

# INTERNATIONAL STUDENTS

## INFORMATION BOOKLET

### MISSION STATEMENT

*Cromwell College will encourage all students to accept responsibilities and to achieve to their maximum potential in a safe, supportive and caring environment.*

Cromwell College is a Year 7 to 13, decile 8, coeducational school established in 1978.

Cromwell College exists to serve the learning needs of the community and to offer a range of learning activities. The school provides a broad based curriculum catering for academic and vocational study. Students have the opportunity to gain formal qualifications as well as the opportunity to develop through social, cultural, practical and sporting activities.

Individual needs are recognised encouraging all students towards the development of their full potential. We at Cromwell College strive to make every student feel welcomed and valued.

**"DESERVE SUCCESS"**



## INTERNATIONAL STUDENTS' MISSION STATEMENT

Each year, Cromwell College accepts a small number of international students. These students come from all over the globe. In the past, students from Japan, Thailand, Germany, Sweden, Hong Kong, Brazil, Canada, China, Switzerland, United States of America and the United Arab Emirates have all been part of our school.

All international students are accepted on a case-by-case basis without regard for race, creed, colour or gender. Acceptance is granted with reference to the College being able to provide an effective educational experience for the student concerned and with reference to the student being able to fit in with the lifestyle and philosophy of the school.

By accepting international students for study, the College will be guided by the following philosophy –

- ◆ ***International students bring knowledge, cultural awareness and enrichment to the Cromwell College community and enhance the educational experience of New Zealand students.***
- ◆ ***Cromwell College offers to international students the opportunity to learn alongside New Zealand students, to improve their English, to develop an appreciation for New Zealand culture and to enjoy the unique experiences available at our school.***
- ◆ ***Cromwell College endeavours to provide all our international students with a quality education, an effective and personalised pastoral care system and the opportunity to experience a wide range of co-curricular activities.***

## CONDITIONS OF ENROLMENT

In addition to the conditions listed here, all conditions and requirements that form the International Student Tuition and Behaviour Agreement, the fees refund policy and all other school policies will apply.

- 1 In order to succeed at senior study level, students should have a working knowledge of English. The College will require a letter of reference from a qualified teacher of English attesting to English language ability.
- 2 Students and parents or caregivers must accept and abide by the rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
- 3 Students must observe the laws of New Zealand and all disputes will be dealt with in New Zealand law.
- 4 Students must observe the conditions of their visa. If a student breaks the terms of the visa the school will report this to the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
- 5 The School reserves the right to place students in a programme of study which is best suited to the academic level of the student.
- 6 The student will attend school on all occasions when it is open unless prevented by illness or permission is granted by the Director of International Students.
- 7 The student will endeavour to complete all class work and homework to the best of their ability.
- 8 Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
- 9 Tuition fees will be paid in full before enrolment or before the enrolment is renewed.
- 10 All additional costs will be paid promptly as required.
- 11 All students are required to have travel and medical insurance, and fees protection insurance for the duration of their period of enrolment. The school will arrange such insurance unless students choose to make their own arrangements. If insurance is taken out in the home country, proof of this insurance will be required and a copy of the policy in English will need to be provided.

- 12 All international students must live in one of the following types of accommodation.
- a with their parents or legal guardians (proof of guardianship must be supplied).
  - b In a designated Cromwell College Homestay situation.
  - c With a designated caregiver chosen by the parents. The school must approve any designated caregivers to the same standard as homestay situations.
  - d In the Cromwell College Apartments.
- 13 The school's complaints procedure will be used for all grievances
- 14 Parents must keep the school advised of all contact information.
- 15 Parents must provide the school with all information relevant to the student's well-being and academic ability.

**Code**

*Cromwell 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 [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international).*

**Immigration**

*Full details of visa and permit requirements, advice on rights to employment in New Zealand whilst studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at [www.immigration.govt.nz](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 cost 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 [www.moh.govt.nz](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 [www.acc.co.nz](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.*

## Notes on Health and Travel Insurance

Most students are not entitled to publicly funded health services while in New Zealand. It is compulsory for you to have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand.

### STUDY COSTS AT CROMWELL COLLEGE

As an overseas student you are required to pay the tuition fee, accommodation fee, insurance, bond and home-stay set-up fee. These can be viewed on our school website [www.cromwell.school.nz](http://www.cromwell.school.nz). Click on International.

#### **Note on Fees Protection**

Cromwell College is required to ensure that all students' fees are protected in the event that the school is unable to continue to offer tuition to international students, or in the event that a student is required to return home, or is transferred to another institution. The Cromwell College Board of Trustees agrees to hold sufficient funds to cover any fee repayments.

All students attending Cromwell College are required to take insurance with Unicare (or a comparable insurance company), which guarantees, under Section B, 'Additional Expenses, Section 4 1 (d)', cover for students due to the "*unforeseen insolvency, regulatory closure or withdrawal of accreditation of any education provider*".

If insurance is taken out in the student's home country, a copy of the policy must be sent to the school in English.

## REFUND POLICY FOR INTERNATIONAL STUDENTS

The refund policy for fees of overseas students will be based on Section 4B (7) of the Education Amendment Act, 1991. The Principal will act as the agent of the Board of Trustees in terms of this policy.

- 1 Fees for less than a full year's study are on a pro-rata basis. The Board reserves the right to change the fee structure.
- 2 The annual fee must be paid in full upon receipt of the Offer of Placement, and again before the commencement of any subsequent year in which the student is to study at the College.
- 3 If the student withdraws prior to the indicated arrival date, and where the full tuition fee has been received by the College, the fee will be refunded less an administration cost of \$500 (\$NZ).
- 4 If the student withdraws following arrival in New Zealand, the refund structure is as follows:
  - a Before the end of the first term, three terms' fees will be refunded less the \$500 administration fee and any required government levies and taxes.
  - b Before the end of the second term, two terms' fees will be refunded less the \$500 administration fee and any required government levies and taxes.
  - c Except in exceptional circumstances, no refund will be made to a student who leaves in the second half of the school year.
- 5 Exceptional circumstances will be decided on a case-by-case basis and may include the following –
  - a the student's serious illness
  - b death, serious illness or trauma to a close family member
- 6 Students who acquire permanent residence during the academic year will be treated as per clause four above.
- 7 All refunds will be remitted to either the parents of the student or to the agent appointed by the parents and not directly to the student.
- 8 No refund will be made to a student who is required to leave the school because of misbehaviour, poor attendance, non-compliance with the school rules or regulations, or breach of New Zealand law.
- 9 The policy will be reviewed annually.

## **CROMWELL COLLEGE HOMESTAY INFORMATION**

The Director of International Students will make all homestay arrangements with our Home-stay Coordinator and closely monitor all homestays. Cromwell College takes seriously all matters concerning homestays. All potential homestay parents are visited beforehand by the Home-stay Coordinator, and at least once per term during the school year. In addition, all potential homestay parents must consent to a police check in accordance with the College's policy on police vetting. The suitability of accommodation has been assessed and is regularly reviewed as per the Code of Practice.

### **College Expectations from students -**

- ◆ Abide by all school rules
- ◆ No driving vehicles or passenger in a vehicle unless the driver is host parent or a responsible adult with a full license
- ◆ No drinking alcohol under the age of 18
- ◆ No overnight stays with friends during the week unless permission is given by both families. Students must give details of any outings with friends to their homestay family, including destination and expected time home
- ◆ Phone your homestay family if you are late home or going to miss a meal
- ◆ Make arrangements with your homestay family to make international calls, either use a phone card or use a free-phone number in your home country, or use the Internet
- ◆ Inform the Director of International Students or Home-stay Coordinator if you have problems at your homestay
- ◆ Follow the college's rules regarding hours of attendance, homework, providing absence notes, smoking, uniform and leaving the school grounds
- ◆ Each homestay will have their own routines, so be mindful that you are a guest in their home. You will be required to do chores, make your own breakfast and lunch, tidy your room, make your bed, put out your washing, do dishes, cook a family meal, bring in wood and other small tasks pertaining to your particular homestay family
- ◆ Spend no more than five minutes in the shower. Do not leave your belongings in the living room, make international calls without arrangement, leave wet towels on the floor, leave dirty washing or dishes in your room

## Health and Safety

- ◆ Cover up. The sun is very fierce in Central Otago and you can get badly burnt. Use hats, good sunscreen and long sleeves if necessary. It is especially important to cover up if you are in the water, on a boat or even on the snow.
- ◆ Do not share drinks or drink bottles, as meningitis, hepatitis and other diseases are spread this way.
- ◆ If you are unwell please notify your homestay family or Director of International Students and an appointment will be made with the local Doctor.

## College Expectations from homestay parents -

- ◆ Provide three meals a day
- ◆ Care for the student as you would your own child
- ◆ Provide a warm, comfortable single room with a desk or table to study
- ◆ Encourage the student to participate in the family's activities, eg, chores, sports, outings etc
- ◆ Set reasonable rules and curfews at weekends and time to be home after school
- ◆ Not to provide or purchase alcohol for students for an outside function
- ◆ Discuss their home rules and expectations with the student – don't assume anything, and inform the Director of International Students or Home-stay Coordinator if these rules are not followed
- ◆ Contact the school immediately if there are any serious breaches of homestay or College rules or health and safety issues.
- ◆ Notify the Home-stay Coordinator if you have a new member of your household living in your house.

## OTHER ACCOMMODATION OPTIONS

Cromwell College offers a unique living arrangement for students who are in Years 12 and 13 (ages 16 to 18). These students complete a normal academic programme at the College from Monday to Friday. The College operates an apartments-style hostel for 32 students. Under the careful guidance of adult supervisors, the students are taught skills in cooking, menu planning, cleaning, making a budget, etc. Each student lives in an apartment with five to six other students. Each apartment has a lounge, fully-equipped kitchen, bathroom facilities, and a single bedroom for each student.

### **In order to live in the Apartments you must take part in the Cromwell College Outdoor Pursuits Academy**

The **Outdoor Pursuits Academy** operates each Sunday and occasionally on Saturdays. Throughout the year the students in this programme undertake outdoor activities such as sailing, windsurfing, tramping, mountain biking, skiing and snowboarding.

The cost of living at the Apartments and taking part in the Outdoor Pursuits Academy is as per fee structure. Refer to fee structure download for international students on the website [www.cromwell.school.nz](http://www.cromwell.school.nz).

During the school holiday periods (about six weeks each year) the Apartments are closed. The College can arrange alternative accommodation for you but this will be at an additional cost. Many overseas students use this time for travel, holidays, visits by parents, or they may stay with a local student with whom they have formed a friendship.

Cromwell College operates a 'rolling entry' policy. Applications to live at the Apartments are considered for the following year from 1 March of the current year. Acceptance is generally within two weeks of the application being received. Please contact the Director of International Students if you are interested in being part of our Academy programmes.

## APARTMENT STUDENTS' DAY-TO-DAY RESPONSIBILITIES

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Students are responsible for taking full part in the day-to-day running of their own flat and the Apartments as a whole. This includes:-

- communicating with the Supervisors
- cooking on a roster system
- being responsible for keeping their own room tidy and clean
- working with flatmates on flat chores on a roster system
- helping with jobs around the hostel eg. Laundry area/Common Room
- doing personal washing and drying
- studying productively during study time
- shopping for their flat at local supermarket
- attending and contributing to weekly meetings

### **Compulsory Study Time**

Students will be expected to attend study on Tuesday and Wednesday nights, from 7.00 pm to 8.30 pm. As positive attitudes develop, this time may be altered with consultation.

### **Travel**

Students are to make their own travel arrangements to and from home and the airport in Queenstown. The supervisors will arrange for students to be transported from the airport to Cromwell at the beginning and end of each term. Transportation required to/from Queenstown Airport at any other time will incur a charge for each trip.

### **Guests**

Depending on availability, rooms are available for parents to stay overnight at a small charge.

Local students are able to stay only with the permission of the Supervisors.

### **Sickness**

If students are sick, they are to report to the Supervisor on duty by 8.00 am. Medical and dental appointments will be made at the local Medical Centre and bills will be charged to the parents through the school.

The closest hospital for emergencies is Clyde Hospital, 20 minutes from Cromwell.

## **CROMWELL COLLEGE INTERNATIONAL STUDENTS' ORIENTATION PROGRAMME**

In order to effectively integrate international students into the daily life of Cromwell and Cromwell College the school runs an orientation programme. Students will be met initially at the airport by the Director of International Students, the Home-stay Coordinator, a Cromwell College Staff Member, or a Host Parent.

An orientation programme will be provided which includes the following activities -

- 1 Introduction to the host family and their home
- 2 Familiarisation with the school layout, systems and resources
- 3 Careful explanation of the school rules, procedures, counselling and support systems
- 4 Careful planning of the subjects to be taken. This will be reviewed two weeks after the commencement of classes. Cromwell College reserves the right to determine the best courses of study for all International Students depending on English proficiency.
- 5 Familiarisation with Cromwell and the surrounding area
- 6 School uniform and stationery purchased
- 7 Banking needs organised
- 8 A school buddy may be assigned to assist with integrating into the life of the College.

## **CROMWELL COLLEGE GRIEVANCE PROCEDURES FOR INTERNATIONAL STUDENTS**

Cromwell College wants all international students to have a satisfying and productive experience at school. If you have a problem at the College or with your homestay, talk to someone at the College as quickly as possible.

Even if your problem is a little one, get help and have it resolved. Act before the problem becomes a bigger one. If you think your English is not good enough bring along a friend or a teacher to help you.

**If you have a problem with . . . .**

**A particular class** - see your class teacher first and if that does not fix the problem then see the International Students' Coordinator.

**Other students at school** – see your form teacher or your dean or the Guidance Counsellor or the International Students' Coordinator.

**Your homestay situation** – see the International Students' Coordinator or the Home-stay Co-ordinator.

If the problem has not been resolved and you are still unhappy then you can speak to the principal about it. You can also get your parents to write to the principal.

If you still feel unhappy after seeing all these people then you may contact a group of people set up by the Government to help. They are -

**The International Education Appeal Authority  
Tribunals Unit  
Private Bag 32001  
Wellington  
ieaa@justice.govt.nz**

You must have made every effort to sort out the problems at school first. The Authority will consult the school about what has been done before they will help you.

# **CROMWELL COLLEGE STANDARDS OF BEHAVIOUR**

All schools must have rules and regulations in order to allow them to function well and provide students with a quality education. International students at Cromwell College must abide by all the rules and regulations as laid down by the College. Generally speaking this means that you must -

- 1 Wear the correct uniform or comply with the dress code
- 2 Treat staff and fellow students with respect
- 3 Do your work to the best of your ability
- 4 Complete homework and assessments as required
- 5 Attend school unless you are sick or away from Cromwell

If you break the school's rules you will be dealt with by the school's disciplinary procedures. Severe breaches of the rules or gross misconduct may result in being asked to leave the College.

If you are absent from school for more than 20 days without notifying us where you are, or the reason for your absence, you may be removed from the school's records and the Department of Immigration will be informed that you are no longer a student.

## **NON-ATTENDANCE, WITHDRAWAL AND TERMINATION**

### **Non-attendance**

- 1 In the case of absences, the parent, guardian or caregiver will notify the school as soon as possible. Notification should be by phone to the school secretary.
- 2 If the student is absent without reason then the parent, guardian or caregiver will be contacted. If the student is truant then the Director of International Students or dean will attempt to rectify the situation. If the situation is not rectified then the enrolment will be terminated and the Immigration Service notified.
- 3 If the student is absent for more than 20 consecutive school days and prior permission and/or notification has not been given by the school then the enrolment will be terminated and the Immigration Service notified.
- 4 Students who have had their enrolment terminated through non-attendance as described above will not normally be entitled to a refund.

## **Withdrawal**

- 1 Students who wish to withdraw should inform the school in writing as soon as possible giving as much detail as possible.
- 2 The Refund Policy will apply.

## **Termination**

- 1 If a student's behaviour is at an unacceptable level then the student will be dealt with through the school's disciplinary structure. Parents and caregivers will be informed. If the behaviour does not improve then the student and their parents will be informed that the enrolment will be terminated. Normally students who have their enrolment terminated will be given two weeks notice. No refund of fees will be paid. There is nothing in this policy to prevent the school from immediately terminating a student's enrolment if the school deems that a student's action represents "gross misconduct" or "conduct that is a danger to other students' well-being."
- 2 Acceptable behaviour is defined in the school's information material and in the International Students' Information Booklet.
- 3 If an enrolment application is determined to be falsified, the school may immediately terminate the enrolment.
- 4 The school will inform the Immigration Service of all terminated enrolments.

## **UNIFORM**

Generally International Students are placed in a Year 13 form class. Year 13 students are not required to wear a uniform. If an International student wishes to wear a Cromwell College uniform this can be arranged.

Younger international students in Year 11 or below, are required to wear a Cromwell College school uniform.

## CROMWELL COLLEGE TUITION AND COURSES

Cromwell College provides tuition and courses according to the New Zealand Qualifications Authority (NZQA) and the New Zealand Ministry of Education (MOE). The College provides qualifications according to the provisions of the National Certificate of Educational Achievement (NCEA) and the National Qualifications Framework (NQF).

International students have access to the full range of courses available to Cromwell College students as detailed in the College Course Handbook. Multi-level study is also an option. Because of timetabling constraints, not all combinations of subjects are available to be studied.

All international students will be interviewed upon their arrival as to their proposed course of study. Certain courses require a significant amount of prior knowledge and study. The College reserves the right to place a student into a course of study which is appropriate to their level of subject understanding. International students must be aware that a high level of English knowledge is required to study Year 13 courses. The College will assess the English ability of all international students. The principal in consultation with the appropriate Head of Faculty (HOF), the teacher in charge of ESOL and the Director of International Students has the final authority on approving courses of study for international students

English for Speakers of Other Languages (ESOL) instruction is available for students who require extra assistance with their English skills.

NCEA qualifications are administered by the NZQA. Additional fees are required to enter for qualifications. You can find information on the NZQA website [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

## CROMWELL COLLEGE CURRICULUM

Students should be aware that not all combinations of subjects are available. Cromwell College reserves the right to alter the school's timetable or subject choices. If a student arrives during the year some courses may not be available. Cromwell College reserves the right to change the course of a student if the proficiency in English is not at the required standard. An alternative course will be arranged in consultation with the student and the senior administration of the College.

Multi-level study is available depending on the fit of the school's timetable structure.

**IELTS** (International English Language Testing System) All International students are encouraged to study this course and undertake the examination for the qualification on course completion. This qualification is recognised by Universities around the world.

### Year 10 Courses

All students study:

- English
- Mathematics
- Social Studies
- Science
- Physical Education
- Health

In addition, students select three courses from the following –

Information Technology	Economics	Visual Art
Text & Information Management	Graphics Technology	Music
Materials Technology	Food Technology	

### Year 11 Courses

- ◆ English or Communication English (compulsory)
- ◆ Mathematics or Applied Mathematics (compulsory)
- ◆ Science or NZASE Certificate Science (compulsory)

In addition students select two courses from the following list. Not all classes are offered every year.

Visual Art	Geography	Commerce	Graphics
Design Technology	Music	History	Home Economics
Text & Information Management			

Recreational Physical Education/Transition Education/Study are part of the Year 11 compulsory modular programme.

Languages, eg, French, Maori, Japanese, German and other subjects can be available by correspondence, but only at the discretion of the Principal. International students are required to pay an additional charge for this by the New Zealand Ministry of Education.

### Year 12 Courses

- ◆ English or Communication English (compulsory)

In addition, students choose four subjects from the following list. Not all classes are offered every year.

Accounting	Practical Art	Certificate Science	Economics
Biology	Chemistry	Graphics	Geography
Mathematics	History	Physics	Physical Education
Music	Applied Maths	Outdoor Education	Tourism
Computer Studies		Catering & Hospitality	Text & Information Management

Recreational Physical Education/Transition Education/Study are part of the Year 11/12 compulsory modular programme.

Languages, eg, French, Maori, Japanese, German and other subjects can be available by correspondence, but only at the discretion of the Principal. International students are required to pay an additional charge for this by the New Zealand Ministry of Education.

### Year 13 Courses

Students choose five courses from the following list (not all classes offered every year)

Accounting	Computer Studies	Music	Art Painting
Art Photography	Biology	Chemistry	Economics
English	Geography	Graphics	History
Maths/Calculus	Maths/Statistics	Physics	Physical Education
Tourism	Text & Information Management	Outdoor Education	

Languages, eg, French, Maori, Japanese, German, Spanish and other subjects can be available by correspondence, but only at the discretion of the Principal. International students are required to pay an additional charge for this by the New Zealand Ministry of Education.

## CROMWELL COLLEGE REPORT SYSTEM

Cromwell College is a New Zealand state secondary school. Our students are in New Zealand Years 7 to 13 with an age range of 11 to 18 years. Each secondary school in New Zealand is free to set its own requirements in terms of student reports. At Cromwell College the following system exists for senior student reports (Years 11 to 13).

### **Term One (Late March)**

Progress reports are issued. These reports detail academic progress and general attitude towards school.

### **Term Two (Late June - Early July)**

Subject-by-subject reports. These reports detail academic success and progress, attendance and general attitude towards school. If the subject had a mid-year examination the results will be listed on these reports.

**Term Four (October - issued after the school examination period)** Subject by subject reports. These reports detail academic success and progress, attendance and attitude. They will also detail what work a student needs to do in the lead-up to the national examinations. If the subject had an October school examination, the results will be listed on these reports.

It is important to note that New Zealand has a complicated system of student assessment and qualifications. New Zealand secondary school courses are assessed through a variety of internally based assessments and external examinations.

## FREQUENTLY ASKED QUESTIONS

### **What other activities are there for students?**

Cromwell College has sports teams in the codes of netball, basketball, field hockey, rugby and soccer. In addition the individual sports of golf, tennis, badminton, squash and swimming are available. The College has a strong tradition of inter-school house competitions which occur at lunchtimes. The College also has a debating team and has a strong tradition of putting on plays and musicals. Tuition in various musical instruments can be arranged. We also organise a school ball in July which is a formal occasion and requires evening wear.

### **What is the weather like?**

The town has a continental climate with usually hot, dry summers and cold, clear winters. Summer high temperatures can reach into the low 30's while winter lows can reach -10. Cromwell is noted for its high sunshine levels and clear skies.

### **What is the town like?**

Cromwell is in the south of New Zealand's South Island near the tourist resorts of Queenstown and Wanaka. Cromwell is a small town of about 3500 people. In the mid 1980's the town was extensively modernised by the New Zealand government as a support base for a hydroelectric project. As a result the town is neat, clean, and very modern with excellent sporting facilities. Cromwell sits on the side of Lake Dunstan; it is 45 minutes from Queenstown, 40 minutes from Lake Wanaka and has five ski fields close by.

### **Where can I find out more information?**

Cromwell College maintains an Internet site at [www.cromwell.school.nz](http://www.cromwell.school.nz). The school can be contacted by e-mail on [admin@cromwell.school.nz](mailto:admin@cromwell.school.nz), phone 00 64 3 4451121 or fax 00 64 3 4451122.

### **What will I bring to save purchasing?**

Pens, paper, graphic calculator etc from your previous school. Warm clothing, gloves, hat, two white shirts, black school shoes, navy blue school jacket, sleeping bag, backpack, snowboarding or skiing gear (goggles, warm, water-proof jacket, pants, gloves, hat), formal clothes for College ball if you are a July student.

### **Is it possible to receive regular information?**

A newsletter is published fortnightly and can be found on the website above. The College also publishes an electronic newsletter each week which can be e-mailed to you or to your parents. Please indicate in your application if you would like to receive this.

### **Am I able to use the Internet at school?**

You will receive an e-mail address which will enable you to send and receive e-mails from school or from any computer connected to the internet. Hotmail and chat rooms are not accessible through the College computing system. The computing room is open at lunchtimes for e-mailing and the library is also available if arrangements are made with the Librarian. There are computers available at several places in the township for use over the holidays and weekends.

## GENERAL INFORMATION ABOUT STUDENT LIFE

### PASTORAL CARE

To help students develop new friendships at the College, the school is divided into four houses - Clutha, Kawarau, Nevis and Pisa. Form Classes meet everyone morning. This allows long term friendships and leadership skills to develop. Peer Support programmes are established early in Term 1, where senior students accept a caring role for the oversight of juniors. A strong guidance network is provided by Form Teachers, Deans and the Guidance Counsellor. Counselling and support is offered to students and their families, and parents are encouraged to make contact with the senior administrative staff or any teacher directly involved with the welfare of their children. If a student needs advice or has a problem to discuss with a staff member, then the person to contact in the first instance is the Form Teacher. The Assistant Principals are also available to assist with student pastoral care.

### SPORTS, CULTURE AND RECREATION

The staff at Cromwell College, in partnership with the local community, bring experience and expertise to a variety of sporting, cultural and recreational activities. Over the past years these activities have included -

Aquatics	Athletics	Basketball
Bowls	Cricket	Cross Country
Debating	Equestrian	Golf
Hockey	Ice Hockey	Inter-House Sport
Maori Cultural Club	Music	Netball
Nordic Skiing	Outdoor Education	Rugby
Skiing	Snowboarding	Soccer
Swimming	Tennis	Triathlon
Volleyball		

The College has a fully equipped gymnasium and weight bay.

We are justifiably proud of the success of Cromwell College students in the sporting and cultural arenas.

### EDUCATION OUTSIDE THE CLASSROOM

Students at all levels are involved at various times with education that involves participation outside the normal classroom environment. Living in such an environment as Central Otago, there are many opportunities for teachers to involve their classes in such learning activities, especially in Social Studies, Biology, Geography, History, Physical Education, Outdoor Education and the Modular Studies Programme. As well as shorter trips, some classes are involved in longer camps.

## **SPORT AND TRAVEL**

In order to take part in competition sport, students in College teams may have to travel. Transport may be provided by private cars, driven by parents or responsible adults, and team members have a responsibility to pay a levy on each occasion that the team travels. Sports teams that play in Saturday competitions where travelling is involved may include Rugby, Netball, Cricket and Hockey. Parents of team members are asked to take their turn at providing transport. Where possible a bus will be used.

## **TRANSITION EDUCATION**

Transition Education at Cromwell College is comprised of programmes which provide students with knowledge, skills and attitudes to deal with personal, social, behavioural, educational and vocationally oriented needs and to make informed decisions in relation to these as they move through and beyond secondary school. Our Module Programme provides work placement, skiing and snowboarding, mountain biking, aquatics, golf coaching, study skills, Independent living skills, and a keeping healthy programme.

## **SUPPORT SERVICES**

Ms Vicki Patton (Guidance Counsellor) and Mrs Christine Page (Careers Adviser) are available for discussions with students and parents on vocational matters. We have a comprehensive file which contains data on a large number of occupations, training institutions, hostels in university centres, bursaries and courses for school leavers. The Pathways series of vocational videos is available for loan.

The Director of International Students, Maria Roche, is available at all times to facilitate and to ensure the pastoral care needs of all International Students are met.

## **SPECIALIST COURSES**

Cromwell College offers two specialist courses for senior students which combine supervised flatting and either an Outdoor Education course, or the Cromwell College Golf Academy. These quality courses require a six days per week commitment, and offer exciting and character strengthening activities which tap the potential of the Central Otago area.

## **LOCKERS**

Each student is issued a locker which is designed for storage of books. All personal articles, eg, clothing, sports equipment and cases should be clearly labeled with the owner's name.

## **UNIFORM**

Students in Years 7 – 12 are required to wear the official uniform.

## **TEXTBOOKS**

Students are expected to respect textbooks, returning them in good condition at the end of each year. If they are unable to do so they will be expected to pay replacement cost of the book. Some subjects require the purchase of specific textbooks. When a student leaves the College a leaving certificate

and/or a testimonial will only be issued when a clearance with respect to textbooks has been issued.

## **BUSES**

Students who live in Cromwell usually walk or ride a bicycle to school. Students who live outside of Cromwell in one of the surrounding communities will ride a bus to school. Bus students are expected to have their lunch at school. All bus students are under school discipline while they are absent from home during the day.

## **LUNCH**

Students who live in Cromwell are allowed to go home for lunch with the understanding that they will only go to their own home and will be back at school in time for afternoon classes. Otherwise, students usually bring a lunch from home or purchase lunch from the College Café. Students are not permitted to leave the College grounds at lunchtime to buy food unless prior consent has been obtained.

## **COLLEGE CAFE**

A well equipped cafe provides a wide range of wholesome and healthy food at very reasonable prices. All sales are on a cash-only basis.

### **TERM DATES FOR 2011**

Term One - February 2 - April 15

Term Two - May 2 - July 15

Term Three - August 1 - October 7

Term Four - October 25 - December 8

## **Holidays**

Waitangi Day	6 February
Otago Anniversary	23 March
Easter	April (date varies annually)
Queen's Birthday	1 June
Labour Day	26 October

Students in Years 11 and 13 finish classes around 14 November 2010. NZQA examinations take place in the two weeks following this date. If international students are not sitting the examinations school will finish for them from the middle of November.

## **SCHOOL HOURS**

School hours are from 8.45 am until 1.20 pm and 2.10 pm to 3.10 pm. Assembly is held on Tuesday mornings, from 10.15 am until 10.35 am and an extended form meeting is held on Thursday, over the same time period. Interval is taken from 10.55 am until 11.15 am. There are five periods in each day. The school office is staffed from 8.15 am until 4.00 pm.

## **INTERVIEWS**

The Principal is available to discuss any matter with host parents. Appointments should be made through the school office. Meetings will be held during the year when the staff will be available for host parents to discuss their student's progress. Host parents will be advised when these meetings will be held.

## **SCHOOL CONTACTS**

School telephone: +64 3 445 1121

School fax: +64 3 445 1122

School e-mail [admin@cromwell.school.nz](mailto:admin@cromwell.school.nz)

School website [www.cromwell.school.nz](http://www.cromwell.school.nz)

International Director – Mrs Kate Borrie

Email: [international@cromwell.school.nz](mailto:international@cromwell.school.nz)

Mobile: +64 27 2007116

Emergency 24 Hour Contact Details for the Director of International Students

**+64 27 2007116**

## TIPS FOR SMOOTH SAILING WITH YOUR HOST FAMILY

- ◆ It is up to the international students to adapt to the lifestyle that already exists in the home, not the other way around!
- ◆ Discuss rules, household chores, curfew etc with your host parents during the first week. It's best to know what is expected right from the start
- ◆ Surprise your host family with a small gift from time to time to show them you appreciate their generosity. Flowers, a cake from the bakery or a card are just some ideas for inexpensive gifts that will always be welcome. The magic words 'thank you' can also work miracles.
- ◆ Join in your host family's activities. Your participation in country hikes, visiting relatives, helping to prepare a special dinner, or in any activity that your host family particularly enjoys, shows that you want to be a real member of the family.
- ◆ Offer to cook a meal once in a while – perhaps a specialty from your homeland. An extra pair of hands helping out in the kitchen is always appreciated.
- ◆ Do something fun with younger children in your host family – if there are any. Take them to the park, play a game or baby sit and give your host parents a night off! The children will love the special attention from their 'new' brother or sister
- ◆ Inform your host family of any plans you make and get their approval before finalising them. They will want to know if you intend to miss dinner, need a ride, or would like to invite a friend over to the house. Families do not like surprises about things like this.
- ◆ Don't abuse telephone privileges. Try not to monopolise the phone in the evenings talking to your friends. Always ask before you make a long distance call. You should pay for your calls as soon as the bill arrives.
- ◆ Share yourself and your country with your host family – after all, this is one of the reasons they wanted to host you. Talk about life at home, show pictures and point out differences and similarities. **Remember** – it's not right, it's not wrong – it's just different
- ◆ Your host family are sharing their home because they want to. Say 'thank you' often so that they know you appreciate them.
- ◆ Ask questions and say if you are confused. Also, don't assume that other people understand you! Sharing misunderstandings can often be amusing!
- ◆ Be on time! Try not to be late for meals, appointments and coming home in the evening. If you cannot avoid being late, call ahead. Do your best to fit in with the family's normal schedule. For example, on the weekends try to make sure that you are up in time for breakfast with the rest of the family.
- ◆ Expect to pay for your personal expenses. Your host family is not responsible for buying your shampoo, toothpaste or clothes, although they may choose to buy these things for you if they wish. Nor are they responsible for your entertainment costs.
- ◆ Don't borrow money from your host parents. If you have a severe problem with money please call your Homestay manager. If you do not already have an arrangement with your natural parents for emergencies, call them and make one! If you are forced to borrow, please repay the loan as quickly as possible.
- ◆ Don't expect your host family to host your visitors, although some will offer to do this. Your host family agreed to host **you** – please don't expect them to be a hotel if any members of your family should visit.
- ◆ Don't call your parents at home if you feel you have a problem. Talk to your host family and your Homestay manager or the Director of International Students. It is best to solve problems where they are happening, and calling your parents can cause them unnecessary worry.