



# HENDERSON HIGH SCHOOL INTERNATIONAL STUDENT GUIDE





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# WELCOME TO HENDERSON HIGH SCHOOL

## Our Facilities

- Spacious, park-like grounds nestled in the Waitakere ranges, just 25 minutes from the center of Auckland City.
- Purpose-designed learning facilities for all subject areas.
- Excellent library, including our Careers Hub and advisors.
- Well-equipped laboratories for General Science, Physics, Chemistry and Biology.
- Swimming pool and full Gymnasium
- Extensive grounds for outdoor sports, including an international quality hockey turf, and AstroTurf netball and tennis courts.
- More than 15 years experience hosting international students.
- Superb homestay programme

We believe that learning engagement, personal pride, and community awareness are significantly enhanced through the quality of our campus facilities.

Henderson High School's International Student Programme is overseen by Emily Clark, International Student Director. Emily works closely with Ros Robertson, Principal of the school. Ros and Emily are committed to providing a strong, positive community of international students at Henderson High School.

Henderson High School is a well-resourced, positive environment for students and staff. We are focused on enhancing our teaching practice in line with cognitive science research, and ensuring our curriculum is knowledge-rich and flexible. The latest technology is used to support learning and develop the skills needed for today and tomorrow's world.

Henderson High School offers the National Certificate of Educational Achievement (NCEA). Our NCEA achievement is excellent and each student has the opportunity to build a broad and deep foundation of knowledge that allows them to innovate, to communicate and to participate in society in meaningful ways.

Students can explore their interests through sports, the performing arts, and a range of clubs and service opportunities that develop leadership and teamwork. Together with formal learning, these contribute to growing confidence and responsibility in our rangatahi.

Our community is diverse and inclusive, so every student can find their place and their people. Our teachers build positive and mana-enhancing relationships with our young people, along with having high expectations for them in every aspect of their learning and character.

Staff, students and alumni are rightly proud of Henderson High School, its attractive environment, its supportive culture and its high expectations.

Ros Robertson  
B.A., Dip. Tchg (Sec), M.Ed.Admin.Lead.  
Tumuaki | Principal



# What you should know before coming to New Zealand

We are pleased you are thinking about studying in New Zealand.

Before your application is processed, ask someone to help you to understand the information in this booklet. It should help you to decide if the New Zealand education system is suitable for you and your chosen career path.

## **What are the criteria for enrolment?**

International Students enrolling at Henderson High School must:

1. Have their parent's consent to study at Henderson High School;
2. Have parents sign all contracts as supplied;
3. Include the most recent school reports and examination results in your application. Henderson High School may also request a comprehensive reference from a past school Principal or Head Teacher in order to assess a student's English Language competence and other abilities so that placement will meet the student's needs;
4. Have a sufficient knowledge of the English Language;
5. Accept the direction of the professional staff of Henderson High School in subject and level placement;
6. Inform Henderson High School of any sickness, behavioural, disability or special education needs before enrolment;
7. Prove that they have acceptable medical and travel insurance throughout their stay in New Zealand;
8. Stay in accommodation approved by the school; and
9. Meet the conditions of New Zealand Immigration Service student visa/permit requirements.

## **What happens when I arrive at Auckland airport?**

Henderson High School will arrange for someone to meet you at the airport. You will be taken to your host family's house, where you will be welcomed as one of the family. Your family will help you to learn about New Zealand and show you around your new neighbourhood.



## **What happens when I start school?**

On arrival at Henderson High School you will participate in our orientation programme. This has been designed to assist you to integrate successfully into the New Zealand High School system. It will include:

1. Information on how to fit into and benefit from the New Zealand Secondary School system and living conditions.
2. Details about the school's facilities, courses, culture, rules and environment.
3. Information about the local community.

## **What happens if I have homestay concerns?**

If you are having a homestay problem, you should contact the International Student Director as soon as possible. They will discuss the issue with you and if it cannot be resolved, the Director will arrange a meeting with your homestay family, the homestay manager and you.

## **What happens if I have academic or school concerns?**

1. If you have a problem at school you should first talk with your teacher, International Student Director or Dean.
2. Students arriving after the commencement of the school year cannot be guaranteed acceptance into subject areas of choice.
3. The suitability of the academic programme and level offered will be reviewed from time to time. The school reserves the right to make appropriate changes after any review, including entries to NCEA.

If you are not happy with the decision made by them in consultation with you and your parents, you have the right to take your concerns to the Disputes Resolution Scheme (DRS). Henderson High School will help you with this process.  
NZQA 0800 697 296 or qadrisk@nzqa.govt.nz.

Henderson High School has signed the NZQA's Code of Practice Agreement. This ensures the internal grievance process is fair and just. If the school is unable to resolve any problem, you will be directed to the DRS. This is an independent, government funded agency and they will help to resolve any issues on your behalf.

For further information see <https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/student-complaints/>

# Enrolment Information

## Health 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 and a requirement from Immigration New Zealand for granting a student visa.

Insurance organised by Henderson High School:

It is easiest for students to get insurance through Henderson High School as we can then help them if they need to make any necessary claims. It is possible for students to organise their own insurance in their own country but we recommend checking with us prior to paying for it. Insurance must meet strict requirements.

Southern Cross and Unicare are the two companies we prefer to use. The best option for each student varies depending on the study period (Southern Cross is recommended for longer periods and Unicare for shorter periods).

Pre-existing conditions are not automatically covered. If required, students must complete a medical assessment after receiving their policy document.

Insurance through other providers:

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

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 down by Henderson High School, the New Zealand Government and Immigration New Zealand.

## School Rules and Attendance

1. Acceptance of and compliance with school rules is a contractual obligation on the part of the student.
2. The school has a published timetable and it is an obligation of the student to attend all school days and arrive on time.
3. Absence or late attendance require a medical certificate or letter signed by the host family, parent or caregiver.
4. Continued unexplained absences will lead to a warning and if absences persist this contract could be terminated and the student visa revoked.

5. Students are obliged to comply with the laws of New Zealand. Failure to do so or failure to comply with the school rules may lead to a termination of the student's contract.
6. In such circumstances a report would be made to Immigration New Zealand and could result in withdrawal of the student's visa.

### **Travel Within New Zealand**

Travel within New Zealand must be approved in advance by the school. Henderson High School reserves the right to reject travel plans that in their opinion compromise the Code of Practice requirements or student well-being and safety.

### **New Zealand Code of Practice**

The School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. The Code is available on request from the school or from the NZQA website <https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/>

### **Information and Communication Technology**

All students are required to sign a Digital Citizenship Use Agreement with the School. Use of any Information and Communication Technology (ICT) must be appropriate to the School environment as follows:

1. For educational purposes only - The school's computer network, internet access, computers and other school ICT equipment/devices can be used only for educational purposes appropriate to the School environment.
2. Unacceptable use could include, but is not restricted to, acts of malicious or nuisance nature, invasion of privacy, harassment, bullying, using proxy websites, hacking, altering the settings on any ICT device or equipment without authorisation, plagiarism, gaming, impersonation/identity theft, spoofing, gambling, fraud, copyright infringement or cheating in an examination.
3. BYOD - Use of privately owned/leased devices on the School site or at any School related activity must be appropriate to the School environment. This includes any images or material present or stored on privately owned/leased devices brought onto the School site or to any school-related activity. This includes the use of mobile phones, iPods, MP3 players and USBs.
4. Posts on social media should be respectful of school staff and students and reflect a positive attitude.

## Curfew

New Zealand law states that students under 14 years of age are to be under adult supervision at all times. For older students, any change to the curfew rules below must be negotiated beforehand with homestay parents. The students must tell the homestay parents where they are at all times and must contact them if they are going to be later than expected. Students must give their homestay parents a phone number where they can be contacted when they are away from their homestay.

Age	Sunday-Thursday	Friday	Saturday
14-16 years	6.00pm	10.00pm	11.00pm
16-18 years	6.00pm	12.00pm	12.00pm
Over 18 years	Negotiable	Negotiable	Negotiable

## Behaviour Code

Henderson High School is proud of its caring and supportive environment, but for it to be successful, co-operation of everyone is required. The philosophy is as easy as 1, 2, 3.

1. Respect for self:  
Wear your school uniform with pride, neatly and correctly, from home to school and home again.  
Do not smoke, consume alcohol or illegal drugs in uniform at any time or in any place.  
Attend all classes punctually so as not to disrupt the class.
2. Respect for others:  
Bullying of any kind will not be tolerated. Swearing, name calling or any form of verbal abuse will not be tolerated. Cell phones must not be used in class for personal purposes. Electronic devices must only be used in class for approved educational purposes. Avoid noisy behaviour inside.
3. Respect for property:  
No student may steal or borrow without asking, anyone else's belongings.  
No student may damage or litter school property.  
Graffiti and vandalism is anti-social and against school rules. Cost of any wilful or accidental damage will be assessed and students held responsible to pay for repair or replacement.  
Valuables, passports, musical instruments, laptops and cash may be given to the school office or international office for safekeeping during the day. The school accepts no responsibility for loss of these items.

International Students must also follow the rules as provided on arrival by the homestay company, and as agreed in the enrolment contract. **A serious breach of these rules may be cause for disciplinary actions or termination of the contract of enrolment.** International Students are not allowed to own or drive any motor vehicle in NZ.



## Henderson High School Rules

### Attendance:

Regular attendance and punctuality are essential for academic and personal development.

- Students must attend all timetabled classes and activities.
- Absences must be followed by a phone call or note from their caregiver or will be considered truancy. Unexplained absences may have consequences when trying to renew a study visa.
- Be on school grounds by 8.40am. If you are not at class by the second bell at 8.45am you should get a late pass from the Attendance Officer and see the Dean at the start of lunchtime.
- Students are not allowed to leave the school grounds until 3.05pm without proper authority and written pass.

### Road Safety:

- International students are not allowed to own or drive any motorised vehicle.
- Cyclists must wear a bicycle helmet, use pedestrian crossings and rail over-bridges.
- No cycling is allowed on school grounds or on pedestrian crossings.

### Smoking, Alcohol, Drugs:

- Smoking, vaping, or consuming alcohol, prescription drugs not prescribed to you, non-prescription drugs, including "legal highs" or the possession of any related items, at school or any time in New Zealand is strictly forbidden and may give cause for cancellation of international student enrolment for breach of contract.

### Weapons:

- Weapons and dangerous substances are not permitted on school grounds at any time. These include knives, firearms, spray cans, fireworks, and anything which may cause injury to self or others.

### Property:

- Students must use school equipment safely to avoid injury to themselves, other students, staff or public.
- Chewing gum is banned because of the damage it may cause to property.
- Move quietly between classrooms following keep left rule in busy corridors.
- Do not interfere with school heaters, alarms or fire safety equipment.
- Any damage should be reported immediately to a teacher or the main office.
- Visitors to school should sign in at the main office.
- Do not bring non-essential items to school which may cause damage or disruption.
- Avoid construction areas.

# Fee Schedule



## Henderson High School International Fees 2023

	<b>NZD</b>
Tuition Fee - Full Year	\$14,000
Tuition Fee - Per Term	\$3,500
Administration Fee - Per Year	\$250
Administration Fee - Per Term (if short term stay)	\$100
Registration and Homestay Placement	\$350
Residential Caregiver Monitoring if not in Homestay	\$500
Homestay per Week Age 14+	\$360
Homestay per Week Extra Care Rate for 13 year olds	\$370
Insurance - One Year Estimate (all covid19 medical costs may not be included)	\$585
Contingency Fund for Unexpected Costs - Refundable	\$500

## Other Costs Not Included in Fees

	<b>NZD</b>
NCEA Exam Fee (Each Year for Years 11, 12 and 13)	\$384
Airport Transfer Each Way	\$85
Uniform (Required if Attending for more than One Term)	\$300-\$400

All students require a digital device to access Google Classroom in class and for homework.

Sports team fees, school trips, workbooks and stationery and material costs vary according to the subjects chosen by the student.

A New Zealand cell phone is required.

An AT Hop Card for public transport can be bought for \$15.00.

High internet usage is not included in the homestay fee.

A hold fee of \$75 per week applies to reserve placement and store belongings during the New Zealand summer holiday.



# Refund Conditions for International Student Fees

All tuition fees are to be paid prior to commencement of a course at Henderson High School. Payment of fees is confirmation and acceptance of a contract with Henderson High School.

## **Henderson High School will only refund fees in the following circumstances:**

- Refunded (less registration fees) if the application is withdrawn before the starting date on the Offer of Place.
- Refunded (less any costs incurred) if the student is unable to obtain a study visa.
- Refunded (pro-rata, less costs incurred) if the student has to return home on medical grounds or due to the death or serious medical condition of a family member (evidence required).
- Refunded (pro-rata) if the school is unable to continue to deliver the programme and transfer to another suitable school is not possible.
- Refunded (pro-rata) if the school is no longer a signatory to the Code of Practice or ceases to be an education provider.

## **No refunds will be made if:**

- The student wishes to change school after commencement.
- The student's visa/immigration status changes after commencement.
- The student chooses to leave before completing the course.
- The student is asked to leave because of misbehaviour, poor attendance, failure to comply with the school or homestay contract, school or homestay rules and New Zealand law.

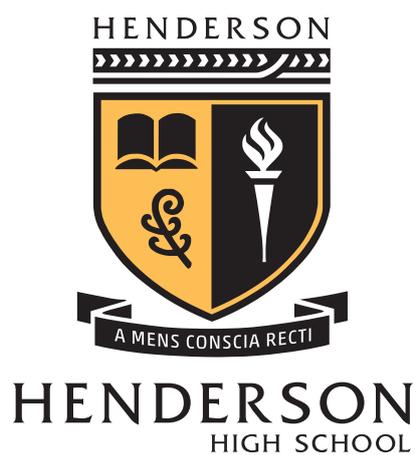
Any application for refund of tuition fees may be considered and should be made in writing to the Board of Trustees with an explanation of the circumstances. Refunds will be granted in accordance with the relevant legislation, including; The Education Act 1989, The Fair Trading Act 1986, The Consumer Guarantees Act 1993 and the Human Rights Act 1993.

## **Registration Fee**

Not refundable.

## **Homestay Fees**

Refunded on departure if overpayment has occurred, after a minimum of two weeks notice given, less deduction of any unpaid costs.



## **Register Your Interest at Henderson High School**

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[www.facebook.com/hendersonhighakl/](http://www.facebook.com/hendersonhighakl/)