Studies	N	S	N/S
Multi-Course English	S	S	S
Music	C/S	C/S	C/S
Outdoor Pursuits	N	N	S
Photography	N	C	C
Physical Education	S	S	S
Recreation and Well-being	S	S	S
Physics	N	S	C
Science	S	N	N
Sculpture	N	N	S
Sports Performance and Leadership	N	S	S
Transition	N	N	S
Vocational Studies – Automotive/Food Technology, Travel & Tourism /Multi-Trades	N	S	S

Key:

N Not offered at this level

S The subject can be started for the first time at this level

C This course relies on skills taught the previous year and therefore can not be started at this level

C/S Subjects can be started for the first time, if approved by the HOF. Previous experience is preferred.

NB Year 12 Chemistry and Physics and Biology require at least Year 11 Science.

Year 13 Statistics and Calculus require Year 12 Mathematics

While all of the listed subjects are offered, there will inevitably be restriction on the combinations of choices available. Courses will proceed subject to sufficient numbers and availability of staffing.

SECTION B – DEFINITIONS *(as per the Code of Practice)*

What is a home stay?

“Home stay” means accommodation provided to an International student in the residence of a family or household where no more than four International students are accommodated.

What is a Designated Care Giver (DCG)?

“DCG” means a relative or close family friend designated in writing by the parents of an International student as the caregiver and accommodation provider for that student, but does not include establishment owner, manager, or employee.

What is a Parent?

“Parent” means the father or mother of an international student, and includes court appointed guardians.

What are Group Students?

“Group Students” means:

- a) International students holding a group visa issued by the New Zealand Immigration Service; or
- b) Two or more International students studying together in New Zealand for no more than three calendar months on a group visit organised by a provider.