

Application Requirements and Checklist

To enrol at Carmel College the following steps need to be followed:

- The legal parents (not caregiver/guardian/agent) must complete and sign the following:
 - Application form.
 - Conditions of enrolment form.
 - Refund conditions form.
 - Designated caregiver form, if applicable.
- A copy of student's passport showing student's photo/age/nationality.
- An appointment will be arranged by the International Director to meet with the Principal. The Principal will then make a decision of acceptance or not based on the information given.
- Provide a copy of previous school reports. Explanation is needed in English.
- A letter of recommendation from your last school.
- A small recent photograph.
- Completed forms to be returned to the Director of International Students.

If the application is successful the student needs to:

- Obtain Medical and Travel Insurance which provides cover for the duration of your planned period of study and commences from the date you leave home.
- Pay all fees so a receipt can be given.
- Apply for a visa/permit from NZIS (see New Zealand Immigration Service website <http://www.immigration.govt.nz>). Arrange in your own country. Offer of enrolment and receipt of payment of fees are needed to be able to apply for a visa.

Conditions of Acceptance

To be accepted for enrolment at Carmel College a student must:

- Have sufficient proficiency in English language to participate effectively in the classroom. Students with insufficient language will be required to attend a language school before being admitted to the College.
- Pay the tuition and administration fees.
- Agree to accept the Conditions of Enrolment and refund conditions for Carmel College.
- An international student cannot start lessons until the school has a copy of the medical and travel insurance cover for the length of enrolment.

International Students Application for Enrolment

PART ONE - GENERAL INFORMATION

Tick the Form Level for which you are applying

(Yr 13)

(Yr 12)

(Yr 11)

(Yr 10)

(Yr 9)

STUDENT DETAILS

Family (Surname) Name _____ Mobile _____

First Names _____ E-mail _____

Preferred Name _____

Nationality _____

Date of Birth _____ Place of Birth _____

1st Language _____ 2nd Language _____

Arrival date in NZ: _____ Approx date starting at Carmel: _____

Religion (please circle one): Catholic / Christian / Other

Passport no: _____ Expiry Date: _____ Country of Passport: _____

Student visa no: _____ Expiry Date: _____

Insurance Company: _____ Policy no: _____

How did student find out about Carmel College? Friend / Magazine / Website / Other _____

Give reason for coming to Carmel College: _____

EDUCATIONAL RECORD

Name of last school attended: _____ Country: _____ Year level: _____

Length of time at last school: _____

Subjects studied in final year at last school: _____

Favourite subject: _____ Number of years studying English: _____

English speaking ability (circle one): Beginner / Elementary / Intermediate / Advanced

Sports interest: _____

Planned future course of study at Tertiary level: _____ Planned future career: _____

Name of sister who is / has been at Carmel College: _____ Last year attended: _____

PARTICULARS OF PARENTS *(Please record details of the student's legal parents)*

Father's Surname _____ Title _____ Hm Ph _____

First Names _____ Wk Ph _____

Address _____

Fax No _____ Mobile Ph _____ E-mail _____

Occupation _____ Name of Business _____

Business contact: Phone no: _____ Fax no: _____ Email: _____

Mother's Surname _____ Title _____ Hm Ph _____

First Names _____ Wk Ph _____

Address _____

Fax No _____ Mobile Ph _____ E-mail _____

Occupation _____ Name of Business _____

Business contact: Phone no: _____ Fax no: _____ Email: _____

Student's Name: _____

NEW ZEALAND CONTACT – relative/close friend

Surname _____ Title _____ Hm Ph _____
First Names _____ Wk Ph _____
Address _____ Mobile _____

Fax No _____ E-mail _____
Relationship to student _____

HOMESTAY / DESIGNATED CAREGIVER

Surname _____ Title _____ Hm Ph _____
First Names _____ Wk Ph _____
Address _____ Mobile _____

Fax No _____ E-mail _____

MEDICAL DETAILS

Students MUST have and be able to provide evidence of their medical and travel insurance.

Name of Doctor _____ Ph No _____

Please record details of any medications/conditions (allergies, disabilities)

Does the student have a physical condition that might affect classroom learning e.g. hearing loss, need for glasses, motor skills loss etc. If yes, please explain: Yes No *(tick one)*

Has this student had the following vaccinations?

MMR (Measles, Mumps and Rubella)
Tetanus (and in what year?) _____

Polio Sips
Hepatitis B (3 injections)

IN CASE OF AN ACCIDENT OR EMERGENCY if the School CANNOT CONTACT YOU, or if the illness is serious, the School Nurse may need to take your daughter to an Accident and Emergency Clinic or to a hospital.

I give permission for the School to make such arrangements as are necessary for the treatment of my daughter in an emergency and agree to meet any costs incurred.

Signed _____ Date _____

ACCOMMODATION INFORMATION

International Students at Carmel College may live –

- With a parent
- In a homestay
- With a designated Caregiver

Homestay

- In some cases Carmel College may arrange homestay accommodation
- The school has selected host families who will provide a safe physical and emotional environment for the student.
- The homestay will be visited twice a year to ensure that the accommodation is suitable.

The International Director will assess the suitability of homestay accommodation by –

- Visiting the home
- Interviewing the caregiver
- Carrying out Police Vetting for all persons in the home 18 years of age and over

And is satisfied that the homestay will provide safe and suitable accommodation for an international student.

Designated Caregiver

- A designated caregiver must be a relative or close family friend.
- The parents of the student (not an agent) must sign an indemnity document stating that they are selecting the accommodation for their child and that the designated caregiver is a relative or close family friend.
- A representative of Carmel College will visit the home to approve its suitability.

Students/parents/guardians must not select homestay accommodation through newspaper advertisements, the Internet or word of mouth.

For enquiries or problems with accommodation see the International Director.

- All International students are interviewed four times a year to check there are no problems with the homestay or school.

INFORMATION FOR INTERNATIONAL STUDENTS Estimated Costs to Student Attending Carmel College

The Board of Trustees review all fees annually

1.	Tuition Fees	\$13,000.00 pa
2.	Administration Fee – non-refundable	\$2,000.00 pa
3.	Uniform	\$450.00
4.	Stationery	\$140.00 pa
5.	Trips - a variety of trips is arranged in Y9-13 the cost is approximately (some years less)	\$310.00 per trip
6.	Medical & Travel Insurance	\$450.00 pa
7.	Homestay administration fee each year	\$500.00 pa
8.	Homestay weekly accommodation fee \$270 for holiday weeks over Christmas holidays	\$250.00 per week \$270.00 per holiday week
	Room holding fee per week (if student goes home over Christmas holidays) <i>[Christmas period is from the first week after the end of the school year for that student up to the Saturday night before the last full week of the January holidays].</i>	\$70.00
	Viewing fee after 2 homes visited	\$60.00 per home
	Airport collection fee (each trip)	\$100.00
9.	Pocket money (varies)	
10.	Involvement in extracurricular activities (all user pays)	
11.	All travel to, from and within New Zealand e.g. cost of bus fares to and from school	

(Some courses such as Photography have additional costs involved for films, developing and processing)

New Zealand Qualification Authority Fees For National Certificate of Educational Achievement (NCEA)

Fee structure for foreign fee paying candidates	
Entry	Fee
Entry for all NQF Standards	\$375.00
All Scholarship entries	\$100 per subject

ACCEPTANCE DEPOSIT

Tuition Fee for International Students	\$13,000
Administration Fee	\$ 2,000
Total Annual Fees	\$15,000

A deposit of \$2,000 is payable when the Offer of Place is made. This deposit will confirm your acceptance of the offer and must be paid within 21 days of the offer being made.

The deposit will be non-refundable.

The balance of the fees, \$13,000, will be payable by the date stated in the letter of offer.

CONDITIONS OF ENROLMENT

I/We, the Parent(s)/Guardian(s), accept as a condition of enrolment that:

1. The student named in this Contract will participate in the general school programme that gives Carmel College its Special Character.
2. The student does not have special educational or behavioural needs that would require additional educational provisions or special equipment or specialist services in New Zealand.
3. Proficiency of English language is necessary. Students with insufficient language will be required to attend a Language School before being admitted to the College.
4. I have sighted the prospectus for international students on www.carmel.school.nz and will abide by the provisions provided therein.
5. I agree that the information collected at the time of enrolment be used in the general administration of the school.
6. I agree to inform the school of any changes in my contact details and/or residential address.
7. I agree to allow Carmel College to contact my previous educational provider.
8. I understand that no photographs or video recordings may be taken without the permission of Senior Management.
9. I give permission for my daughter's name and photograph to be published, as a result of her participation/achievement in school events, in Carmel College newsletters, magazines and website.
10. I will provide a copy of the medical and travel insurance at the time of fee payment.

Carmel College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

Parent's Signature _____

Parent's Full Name _____ Date _____

Student's Full Name _____ Date _____

REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

Tuition and Administration fees are payable for a full year in advance.

All applications for a refund must be in writing to the Principal.

If the student has enrolled but has not yet started the course:

- The fees may then be refunded in full less a \$2,000 administration and associated costs charge.
- Withdrawing or transferring to another school without notification, may incur an additional penalty.

If the student has started the course and is still in the first half of the course:

- 50% of the Tuition fees for Terms 3 and 4 will be refunded if requested.

If the student has started the course and is in the second half of that course:

- No refund of school fees except in exceptional circumstances.
- 50% of the remaining Tuition fees may be refunded at the Principal's discretion if there are exceptional circumstances for the student leaving such as becoming seriously ill. The Principal's decision is final.

If a refund is to be claimed the Principal must:

- Have a letter from the student's legal parents explaining the exceptional circumstances.
- Supply a medical certificate or another legal document showing reason.

If a student leaves Carmel College within the first year of attending, and if an agent has been paid commission for that student, an equivalent amount of the commission according to the time of year will be deducted from the student's fees before any refund is given.

There are **NO** refunds if the student has been asked to leave the school because of bad behaviour at school or in the homestay, poor attendance or because the student has broken the school's rules.

If a student changes Immigration status from Visitor to Resident, the Refund Conditions apply from the documentary evidence of change of status being received by Carmel College. Refunds are not paid retrospectively and continued attendance at Carmel College is discretionary. No refund will be given in current term.

I agree with these Refund Conditions.

Parent's Signature _____

Parent's Full Name _____ Date _____

Student's Full Name _____ Date _____



Mr Greg Frittelli
Chairperson
Carmel College Board of Trustees

Date: 30 September 2009

Indemnity Document for Students Living with a Designated Caregiver

I/we understand that the school will:

- Visit the home of the Designated Caregiver prior to, if appropriate, or on the student's arrival at school to determine that the living conditions are of an acceptable standard.
- Meet with the Designated Caregiver(s) and establish communication with the caregiver.
- Assess whether the Designated Caregiver will provide a safe physical and emotional environment for the student.
- Determine that the accommodation is not a boarding establishment (i.e. does not have 5 or more international students staying in the home).
- If the accommodation selected by the parents is a boarding establishment, the school will follow the provisions relating to boarding establishments as set out in the Code of Practice.
- Meet the student at least quarterly to ensure the accommodation is suitable.
- Require a Police vet to be undertaken, if the school considers it appropriate.

Signed: _____
(must be signed by student's Father, Mother or Legal Guardian only)

Date: _____

Carmel College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at: <http://minedu.govt.nz/goto/international>.

Indemnity Document for Students Living with a Designated Caregiver

I/we select _____ (name of Designated Caregiver) to provide accommodation for my daughter to attend Carmel College as an International Student from _____ to _____, subject to the approval of the School prior to enrolment if appropriate, or on student's arrival at school.

Student's name (as it appears on the passport): _____

English name (if any): _____

Print Designated Caregiver's name: _____

Relationship to Student: _____
(Uncle/Aunt/Grandparent/close friend)

Address: _____

Phone: _____ Fax no: _____ Mobile: _____

Should this arrangement change I/we undertake to inform Carmel College immediately. I/we understand that Carmel College will make every endeavour to ensure the safety and welfare of my/our child while studying in their school. Should there be a concern about the welfare of the student, the school will consult the pastoral care staff within the school and will discuss the concern with the designated caregivers and parents of the student. Further, I/we understand that should Carmel College have any concerns regarding the welfare of my/our child, the school may relocate the student in an approved school homestay. If necessary, the school will also refer the matter to the relevant welfare authorities or any other appropriate outside agencies.

DECLARATION

I/we confirm that the person(s) selected as the Designated Caregiver(s) is/are a 'bona fide' relative or close family friend.

Signed: _____
(must be signed by student's Father, Mother or Legal Guardian only)

Date: _____

Print name: Mr/Mrs _____

Contact phone in home country: _____

Contact address in home country: _____

Email address: _____

Fax no: _____

NOTIFICATION OF CHANGE OF ADDRESS

The parent of an International Student must notify Carmel College of any:

- Change of address
- Change of accommodation type
- Change of contact details for parents or caregiver

Please send this information by fax, email or letter to the Director of International Students immediately so school records can be updated.

The change of accommodation should be discussed with the Director of International Students a month before the student leaves so the Director can check the new accommodation.



DECLARATION FOR GUARDIAN

I _____ (name of parent)

Appoint _____ (name of guardian)

_____ (address)

_____ (phone number/s)

as guardian of my daughter(s)

while they attend Carmel College.

Signed _____ **Date** _____
(signature of one legal parent)

I _____ (name of guardian)

undertake to act as guardian of the abovenamed student(s).

Signed _____ **Date** _____
(signature of guardian)

The role of the guardian:

- To take a special interest in the International student.
- Can assist the student with passport and insurance renewal.
- Can be responsible for the financial management for student.
- Can provide transport to/from airport to homestay parents' house.
- Can translate or explain in first language any written matter for parents or student, if needed.
- The homestay parent and the school have the responsibility for the everyday care of the International student.

CHANGE OF STATUS FROM VISITOR TO NEW ZEALAND RESIDENT

An International Student who changes her immigration status from Visitor to New Zealand Resident does not automatically have the right to a place at Carmel College as a New Zealand Resident.

Carmel College is an Integrated School which must give priority to Catholic students. Catholic students are given preference over non-preference students. At present there are waiting lists at most year levels for both preference and non preference students.

Under current laws New Zealand resident students have the right to enrol at the school for which their home address is zoned but, as a Catholic School, Carmel College is not part of the Ministry of Education's zoning system. Carmel College has an Enrolment Policy implemented by the Board of Trustees and governed by the Preference of Enrolment criteria of the New Zealand Catholic Bishops' Conference.

If a student changes Immigration status from Visitor to Resident, the Refund Conditions apply from the documentary evidence of change of status being received by Carmel College. Refunds are not paid retrospectively and continued attendance at Carmel College is discretionary. No refund will be given in current term.

If the student is in a Carmel homestay, the payments will continue until the Director is notified in writing by the student's parents or agent. The homestay host will then be given two week's notice.

ORIENTATION AND SUPPORT SERVICES

Before Arrival:

- All students are given a copy of the International Students' Handbook "*What You Need To Know Before You Come to Carmel College*".

On Arrival:

- Students will be met by the International Director and shown around the school to familiarise them with the School environment.
- An Orientation Programme will be provided beginning in Week 1 for students arriving in Term 1.
- For students arriving part way through the year the full Orientation Programme will be provided at that time.
- Students will be given a handbook which contains key information from the Orientation.
- The subject teachers are asked to find a buddy in each of the International student's class so she can ask any questions about the school or work
- The student can also have a Kiwi Sister who takes an interest in her.

During the Academic Year:

- A weekly assembly for International Students will be held on Monday morning 9.35am in the AV room for ongoing support.

PASTORAL SUPPORT

Director of International Students	Mrs Jenny Wootton	Room 9
ESOL Teacher	Ms Joanna Crawford	Room 24
Business & Planning Manager	Mrs Kaye Curran	Main Office
Financial Assistant	Mrs Sandy Symons	Main Office
Accommodation Queries	Mrs Jenny Wootton	Room 9
School Counsellor	Mrs Averill Waters	Main Office

UNIFORM

Girls are expected to wear the full uniform at all school occasions.

- Grey skirt
- Pale Grey blouse – short sleeved or long sleeved
- Maroon Jumper (blue and grey stripe at neck)
- Black shoes (optional for Terms 1 & 4, **Compulsory for Terms 2 & 3**)– leather, non suede, lace-up, plain black laces, plain black sole – to be worn with uniform black ankle socks or uniform black pantihose
- Black McKinlay sandals (optional for Terms 1 and 4 only)
- No jewellery may be worn except a wrist watch and one pair of fine earstuds or sleepers in the lobes, a fine chain and small cross, if desired. (Y7-11)
- A clean tidy natural appearance is expected whilst students are in uniform

Year 13 Formal Uniform:

- Blue suit (jacket and skirt)
- White shirt
- Black leather court shoes with a closed in toe and back

Year 13 Informal Uniform:

- Blue suit skirt
- Polo shirt – blue or white
- Black leather dress shoes/sandals with a back strap (safety requirements)
- Year 13 Carmel sweatshirt

PE Uniform:

- Black shorts and white Carmel polo shirt

Shoes, socks/pantyhose must be worn for Terms 2 & 3.

Sandals are worn in Terms 1 & 4

Optional extras:

- Maroon vest
 - Maroon fleece
 - Maroon Carmel rain jacket
 - Maroon Carmel scarf
 - School sunhat/cap
 - Black Carmel rain jacket
- (Maroon or black rain jackets are the only rainwear allowed)***

All items of uniform to be purchased from the School Uniform Shop open on Tuesdays and Fridays at lunchtime (12.35–1.15pm).

Hair: Because of Health and Safety issues girls must have their hair tied back in class. Hair ties are to be black or maroon to compliment the school uniform.

MEDICAL AND TRAVEL INSURANCE REQUIREMENTS

Comprehensive Medical and Travel Insurance is **COMPULSORY**.

The Code of Practice for the Pastoral Care of International Students states:

“When enrolling international students, signatories must ensure that international students have appropriate and current medical and travel insurance for the duration of their planned period of study”.

Carmel College prefers policies from New Zealand insurance companies. Brochures are enclosed.

The Code of Practice requirements:

Where students have separate travel and medical insurance, the travel insurance should include:

- a) Loss of baggage and other personal effects
- b) Accident and injury
- c) Disruption to travel plans
- d) The cost of medical care in any “stopover” countries

Combined medical and travel insurance should:

- a) Commence when leaving home for the airport, while in transit and within New Zealand or trips to other destinations and holidays back to their home country.
- b) Contain high sums insured (from \$1,000,000.00 to unlimited cover, full medical, optical and dental cover plus a low excess).
- c) Include emergency evacuation and repatriation, personal effects and accompanying relative cover – unlimited cover.
- d) Ensure personal effects are covered and person liability can be met – unlimited cover. If a student caused a house fire e.g. through careless use of candles, heaters, cooking etc. the student would be approached to pay the damage. In homes today this could be in excess of \$1,000,000.00.
- e) Address continuation should a student have to interrupt their studies.

In assessing the validity of insurance cover from providers outside the recommended insurers, the school will consider:

- a) Whether the insurer has a reputable and established experience in the travel insurance business and has an excellent credit rating no lower than A from Standard and Poors, or B+ from A M Best.
- b) If the insurer is able to provide emergency 24 hour, 7 days a week cover.
- c) If students are able to have a “certificate of currency” and policy wording stating that the student has purchased the cover for the duration of the planned period of study.

Carmel College will accept policies taken out overseas. In the case of overseas policy providers, students must provide Carmel College with the policy details in English before the payment of fees to Carmel College. Students purchasing insurance through a New Zealand insurer should purchase insurance cover at the time of fee payment and before they leave their home country.

NB: Students must provide evidence of medical and travel insurance on enrolment. The school will keep a record of the Insurance Policy number and the type of cover provided.

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

CODE: “Carmel College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>.”

IMMIGRATION: “Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>.”

ELIGIBILITY FOR HEALTH SERVICES: “Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.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 still may 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.”

Medical and Travel Insurance should –

- Commence the minute the student leaves home for the airport on their way to New Zealand
- Apply while in transit
- Apply while the student is in New Zealand
- Cover the student for any holidays back to their home country during the period of study.

Medical benefits generally range from general practitioner visits and prescriptions through to major hospitalization (both public and private), optical cover and emergency dental cover.

Students must ensure that –

- The insurer/re-insurer is a reputable and established company with substantial experience in the Travel Insurance business, and has a credit rating no lower than A from Standard and Poors, or B+ from A M Best.
- The Insurer is able to provide emergency 24 hour, 7 day per week cover.
- Students have a “certificate of currency” and policy wording from the Insurance Company stating that the student has purchased the cover for the duration of the planned period of study. The certificate and policy wording must also detail medical sums insured, repatriation benefits etc.
- In the case of overseas policy providers, students must provide Carmel College with the policy details in English before the payment of fees to Carmel College.
- Students purchasing insurance through a New Zealand insurer should purchase insurance cover at the time of fee payment and before they leave their home country.

NB: Students must provide evidence of medical and travel insurance on enrolment. The school will keep a record of the Insurance Policy number and the type of cover provided.

SCHOOL STRUCTURE

Carmel College is an integrated Catholic School (Y7-13). The main entry point is at Year 7. However, some students commence at Year 9 and other levels, as vacancies occur. International Students are accepted from Year 9.

Y7 & 8

This level of the school is supervised in its day-to-day running by Directors of Curriculum and Deans at each level.

Junior Secondary

Year 9 & 10 provide two years of a broad general education in which girls are offered the opportunity of laying foundations in a wide range of subjects. From this broad base they are equipped to make their first moves towards specialisation.

Senior Secondary

Year 11 & 13 are the years in which academic and life skills goals are focused on intensively. Girls are prepared for external examinations, receive guidance and training in preparation for life and gradually learn to accept responsibility both for themselves and for all members of the Carmel community.

Homework

The school expects students to be engaged in some academic work beyond classroom hours.

The guideline is:

Year 9 & 10 1½ hours

Year 11, 12 & 13 2-3 hours
or as required

If no homework is set each student is responsible to review the previous period's work.

COURSE PROVIDED AT CARMEL COLLEGE

Carmel College provides education from Years 9 to 13 according to the New Zealand Curriculum Framework.

Carmel College prepares students for the National Certificate of Educational Achievement Levels 1, 2, 3 and Scholarship.

CURRICULUM OUTLINE FOR 2010

Highlighted subjects are compulsory. Students must choose one subject
★Non-approved Subject

Year 11	Year 12	Year 13
Level 1 NCEA	Level 2 NCEA	Level 3 NCEA
Religious Education	Religious Education	Religious Education
Future Skills	Future Skills	
English English Foundation English English for Academic Purposes	English Foundation English English for Academic Purposes	English Foundation English
Mathematics A Mathematics B Mathematics for Numeracy	Mathematics A Mathematics B	Statistics & Modelling A Statistics & Modelling B Mathematics - Calculus
Foundation Science General Science	Science Biology Chemistry Physics	Science Biology Chemistry Physics
History	History	History
Geography	Geography	Geography
	Tourism★	Tourism★
		Classical Studies
Physical Education	Physical Education	Physical Education
	Sport Leadership★	Sport Leadership★
Technology - ICT	Technology - ICT	Technology - ICT
Technology – Materials	Technology – Materials	Technology - Materials
Technology - Food*	Technology - Food	Technology - Food
	Food & Nutrition	Hospitality★
Drama	Drama	Drama
Music	Music	Music
Art	Art	Art (Painting, Design)
	Photography	Photography
	History of Art	History of Art
Accounting	Accounting	Accounting
Economics	Economics	Economics
French	French	French
Japanese	Japanese	Japanese
Latin		
Future Planning	Gateway★	Gateway★
ASDAN		

YEARS 7-10 for 2010 (Optional subjects in italics)

YEAR 7	YEAR 8	YEAR 9	YEAR 10
Religious Studies English Mathematics Science Social Studies Health Physical Education French Japanese Latin Te Reo Maori Art Dance/Drama Music Wood Technology Metal Technology Information Technology Food Technology Materials Technology	Religious Studies English Mathematics Science Social Studies Health Physical Education French Japanese Latin Te Reo Maori Art Dance/Drama Music Wood Technology Metal Technology Information Technology Food Technology Materials Technology	Religious Studies English Mathematics Science Social Studies Health Physical Education Music Art <u>Option Choices</u> (select 2) <i>French</i> <i>Japanese</i> <i>Latin</i> <i>Technology/Drama</i> <i>Junior ESOL</i> For students who require further consolidation of basic literacy skills: <i>English Language Support (by acceptance only)</i>	Religious Studies English Mathematics Science Social Studies Health Physical Education <u>Option Choices</u> (select 3) <i>French</i> <i>Japanese</i> <i>Latin</i> <i>Business Studies</i> <i>Drama</i> <i>Art</i> <i>Music</i> <i>Food & Nutrition</i> <i>Information Technology</i> <i>Materials Technology</i> <i>Junior ESOL</i>

GATE Programme and Learning Support

- Students are offered enrichment programmes throughout the school and are, in certain circumstances, able to study some subjects at a level beyond their year level (multi-levelling).

Students requiring individual help are assisted through specialist teachers and teacher aides providing individual, small group and class support

ENGLISH COMPETENCY AND SUBJECT CHOICES

Where a course requires a level of English oral and written competency or prior learning for students to participate effectively, an assessment of your English will be made by the Principal and Director of International Students using:

- Written and verbal reports from previous school
- Reports from Language schools
- A school test, if necessary

The Principal makes the final decision on what year the student enters.

At the enrolment meeting, the Principal and the Director of International Students will discuss with the student the subject choices.

If necessary, the Director of International Students will discuss the subject choices with the appropriate Level Dean or Heads of Departments. A timetable will be available on the first day of school.

INTERNAL CERTIFICATES

- Spirit:** In its widest sense, service is recognised in the annual award of certificates. The premier award for the school is the cup for Outstanding School Spirit for a senior student, who is elected annually by students.
- Attainment:** In individual subjects, attainment is recognised in the award of certificates.
- The Dux Award:** For outstanding academic achievement – The Habgood Cup. This is accompanied by a financial award.
- Sister Mary Justine Award:** Awarded for overall performance in Internal Achievement Standards in school examinations. Funded by the Parents, Teachers and Friends Association. This is awarded annually to a student going on to tertiary education who it is felt will make a significance contribution to the community in the future.
- Service Awards:** These are awarded in a range of areas to recognise service to the school or wider community.

MUSIC

- Itinerant Lessons** Tuition on any instrument is available through the fourteen Itinerant staff who visit our school. The Music Department encourages students to widen their horizons by learning a musical instrument or voice training.
- Choirs** Carmel has two choirs - Years 9 -13 and Years 7 & 8. Here the students enjoy the opportunities to sing together on a weekly basis rehearsing for performances or leadership in Mass.
- Orchestras** Carmel has three Orchestras - Years 7 & 8: Secondary Orchestra (combined with Rosmini students) and Chamber Orchestra. Most of these players are receiving private tuition on a group or individual basis and are therefore quite proficient on their instruments.
- Barbershop Chorus** This activity is for secondary students who enjoy singing music of a light variety and the challenge of unaccompanied part singing.
- Small Groups** Opportunity for students to enjoy making music together in small groups is also available e.g. Barbershop Quartets, Chamber Music Groups, Flute Choir, Rock Groups and Jazz Band.

SPORT

The following is a list of the sports which are available at present:

Athletics	Rowing
Badminton	Kayaking
Basketball	Soccer
Canoeing	Softball
Gymnastics	Swimming
Hockey	Touch Rugby
Judo	Tennis
Netball	Volleyball
Orienteering	Waterpolo
	Windsurfing

Girls are encouraged to participate in these activities as part of their all-round education and to develop their leisure-time use.

OUTDOOR EDUCATION

Year 12 Field Trip This is a week-long expedition which mixes the field work associated with practical assessment of academic subjects and outdoor activities. A lodge at National Park provides a central location for the study of elements of Biology, Geography, Physical Education, English and Art. Abseiling, Caving and tramping experiences are included.

Year 10 Camp The camp is held at the end of the Year 10 year out of Auckland. This provides experience in living and co-operating as a group. It also provides the opportunity to sample or further develop experience in abseiling, canoeing, windsurfing, sailing and orienteering.

Lake Pupuke The College is very fortunate in having a wide frontage on to Lake Pupuke. The passive presence of this water is a constant reminder to students of the beauty of nature. It also is the centre for water-based activities.

Sailing and windsurfing are available as extra-curricular activities for secondary-level students.

Development plans for the outdoor area of the College will enable much greater use to be made of the Lake in the academic curriculum.

ADDITIONAL ACTIVITIES

A wide range of activities beyond the classroom is offered. All of these may be seen as extension opportunities. Some form part of the academic or social education programme; others offer scope for physical or cultural experiences; all contribute to the students' development.

Retreats Year 9-13 students have retreats as part of their Religious Education programme.

LEADERSHIP DEVELOPMENT

School Council The School Council is made up of representatives from every form in the College and 2 representatives of the International students. The President and Vice-president are elected annually by staff and students. The Council meets regularly and is responsible for organising school festival days as well as making recommendations to the Principal on a variety of school matters.

Student Leadership All senior students are encouraged to show leadership within the College. A Head Girl and Deputy Head Girl are elected by the staff and senior students to lead the student body. A Senior Executive consisting of 6 students is also elected to assist in organising events. Service is also an important part of leadership at this level.

There is an investiture of future office bearers during the Thanksgiving Mass at the end of each year, with the leaders of the present year handing on responsibility to the leaders of the following year.

Year 13 students are also involved in leadership roles of –

- Eucharistic Ministers
- Senior Librarians
- Leaders of the Orchestras, Choir and Barbershop Chorus
- Young Vinnies
- Amnesty International

Peer Support Peer Support is to enable the orientation and settling in of Year 7 and 9 students. The Year 13 students are trained to be leaders and they work with 4-6 students to be Peer Supporters. In the first few days of the school year the Year 13 supporters work alongside their Year 7 and 9 peers helping them come to grips with a new timetable system and they may provide them with 'student oriented' information about the school. Thereafter, a regular meeting takes place at lunchtime. During these meeting, the Year 7 and 9 students learn life skills and how to cope with a number of situations that they may encounter.

All new International students in years 9, 10, 11, 12 and 13 are part of the Peer Support programme. Their leaders are Year 13 International students who have a special understanding of the difficulties faced by new International students.

PROCEDURES FOR NON ATTENDANCE

- Class teachers and form teachers will monitor daily attendance.
- Students must bring a note from their parent/homestay caregiver to explain legitimate absences, on their return to school, and give it to their form teacher.
- If a student is to be absent for the day, the parent/homestay caregiver **must ring the school before 8.30am.**
- Unexplained absences will be reported to the Level Dean and the Director of International Students, who will make contact with the parent/caregiver.
- Consistently irregular attendance will be reported to the New Zealand Immigration Service and this may result in the termination of the student(s) permit.
- **A minimum of 85% attendance is required.**

GRIEVANCE PROCEDURES FOR INTERNATIONAL STUDENTS

What do you do if you have a grievance?

Problems with School Friends:

1. Talk to your Form teacher about your concern; OR
2. Talk to the Director of International Students; OR
3. Talk to the School Counsellor – her room is at the end of the Administration Building; OR
4. Talk to your Year Level Dean.

Problems with a Teacher:

1. Talk to your Form teacher about your concern.
2. If your concern is your Form teacher, talk to the Director of International Students.
3. If the problem has not been solved after a few days by your Form teacher or the International Director, talk to a member of the Senior Management Team in the Administration Building.
4. If the problem is still there after a few days, talk to the Principal, Mrs Deady.

Problems with your Homestay or Designated Caregiver

1. Make a time to talk to the Director of International Students. She will discuss the concerns with you and do her best to sort things out. The school has policies and procedures relating to student safety both inside and out of school. If necessary the Director will contact the Principal on the matter and either the homestay agency or your parents or both.

At all of the above meetings, notes will be taken of your concerns and of the solutions put in place.

If, after all the above have been tried and you are still not satisfied and feel your problem has not been resolved, you may contact the International Education Appeal Authority.

International Education Appeal Authority
C/- Ministry of Education
Private Bag 47 911
Ponsonby
Auckland
New Zealand

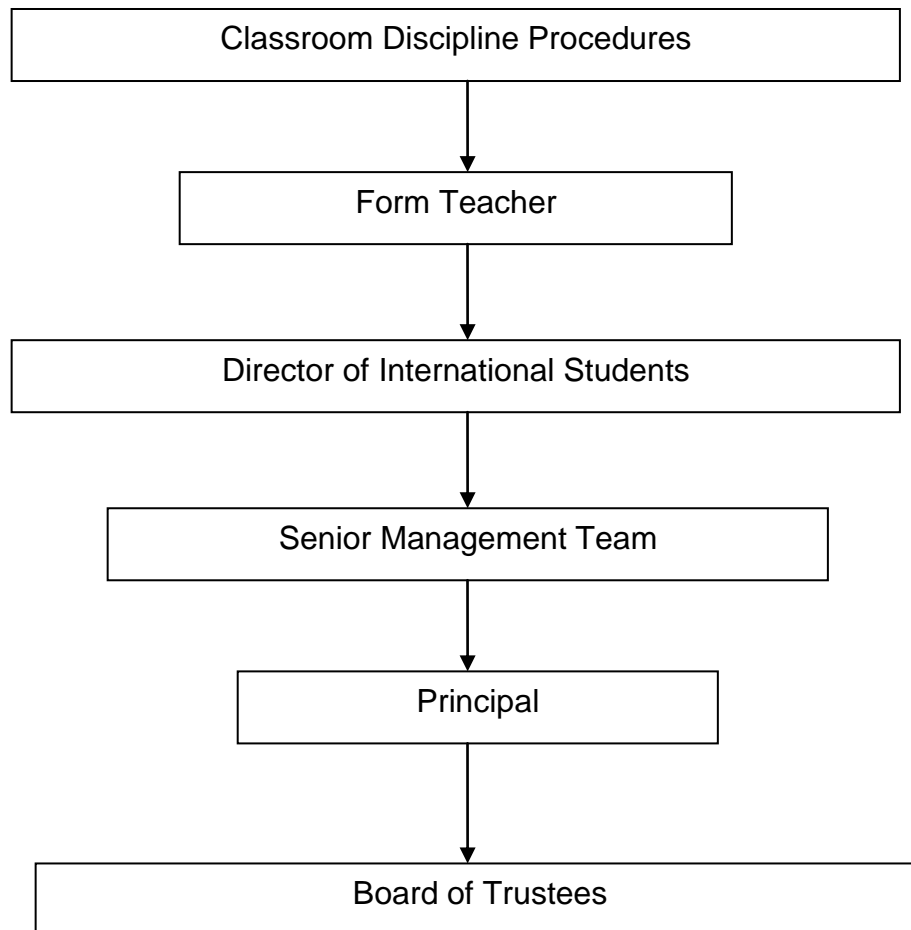
Phone: (64) 9 374 5481
Fax: (64) 9 374 5403
Email: info.ieaa@minedu.govt.nz

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough you can always bring a friend who has better English.

We hope your stay at Carmel College is a happy one.

COMPLAINTS PROCEDURE FOR INTERNATIONAL STUDENTS



Complaints or grievances will be recorded in the Board of Trustees Minutes. If you are still not satisfied and feel your problem has not been resolved, you may contact the International Education Appeal Authority. (See previous page for address).

BULLYING, RACIAL OR SEXUAL HARASSMENT

What to do if:

- Anyone at school hurts, frightens, threatens or forces you to do something you do not want to do.
- Anyone at school says, writes or does anything to you because of your race or nationality.
- Anyone at school says, writes or does anything to you which shows lack of respect for your person as a female.
 - Go to your Year Level Dean or the Director of International Students or the School Guidance Counsellor.
 - Tell her what happened to you or what was said or written to you.
 - Your complaint will be treated confidentially and seriously.
 - The person you tell will try to resolve the problem or will ask the Guidance Counsellor or a member of the Senior Management Team to help resolve the problem.

Respect of each person in the school community is part of the Special Character of Carmel College.

BULLYING

The Director of International Students will at orientation and at assemblies:

- Describe what is meant by bullying.
- Confirm that such behaviour is not acceptable at Carmel College.
- Explain that any incidence of bullying is reported to a form teacher, Year Level Dean or the Director of International Students.
- Assure students that reporting of bullying will be treated confidentially and may be done verbally or in writing.
- Assure students that an equity will be carried out to clarify what is happening or has happened.
- Minor incidents may be resolved by the persons to whom the bullying has been reported.
- More serious or continuing incidents will be reported to the Guidance Counsellor and/or a member of the Senior Management Team and the usual school procedures will be followed.

RACIAL HARASSMENT

The Director of International Students will at orientation and at assemblies:

- Describe what is meant by Racial Harassment.
- Confirm that at Carmel College racial harassment is not tolerated or condoned.
- Explain that any incidence of racial harassment is to be reported to the Director of International Students, the Guidance Counsellor or a member of the Senior Management Team.
- Assure the student that the person to whom the matter has been reported will:
 - Treat the matter confidentially
 - Listen to the problem
 - Provide support
 - Resolve the problem
- Complaints of racial harassment will be dealt with according to the school's racial harassment procedures.

SEXUAL HARASSMENT

The Director of International Students will at orientation and at assemblies:

- Describe what is meant by Sexual Harassment.
- Confirm that at Carmel College sexual harassment is not tolerated or condoned.
- Explain that any incidence of sexual harassment is to be reported to the Director of International Students, the Guidance Counsellor or a member of the Senior Management Team.
- Assure the student that the person to whom the matter has been reported will:
 - Treat the matter confidentially
 - Listen to the complaint
 - Provide support
 - Resolve the problem
- Complaints of sexual harassment will be dealt with according to the school's sexual harassment procedures.

PROCEDURES FOR STUDENT WITHDRAWAL

A student should give one term's notice of withdrawal.

If a student wishes to withdraw for any reason she must –

A.

- Write to the Principal to notify her that she is leaving
- Give the reasons for leaving
- Give the date for the last day at school.

B. Must inform the Director of International Students.

C. Obtain a Leaver's Memo and an International Student's Leavers Form.

D. Complete the leaving forms and return them to the Director of International Students.

If she wishes to claim a refund of fees see Refund Procedures.

New Zealand Immigration Service will be notified of her withdrawal from Carmel College.

CIRCUMSTANCES IN WHICH TUITION MAY BE TERMINATED BY THE SCHOOL

The school reserves the right to terminate tuition in the following situations:

- Continued and unexplained absenteeism. There is an attendance requirement of 85%
- The exclusion or expulsion of the student in accordance with the Education (Stand-down, Suspension, Exclusion and Expulsion) Rules 1999
- Provision of false or misleading information by the student on enrolment
- Inadequate progress by the student
- Failure by the student to pay fees
- Where the signatory is unable to guarantee accommodation due to the student's behaviour
- In the event of criminal behaviour by the student (including such behaviour outside the signatory's premises)
- An inability to attend due to reasons such as illness or family obligations, where the student cannot make up the missed course time and needs to re-enrol if she wishes to complete the course.
- If on medical advice a student's health problems mean that she should return home.

TERMINATION PROCEDURES

- A meeting will be organised by the Principal with the student and her parents/guardian.
- Parents resident overseas will be notified that the meeting is to take place.
- Where the student's behaviour has resulted in suspension a meeting of the Disciplinary Committee of the Board will be held within seven (7) school days to decide whether tuition will be terminated. All appropriate documentation will be provided to the student and her parents and guardian at least 24 hours before the meeting.
- In other circumstances the Principal will decide if termination is warranted and will give one month's notice.
- Students have the right to appeal the decision to terminate tuition. Appeals should be made to the International Education Appeal Authority, c/- Ministry of Education, PO Box 47 911, Ponsonby, Auckland.
- The New Zealand Immigration Service will be notified in the event of any termination.

FEES PROTECTION PROCEDURES

INTERNATIONAL STUDENT FOR CARMEL COLLEGE

Purpose

1. To ensure that funds from international students are accounted for separately and in such a way that individual student contributions can be monitored.
2. To ensure that Carmel College does get payment in full for those services provided.
3. To ensure that international students' payment may be drawn down in accord with the Refund Procedures.

Guidelines

1. Accounting procedures are in place to ensure that monies are available for release.
2. International fees shall be paid into the school's Board of Trustees Account, under a separate code 'International Student Fees', and drawn down at monthly intervals throughout the academic year.
3. These monies will be audited along with all school accounts on an annual basis.
4. These monies will be available for approved refunds resulting from withdrawal from Carmel College or in the event of the school not being able to provide tuition.

Evidence

1. Accounting records
2. Carmel College Board of Trustees Account

INTERNATIONAL PARENTS' INFORMATION

"WHAT YOU NEED TO KNOW BEFORE YOUR DAUGHTER COMES TO CARMEL COLLEGE"

Welcome to the Carmel College Community! We hope that this will help you to prepare your daughter to come to Carmel College and answer some of your questions about the school and how it works. Please contact us if you need further information.

Our conditions of enrolment are contained in the following documents which are part of the Application Pack/Prospectus. Please make sure you keep them safe.

- Tuition Agreement
- Refund Policy and Procedures
- Grievances Procedures
- Fees Protection Policy
- Procedures for Non Attendance
- Accommodation Information

Dear Parents

Our parents are valued members of our school community. With your daughters studying a long way from their families we have special responsibilities for them and we will do our best to keep you as fully informed as possible about your daughter. To do this we ask that we are always told of any change to your address, phone and fax number and email address. Emails are the quickest way of contact.

We have included in the Application Pack a summary of the Ministry of Education's Code of Practice for the Pastoral Care of International Students, which sets out the steps we must take to ensure your daughter's safety and well-being while she is studying at Carmel College. You can read the whole Code on the Ministry of Education's website www.minedu.govt.nz/goto/international.

We will tell you of any major problem your daughter is having and the steps that we are taking or propose to take. These could be to do with her homestay or her schoolwork.

If your daughter has any special learning needs that we should know about, so that we can help her learn happily and successfully, please tell us. We will also notify you if we are concerned about your daughter's health.

In cases where a student is not attending classes we will send you a copy of her Absence Record and inform you of the steps we are taking to help her attend. We will send you a copy of any warning letters we give the student and inform you of any measures that we plan to take. Should non-attendance still continue, the school will notify the New Zealand Immigration Service who will revoke her Student Permit.

Our school reports, which are written twice a year in the second or third term and the fourth term, will be sent to you and a copy is also sent to your daughter's agent and homestay. The student is given a copy of the report by the Form Teacher. There will also be a brief report issued in Term 1. This will also go home with the student.

Please let us know if you have any questions or if there is anything you would like us to do for your daughter.

**Carmel College Emergency Phone Number –
++64 9 21 255 2822**

Carmel College has assessed the suitability of Carmel homestay or the designated caregiver's accommodation by:

- Visiting the home
- Interviewing the caregiver
- Carrying out Police vetting for all persons in the house 18 years of age and over in the Carmel homestay or if considered necessary, in the designated caregiver's home

and is satisfied that the homestay will provide safe and suitable accommodation for an international student.

Please note that your daughters who are under 18 years old are not allowed to stay with their sister or brother who is in New Zealand on Student Visas.

If a student needs to move out of a Carmel homestay all arrangements will be carried out by the Director of International Students. The student does not give notice to the homestay parent.

The Director of International Students will contact you, the student's parents to explain the change. If you, as the the legal parents want the change yourselves, you must write to the Director of International Students giving your reason. The Director of International Students will give two weeks' notice to the homestay from the time a decision is made or at the time the school receives a letter from you, the parent.

You, as parents, are responsible for paying all fees owed to the school. No student should be expected to organise this. The tuition fees, administration fee and the homestay money should be paid by the date given on the invoice. The school should not have to ask the student for it.

It is quicker for you, the parents, to organise the passport visa in your own country.

You should buy the medical and travel insurance before the student leaves your country so they are covered over the travel period. It is your responsibility to check the expiry date of your daughter's passport, visa and insurance.

Students 17 years or over must get a police clearance from your country. They must include this in their visa application.

Please read the school prospectus online so that you have all the information you need – www.carmel.school.nz.