

WAIKATO WALDORF SCHOOL

developing the whole child



Prospectus

for international students

*It will be our task to find teaching methods that,
all the time, engage the whole human being.*

Rudolf Steiner

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Contact Information

Waikato Waldorf School

85 Barrington Drive

PO Box 12 127

HAMILTON

Ph: 07 855 8710

Email: office@waikatowaldorf.school.nz

Miro House Kindergarten

87 Barrington Drive

HAMILTON

Ph: 0800 493536

Email: eceoffice@waikatowaldorf.school.nz

Kowhai Childcare Centre

68 Te Manatu Drive

HAMILTON

Ph: 0800 493536

Email: eceoffice@waikatowaldorf.school.nz

Introduction

This version of our prospectus contains sections from the Code of Practice for the Pastoral Care of International Students, which, as signatories to the Code, we are required by the New Zealand Ministry of Education to include.

The full text of the Code of Practice can be viewed online at:

<http://www.minedu.govt.nz/index.cfm?layout=index&indexID=6666&indexparentid=6663>

From The Code of Practice for the Pastoral Care of International Students

Waikato Waldorf School 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 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.

Facilities

In one convenient location we provide:

Kowhai & Tui Childcare – a day-care centre for children 6 months to 6 years.

Play-circle - a playgroup for infants.

Miro House – a kindergarten for 3½ to 6 year olds.

Waikato Waldorf School – 7 – 14 year olds.

The Primary School is housed in eight classrooms. In addition we have a hall, library and woodwork studio. The school also has extensive grounds and gardens, which are used for teaching environmental topics.

Waikato Waldorf School employs eight full-time class teachers, and part-time teachers of French, Te Reo Maori, Dance, and learning support.

Entry level English

Although international students will have the same access to learning support as all other students in the school, specific ESOL lessons will not be provided. Thus students entering the school must have sufficient oral and written English skills to operate in a primary school classroom.

Administration & Tuition Costs

There is a one off administration cost of \$350 which is non-refundable. The current tuition fee for international students is set at \$310.00 per week. Fees for the entire period of the proposed stay must be paid in advance.

Details of how and when to pay are contained in a document (Offer of a Place: International Student.) you will receive if a place is offered to your child. A copy of this document is in the appendix for your interest. (It does not constitute an offer at this stage.)

Location & Contact Information

Waikato Waldorf School is situated on 6.4 hectares of beautifully landscaped grounds, close to the shopping area at the crossroads of Thomas Road and Hukanui Road in northeast Hamilton. Extensive plantings, a large public reserve on our southern boundary, two streams, and spacious grassed areas preserve the school's peaceful, rural character. Farms stand on our northern boundary and contemporary subdivisions comprise the urban neighbourhood to the south.

Street Address: 85 Barrington Drive, Rototuna, Hamilton.

Postal Address: P.O. Box 12127, Hamilton.

Telephone: +64 (0)7 855 8710

Fax: + 64 (0)7 855 1676

Email: office@waikatowaldorf.school.nz

Website: <http://www.waikatowaldorf.school.nz>

To find the school, proceed eastwards *from* Hukanui Road along Thomas Road towards Gordonton Road. Barrington Drive is the last turn on the left off Thomas Road. The school is on the left side of Barrington Drive, about 300 metres from Thomas Road.

Accommodation

At this stage the school only takes students who are accompanied by their own parents and therefore accommodation must be found by them. We have no recommended providers at present.

Application Procedures

Parents applying to the school for a place for their child/ren must be able to prove that one parent will be living with the child/ren for the entire length of the student's stay in the school. *Waikato Waldorf School does not accept applications for any individual students where the students will be living separately from their parents – whatever the age.* (Groups may be exempt from this requirement.) The school will, from time to time, check that the parent continues to live with the student. If this condition is contravened, the student will be required to leave the school.

When you make your initial approach please supply:

- Student's name
- Date of birth
- Immigration Service Client Number (if available)
- Notarized copy of Child's Birth Certificate or Korean Family/Household Register
- Notarized copy of the parent's visa – this MUST cover the entire period of the proposed study in our school.
- Address where you intend to stay in New Zealand.
- Notarized copy of the parent's and child's passport main page.
- Current contact details.
- Time period you wish the child to study for.

These are the steps to follow when making an application for a place:

1. Parent writes an initial letter of inquiry, which should contain all the information mentioned above.
2. School mails to parent the official application form: 'Application To Enrol As An International Student' (see p.18 appendix).
3. Parent fills out the application form and returns it with all appropriate documentation.
4. If the school is able to proceed with the application it mails out the 'Provision Offer of a Place' letter, together with the 'Tuition Agreement' form (see Appendix pages 23 & 24.)
5. The parent complies with all issues in these two documents and returns the 'Tuition Agreement' form to the school.
6. If the school is satisfied with these returns it will mail out the 'Offer Of a Place' form. (see Appendix p. 29.) This document, which also functions as a receipt, is confirmation that the student may receive education at the school.
7. The parent applies to the New Zealand Immigration Service for a student visa and study permit for their son/daughter. As visa/permit processing can take some time, you should apply for the visas/permits at least 4 weeks before the start date of enrolment. *Please note that the student will not be allowed to attend classes without verification by the school that he/she has a current and valid New Zealand visa/permit.*

General Information

Pastoral Care

The principal is responsible for the pastoral care of international students.

Accommodation

The principal will also check the accommodation of international students. Since we only accept children who are accompanied by a parent, this will entail checking that the parent is living with their child during the period of enrolment.

Orientation

The designated class teacher will ensure that the student understands the school's routines and environment and will establish buddies to help the student socialise.

Withdrawal from the School

If for any reason a student needs to be withdrawn from the school parents should contact the school secretary with details as soon as possible. Requests for refunds will be processed according to the policy: 'Refund Conditions for International students'. (See appendix p. 33)

Attendance

Attendance at school, once a student is enrolled, is compulsory and, in Waikato Waldorf School, controlled by policy. The attendance policy can be found in the appendix, p. 30.

Termination of Enrolment

The school reserves the right to terminate the enrolment in the following circumstances:

- The parent is found not to be living with the student.
- Non-payment of fees.
- The student regularly presents behaviours that require intervention from persons other than the class teacher.

Emergency Contact

If the parent wishes to notify an emergency they should contact the principal by first telephoning the school office. The secretary – or out of hours – the answer message will give the principal's contact number.

Change of Details

If the parent changes any of their contact details in New Zealand or in their home country they must notify the school office at the earliest possible moment.

An 'Integrated' School

Waikato Waldorf School was established as a private concern in 1996, beginning with a Class One of 9 children. Two years later it became an 'Integrated Full Primary School'. This means it is part of the New Zealand State education system and is, therefore, partially funded by the Ministry of Education. The government funding pays for some teachers and for the school's running costs.

An 'Integrated' school must have, by law, a 'special character'. The majority of 'Integrated' schools in New Zealand are religious – *we are not*. Our 'special character' rests in the educational aims and practices of the school. (See Special Character below.) The 'special character' of the school is safeguarded in law through our 'Integration Agreement' with the Crown.

The school is subject to review by the Education Review Office (ERO) and has a Board of Trustees in the same way as other State schools. ERO comments about the school can be viewed online by entering the search terms: +ERO +"Waikato Waldorf School".

Parent Involvement

Our community is drawn from the widest possible cross-section of society; our strength lies in the common desire to provide Waldorf education for the children.

The Waikato Waldorf School Curriculum allows parents to be fully informed about the range of activities on offer and to decide if they are able to contribute to the programme. The documents, displayed in the Health Room in the reception area, promote accountability for learning and enable teachers to make accurate, individual statements about student progress.

The Primary School encourages parent involvement at all levels and operates an open door policy. An exciting range of learning support, social, governance, and fund-raising opportunities exist for interested parents.

Community groups provide parents with opportunities to meet together and create wonderful items for our carnivals and fairs. There is a craft group, a woodwork group and an active Parent Association.

Fun, social events for the whole community are arranged on a regular basis.

Families are kept informed of events at school via our Fortnightly Flier and inquiring parents are encouraged to join our email list for this publication.

Financing the School

Although the Ministry of Education funds the running costs of the school, the money it provides *is not enough to facilitate all aspects of the education required by our 'special character'*. Furthermore, government funding *does not* provide the land and buildings. A charitable trust – called Rudolf Steiner Schools' Trust – Waikato (and referred to as the Proprietors' Trust) owns, and provides, the land and buildings. The Proprietors' Trust is allowed by law to raise funds from the parents to provide and improve the facilities. In Waikato Waldorf School this is not achieved via a set fee. Instead, a 'pledge system' is used. The nature of this pledging (donating - for tax purposes) means that parents can exercise a degree of control over the amount they give. On entry to the school a representative from the Proprietors' Trust approaches each family to explain the system and to set up the pledge agreement. The level of pledging for each family is renegotiated every year but the average cost per family is stated as a yardstick.

Special Character

The original Waldorf School was founded in Stuttgart by Rudolf Steiner in 1919 and from this has grown the largest, non-denominational, independent school movement in the world. There are now over 900 Waldorf schools worldwide. Steiner schools and kindergartens operate throughout New Zealand. Since 1919 the body of practice known as Waldorf education, has been constantly refined and renewed so that today it responds to the ever-changing needs of contemporary children in particular settings.

Waikato Waldorf School provides a balanced education that affirms and develops the whole person. Our philosophy is child-centred as opposed to subject-centred.

In Waikato Waldorf School education is delivered via three separate frames on a daily basis. Each frame has a distinct and vital educational purpose. Together the three frames form a comprehensive and viable whole, capable of satisfying the schooling aspirations of the most mindful parents. The three frames are:

Main Lessons (MLs)

Main Lessons focus on developing students as complete human beings. Thematic teaching challenges four major human capacities: spiritual, intellectual, emotional, and physical within each lesson. Students have a deeply satisfying, broadening, and affirming learning experience, every day. Main Lesson occupies the first two hours of the day.

Proficiency Lessons (PLs)

In these lessons we take care of the academic dimension of education. These lessons are delivered in traditional 45-minute periods. There are about fifteen proficiency lessons each week. PLs target core skills that require repetitive practice. Proficiency Lessons are delivered in written English, mathematics, formal music, German and Te Reo Maori. Each of these subjects is allocated three PLs per week. This is a powerful rhythm to use when attempting to transfer learning to the long-term memory of students. PLs follow after Main Lesson every day.

Practical Lessons (PrLs)

PrLs, occupy the last 60 minute time-slot each day; there are, therefore, five PrLs each week. These lessons are used for three purposes:

- ◆ to facilitate technological education,
- ◆ to promote health and physical education opportunities, and
- ◆ to provide for arts and crafts education.

Seasonal and Cultural Festivals are an important part of school life and we strive to make these events as inclusive as possible. The school provides a welcome home for all religious outlooks and invites suggestions from parents to enhance the celebrations.

National Curriculum

Although our education is delivered in a different style from mainstream schools *we cover all the objectives of the New Zealand National Curriculum*. Children leaving from Year 8 or 9 in our school are well equipped academically, socially, artistically, and physically and they, typically, do very well in mainstream secondary schools.

International students joining our school will be part of the programme offered to all students.

Miro House Kindergartens

Our kindergartens are registered 'early childhood centres' for children aged 3 to 6 years.

The kindergartens provide a nurturing environment based on an understanding of the young child's special developmental needs. The Kindergarteners recreate the atmosphere of a warm and loving home and the mixed-age groups function like a large family.

Simple observation of this age group shows the importance of physical activity. The growing infant gradually assumes control of gross motor and fine motor functions and the quality of the movement environment surrounding the child strongly influences the uptake of these essential skills. (All later schoolwork relies on a foundation of sound motor control; consider the physical skill needed for writing, for example.) For this reason the kindergarteners place great importance on physical development, calling on the child's strong imitative instinct as the major learning style. Three particular strategies are employed on a daily basis; they are:

- (1) physical activities such as baking, tidying and cleaning, handcrafts and painting, where the children copy the purposeful movements of the kindergarteners,
- (2) rhythmic movement games, often derived from the traditional games of early childhood but transformed to carry particular content, and
- (3) the provision of a movement stimulating, tactile, and imaginative play environment.

These, and other activities, are offered in a regular rhythm, which alternates times of centred activity with times of relaxed play. The routines and rhythms provide the children with security and discipline - they know what to expect and what is expected of them.

Because the total environment is so important for the young child, a great deal of care is put into creating a room that is nourishing and inviting. Natural materials abound and the décor is softly coloured and uncluttered. Seasonal motifs are used as decorations.

Toys are made from natural materials like wood, cotton, silk and wool. Items such as shells, cones, stones, and seeds are also provided as these help the children develop their sense of touch. All toys are simply made; they lend themselves to many different play situations and stimulate the child's imagination and fantasy.

The children remain in the Kindergarten when they turn five years old even though they might be registered on the primary school roll. Non-academic elements of learning are fostered and the children enter Class 1 (year 2 of the mainstream service) as a group at the beginning of the year in which they turn 7.

Concerns and Complaints Policy

Rationale

The Board enacts this policy because:

- it is responsible for protecting the safety and wellbeing of staff, children, caregivers and parents in the school.
- it is important for those who have a concern/complaint to be able to bring them to the attention of management and/or the BOT so that it can be dealt with expeditiously, fairly and openly.
- it acknowledges that in a human environment conflicts do arise and that every attempt should be made to reach a satisfactory outcome in the earliest possible time frame.
- Waldorf pedagogy aspires to be an education towards freedom – i.e. the ability to progress through life with as few 'encumbrances' as possible; resolving differences and moving on from conflicts is an important part of this developmental process.

Aims

This policy exists in order to:

- guide the Board when addressing concerns/complaints
- ensure all parties involved behave in a manner which is respectful
- ensure that when a concern/complaint is raised there is a clear process to follow
- enable all members of the school community to understand the correct course of action to be taken if a concern/complaint is raised
- ensure that confidentiality is preserved at all times

Objectives

The Board will:

- delegate the responsibility for receiving concerns/complaints about staff, children on the school roll or parents, in the first instance, to the Principal
- delegate the responsibility for receiving concerns/complaints about Board members to the Board chairperson
- delegate the responsibility for receiving concerns/complaints about the Principal to the BOT Chairperson
- delegate the responsibility for receiving concerns/ complaints about the Board chairperson to the BOT's personnel portfolio holder.
- ensure that concerns/complaints are addressed in accordance with the procedures contained in the Waikato Waldorf School Concerns/Complaints procedural documents 1, 2 & 3
- ensure concerns/complaints are dealt with in a consistent, confidential and courteous manner
- expect that any investigation will endeavour to "reach the heart of the matter" in order that the concern/complaint be resolved in an unprejudiced way
- regularly publish the complaints policy and procedures in the Flier
- seek professional advice when necessary

International Education Appeal Authority (IEAA)

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

INTERNATIONAL EDUCATION APPEAL AUTHORITY

PO Box 12 083

Wellington

Phone: (64 4) 462 6600

Fax: (64 4) 462 6686

Email: info.ieaa@minedu.govt.nz.

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach and/or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an educational provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

Appendix

<p>The student (named above) must be living with a parent in order to attend Waikato Waldorf School.</p> <p>Details of the Parent the International Student (named above) will reside with while attending Waikato Waldorf School.</p> <p>Name of Parent:</p> <p>_____</p> <p>(Please Print Full Name)</p> <p>New Zealand Address:</p> <p>_____</p> <p>_____</p> <p>Phone:(0_) _____ Mobile Phone: _____</p>	<p>Details: parent Passport verified and photocopied</p> <p>Proof of Residential Details</p>
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<p><u>Eligibility for Health Services:</u> 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 views on their website at http://www.moh.govt.nz</p> <p>International Students enrolled at Waikato Waldorf School must be in good health.</p> <ul style="list-style-type: none"> Does the International Student (named above) have good health? Yes No If No - please provide details of health concerns _____ <p><u>Medical and Travel Insurance:</u> International Students must have appropriate and current medical and travel insurance while studying in New Zealand.</p> <ul style="list-style-type: none"> Does the student have a Medical and Travel insurance policy for the duration of his/her time of study in New Zealand? Yes No 	<p>Medical Insurance Details Checked and Photocopied</p>
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<p>If Yes please provide details:</p> <hr/> <hr/> <hr/> <p>If no please tick:</p> <ul style="list-style-type: none">• I will take out medical an travel insurance and will send the school a copy of the policy in English before I leave my home <input type="checkbox"/> <p>Or</p> <ul style="list-style-type: none">• I would like the school to arrange medical and travel insurance on my behalf and include this in my Fees Invoice. <input type="checkbox"/> <p>Company: _____ Policy No: _____</p> <p>Expiry date: _____</p>	
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<p>Waikato Waldorf School expects to be able to meet the learning needs of children enrolled at the school.</p> <ul style="list-style-type: none"> Does the International Student (named above) have any special learning or behavioural needs? <p>Yes No</p> <p>Details if applicable: _____</p>	
<p>I have been informed about and received a summary of the Code of Practice for International Students:</p> <p>Yes No</p>	<p>Copy of Summary Code</p>
<p>I have been informed about all costs involved with enrolment and the school's policy regarding fee protection and refunds:</p> <p>Yes No</p>	<p>Refund & Fees Protection Policies</p>
<p>I have received a copy of the school Prospectus and Policies relevant to International Students and have read and understood them</p> <p>Yes No</p>	<p>Prospectus Insert International Student Policy Complaints Policy</p>

<ul style="list-style-type: none"> I have read understood and accept the policies, rules and procedures regarding International Students at Waikato Waldorf School and agree to abide by them. I agree that all disputes will be dealt with in accordance with New Zealand law. I confirm all the information contained in this application is true and correct to the best of my knowledge and belief: I acknowledge that the provision of false information or the withholding of relevant information may result in termination of enrolment. I will inform the school if there are any changes to the details of this application. <p>Student's signature: _____</p> <p>Parent's Signature – if student is under 18 _____</p> <p>Parent's Name: _____</p> <p>Date: _____</p>	
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Emergency Contacts

For all international students registering with Waikato Waldorf School the names and contact details of two people in the home country must be given. In the event of an emergency these people might be contacted with details.

Contact One:

Name: (print)

Email address:

Phone:

Street address:

Contact Two:

Name: (print)

Email address:

Phone:

Street address:



Waikato Waldorf School

developing the whole child

85 Barrington Drive, PO Box 12127, HAMILTON
Telephone: 07 855 8710 Fax: 07 855 1676

principal

email: principal.wWSC@ihug.co.nz

Provisional offer of a place

[Name of Parents]
[Address]

[Date]

Dear Mr/Mrs [Name of Parents]

Re: Application to enrol [Name of Student]

Thank you for your application to enrol your son/daughter at **Waikato Waldorf School**. I am pleased to offer her/him a provisional place at our school.

Please note that the school reserves the right to place the student in appropriate classes for her/his learning (including learning English) in accord with assessment after arrival.

Please read the attached 'Enrolment/Tuition Agreement'. When you understand and agree to the school's requirements, please sign and return to **Waikato Waldorf School** together with the payment of tuition fees (refer to the attached 'Invoice'). No payment will be accepted without the signed 'Enrolment/Tuition Agreement' attached. Payments may be made by bank draft to **Waikato Waldorf School (See Invoice for Details)**.

Upon payment of the fee, a receipt will be sent to you. This will enable you to apply to the New Zealand Immigration Service for a student visa and permit for your son/daughter. As visa/permit processing can take some time, you should apply for the visas/permits at least 4 weeks before the start date of enrolment. Please note that the student will not be allowed to attend classes without verification by the school that he/she has a current and valid New Zealand visa/permit.

I look forward with interest to following your son/daughter's progress while s/he is at **Waikato Waldorf School**

Yours sincerely

Principal
Waikato Waldorf School

TUITION AGREEMENT

Waikato Waldorf School

Agreement to provide tuition services between *Waikato Waldorf School* and the applicant

Name of applicant: _____

Name of Parent Application for Students under 18: _____

Address of applicant: _____

The applicant is the student or, if the student is aged under 18, the parent of [*name of student*] ('Student').

The applicant has made application for tuition of the Student in New Zealand and wishes the Student to attend *Waikato Waldorf School*] ('Provider').

The school has agreed to enroll the Student subject to the terms and conditions in this agreement.

The School's Obligations

4. CODE: Waikato Waldorf School 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>

4.1 The school shall provide tuition in accordance with that accorded to domestic students

4.2 The school will assess the student's levels in English and other subjects to determine acceptance and course placement.

4.3 The school will only accept international students who live with their parents or groups of students in accommodation approved by the school.

The School shall use its best endeavors to ensure the safety, health and well-being of the Student but shall not be liable for:

5.1 Any damage or harm caused to the Student or the Student's property while attending the School

5.2 Any damage or harm caused to the Student or the Student's property arising out of the Student's accommodation

5.3 Any damage or harm caused to the Student or the Student's property outside normal school hours. In the case of the Student's property, shall not be responsible for any damage to such property that may occur outside the operating school premises.

The Applicant's Obligations

6. The applicant shall:

6.1 Pay to the School the tuition fees in the manner agreed to by both parties

6.2 Agree to provide the education provider with academic, medical or other information relating to the well-being of the Student as may be requested from time to time by the school

6.3 The Student will accept and abide by the school's and all instructions given by members of staff.

6.4 The Student will accept and abide by the provider's decisions regarding accommodation suitability and rules regarding accommodation.

6.5 The Student will attend the required classes on all occasions when the provider is open unless prevented by illness or other urgent cause.

6.6 Accept the right of the provider to terminate this agreement and inform the Immigration Service if the student fails to comply with the MOE attendance requirements.

Authorisations

The parents of the Student who have signed the application for tuition on behalf of the Student irrevocably appoint and authorise the Principal of Waikato Waldorf School (or such other person as may be appointed by the Board of Trustees of the education provider) to:

- Receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical, educational or welfare information.
- Provide consents in respect of any activity carried out and authorised by the provider.
- Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the Applicant.
- If applicable, advise the Student's Designated Caregiver of all matters and information required to be provided to parents of any student and agree to appoint the Designated Caregiver as their agents in New Zealand to receive such information in substitution for the Applicant.
- To take whatever steps are necessary to ensure the Student complies with school rules and policies as set down by the Education Provider.
- To obtain at any time from any person or entity any information required to process and/or accept the application for tuition or to perform or complete the Provider's various obligations under this agreement. The applicant authorises any such person to release to the School any personal information that person holds concerning the Student/applicant.

Limitations of Liability

In no event shall the School liability exceed an amount equal to the amount of tuition fees paid by the applicant.

Termination

- Either party may terminate this agreement with 5 (five) days written notice.
- Upon termination of this agreement, refunds will be made in accordance with the School's refund policy.

Miscellaneous

Nothing in this agreement limits any rights the applicant and/or the Student may have under the Consumer Guarantee Act 1993.

It is acknowledged that the stand-down, suspension and exclusion of students' provisions as set out in Part II of the Education Act 1989 shall apply to the Student in New Zealand. Any decision under these provisions to stand-down, suspend or exclude the Student shall terminate this agreement and the refunds policy will apply. The parents will have no claim for damages for any compensation if this agreement is terminated in these circumstances.

Force majeure: Neither party shall be in default or in breach of their obligations under this agreement to the extent that the performance of those obligations is prevented by an event of force majeure. Force majeure means an event beyond the reasonable control of the party seeking to rely on force majeure.

Governing Law: This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Applicant irrevocably submits to the exclusive jurisdiction of the Courts of New Zealand, and agrees that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand and waive any objection to proceedings in any such court or forum constituted under the Arbitration Act 1908 within New Zealand on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

Entire Agreement

This agreement shall consist of:

- The application for tuition in New Zealand;
- The Tuition Agreement including any Schedules annexed thereto (including the refund and fee protection policies and the International Student Information Booklet).
- This agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.
- The terms of this agreement may be changed at any time by the Provider in writing to the applicant and any such change in terms shall be notified to the Applicant in writing.
- Notices given in writing will be given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received 5 (five) days after posting.

The Privacy Act

Acknowledges that:

- Personal information of the Applicant and/or Student collected by the School and may be held, used and disclosed to third parties to enable the School to:
- Process the application for tuition
- Provide tuition to the Student
- Provide the Student and/or Applicant with advice or information concerning products and services the School believes may be of interest to the Student and/or Applicant; and
- To enable the School to communicate with the Student and/or Applicant for any purpose.
- All personal information provided to the School will be held by Waikato Waldorf School, PO Box 12 127, Hamilton Phone: 07 855 8710, Fax: 07 855 1676.
- Failure to provide any information in the application for tuition may mean the School is unable to process the application.
- The Student/applicant has the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them.

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 may still be liable for all other medical and related costs. Further information can be viewed on the ACCV website at <http://www.acc.co.nz>.

Execution

- I have read and understood that terms set out in this agreement, including the attached schedule and agree to them.
- I acknowledge that the provision of false information or the withholding of relevant information may result in the termination of enrolment.

Signature of applicant: _____
(Student)

Signature: _____
(Parent of student under 18 years)

Signature for _____
(Provider)

Designation: _____

Date: _____

MEDICAL AND TRAVEL INSURANCE: International students must have appropriate and current medical and travel insurance while studying in New Zealand.

OFFER OF A PLACE: INTERNATIONAL STUDENT

Waikato Waldorf School
BOX 12127 Hamilton New Zealand
85 Barrington Drive, Rototuna, Hamilton

Student's Details: Family Name: Given Name: New Zealand Address:	Parent Details: Family Name: Given Name: Overseas Address:
Date course starts: / /200	Date course finishes: / /200
Full year course fee: <i>[Payment by bank draft to Waikato Waldorf School]</i>	Year level/course applying for: <i>[Subject to availability & assessment in New Zealand]</i> Agent:
Course fee paid by:	Accommodation type (please circle): Parent Other (please state) _____
Fees paid details: <i>[for Official Use Only]</i> 1. Length of course: 2. Start date: 3. Amount paid: NZ\$ 4. Receipt No.: 5. date: <i>(Invalid without Official Stamp)</i>	Details of Provider: Waikato Waldorf School Box 12127 Hamilton NZ Signature: Position held: Date:

To the parent/ legal guardian: please attach this form to the application for a student visa/permit and note that a visa/permit will not be issued until the course fee receipt is produced.

This offer on a place at **Waikato Waldorf School** becomes a tax invoice when receipted.

Evidence of Medical and Travel Insurance must be provided before [Name of Student] may attend classes.

To the Immigration Officer: the above student has been offered a place at **Waikato Waldorf School** in a course of study, which meets international student policy requirements.

Waikato Waldorf School is a signatory to the Code of Practice for the Pastoral Care of International Students.

Student Attendance Policy

Waikato Waldorf School

Rationale:

The Board enacts this policy because:

- it is required to account for the presence of students during the hours the school is open under the Education Act, 1998.
- it recognises its responsibility to ensure student safety at all times.
- students can only have the opportunity to learn if they are present in class.
- a Special Character feature of Steiner education is the rhythm of the Main Lesson, which begins at the start of the school day: lateness of students disrupts this rhythm of the Main Lesson and disrupts the learning of other students
- it recognises that punctuality is an important work ethic which the students need to learn

Aims:

This policy exists in order to

- ensure an accurate record of students on-site exists.
- ensure that school attendance is effectively monitored.
- ensure patterns of lateness/absenteeism are identified and appropriate, timely responses are made
- signal to parents/caregivers that repeated lateness/absenteeism is unacceptable
- clarify the school's response to persistent lateness/absenteeism

Objectives

The Board will:

- encourage parents to take responsibility for 1. ensuring their children's lawful attendance at school and 2. notifying the school if the child is away from school
- ensure attendance is monitored daily
- require that the Attendance Register and Late Pass Record Log are filled in, and that the principal reviews these regularly
- delegate the responsibility for identifying patterns of lateness/absenteeism to the principal
- require that the principal responds to attendance problems according to the Student Attendance Procedural Documents.
- regularly advertise the school starting time (8.50am), and this policy in the flyer
- require that parents/caregivers considering taking their children out of school for any purpose must apply in writing to the principal for permission. (Individual teachers cannot grant pupils leave of absence

Review:

This policy will be reviewed in accordance with the Board audit schedule or sooner as necessary

Responsibility:

The Board delegates responsibility for the supervision of this policy to the Principal

Date Ratified:.....

Signed: (BOT Chairperson)

Reviewed on:.....

Student Attendance

Procedural Document 1

- Class teachers are to be on duty from 8.40am onwards to receive children.
- Parents should contact the school secretary to explain short absences of their child/ren on the day of absence, bearing in mind that sickness and natural disasters are the only reasons for absence that do not require the principal's approval.
- The principal may grant exemption for short periods (up to 5 days) if satisfied that the absence is reasonable and that educational opportunities equal to, or better than, those offered at school will be available.
- Parents considering taking their child out for any purpose must apply, in writing, to the principal for permission. Individual teachers cannot grant pupils leave of absence.
- When students arrive after 9.00am they are required to obtain a late pass card and sign in the Late Pass Record Log.
- Every morning, each class teacher must take the register by 9.00 am. Only teachers may take the register. The register must be kept in the drawer of the teacher's desk, with the location clearly indicated by signage, or so that it can be found in an emergency.
- By 9.15am every class teacher will report any student absences on the Absent Student Slip and have this delivered to the office. The school secretary then phones parents/caregivers (or emergency contact person) of children who are reported not at school.
- Every Monday by morning break time, the class teacher will enter the previous weekly totals and the registers will be delivered to the principal for checking.
- Each class teacher is responsible for obtaining written reasons why a pupil has been absent. These letters should be kept in an envelope and submitted to the principal at the end of each term.
- The Principal will review the Late Pass Record Log and Attendance Registers at least 2x per term and identify children who are repeatedly late or absent. Parents/caregivers will be contacted using the standard letter format. If there is no improvement in the child/rens attendance a formal meeting will be arranged.

REFUND CONDITIONS FOR INTERNATIONAL STUDENTS

Waikato Waldorf School

If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. If a refund is requested, the following procedures and guidelines will apply:

To be eligible for a Refund:

- To be eligible for a refund, parents must apply in writing to the Board of Trustees setting out the special circumstances of the claim within one month of the last day of attendance. You must also complete the official leaving process and attach the leaving certificate.
- In every case, the school undertakes to look fairly at applications for a refund of fees or part-fees.

If the application is made before the start of the course:

- Fees will be refunded in full, less an **Administration Fee** of **\$350**. This includes if a student is not granted a student permit to attend **Waikato Waldorf School**

If the application is made after the start of the course (*i.e. in Terms 1 or 2*), but before the second half of the course (*i.e. Terms 3 & 4*):

Fees will be refunded less:

- An Administration Fee of NZ **\$350**
- Costs to the school already incurred for tuition
- Components of the fee already committed for the duration of the course
- Specialist fees (*if applicable*)
- Appropriate proportions of salaries for teachers and support staff (*if applicable*)
- Costs already incurred for the use of facilities and resources
- Any other costs already incurred.

0 If the application is made after the second half of a course:

- There will be no refund, except under exceptional circumstances. (*See Compassionate Refunds below.*)

Compassionate Refunds:

- In exceptional circumstances, refunds may be granted on compassionate grounds (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of the Principal and the Board of Trustees.

If an international fee-paying student gains residency during their course:

- No further fees are to be paid. The new resident will then abide by the school enrolment scheme. [*If one is in place.*] Documentation of residency must be provided within 14 days of it being granted.
-

The Board of Trustees will make no refund:

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded
- Where a student returns home for any reason other than serious illness, accident or death of a close family member
- If the enrolment application is found to be inaccurate in any way and the contract is terminated
- If a student wants to transfer to another school or educational institution

Payment of Refunds:

- All refunds will be paid to either the parents of the student or to an agent with written authority from the parents. No refunds will be given directly to the student.

N.B. The **New Zealand Immigration Service** will be notified if any student ceases to attend **Waikato Waldorf School** for whatever reason.

I agree with these refund conditions

Parent's Signature: _____ Date: _____

Print Parent's Full Name: _____

Print Student's Full Name: _____