



# Ashburton College

Individual Excellence in a Supportive Learning Environment

## International Student Booklet

(Please ensure you keep this for future reference)

Achieve QUALITY

Show PRIDE

Have RESPECT



**PHYSICAL ADDRESS**

Ashburton College  
27 walnut avenue  
Ashburton  
New Zealand 7700

**POSTAL ADDRESS**

Ashburton College  
PO Box 204  
Ashburton  
New Zealand 7740

**CONTACT FOR HOMESTAY MATTERS:**

**Homestay Coordinator**  
**Mrs Wakelin**



Office Phone:

+64 3 308 4193

Email:

[we@ashcoll.school.nz](mailto:we@ashcoll.school.nz)

Mobile number:

+64 27 431 3555

**CONTACT FOR SCHOOL MATTERS:**

**International Director**  
**Mrs Hosking**



Office Phone:

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Email:

[international@ashcoll.school.nz](mailto:international@ashcoll.school.nz)

Mobile number:

+64 27 484 8477

Messenger: 

<https://www.messenger.com/t/michelle.marie67>

**Head of ESOL**  
**Mrs Rugnitz**



Office Phone:

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[www.ashburtoncollege.school.nz](http://www.ashburtoncollege.school.nz)

***WE ARE HERE TO SUPPORT YOU, ANY QUESTIONS JUST ASK!!!!***



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## **WELCOME**

Welcome to New Zealand and to Ashburton College. We hope your time with us is everything and more that you have hoped for. This information book is to help you as you adjust to your new family, community and country and to provide you with some useful information. We want to do everything we can to ensure your stay with us is a positive and exciting experience.

This booklet has been especially prepared for International Students who live with host families selected by Ashburton College. It will help you to understand how to live with a New Zealand family. **Please read it carefully** and ask for help if you need things explained.

All information should also be read by students staying with Designated Caregivers.

## **CODE OF PRACTICE**

Ashburton College has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016) published by NZQA. This code is to ensure the protection and wellbeing of these students.

## **PEOPLE TO HELP YOU**

- **THE HOMESTAY COORDINATOR IS MRS WAKELIN.** She will look after your Homestay arrangements, support you and try to help you. She will meet with you regularly, and talk to your Homestay to see if there are any concerns.
- **YOUR HOST FAMILY.** They will be interested in your daily life.
- **THE ESOL TEACHERS.** You will see them most days to begin.
- **THE INTERNATIONAL DIRECTOR.** Mrs Hosking ensures all the students' needs are met and that your stay at Ashburton College is a positive experience. She coordinates this with our Homestay Coordinator, ESOL teachers, student and Agent.

## **ARRIVING IN A NEW COUNTRY – NEW HOME AND NEW SCHOOL**

You will be given a card for your wallet with key information, **Keep** this with you at all times.

### **ENGLISH LANGUAGE**

When you first arrive, you may forget most of your English. This is normal. You may not understand what people are saying. Do not worry – this will improve. You could try to write things down or use an electronic translator. If people speak too quickly, you could politely ask them to slow down.

### **TIREDFNESS AND HOMESICKNESS**

It is normal to feel tired when you first get to New Zealand. The climate and food are different, the customs are different and you must work all day in a new language. This makes you tired. Do not worry about this. It will get better.

**Do not have long afternoon sleeps or you will not sleep well at night.**

Homesickness is natural too. You will miss your home and everything you know. The worst time is

usually during the winter. You will feel better when the weather gets warmer. If you feel very homesick, talk to your host family. Talk to the ESOL teachers or the Homestay Coordinator. They all understand and will help you.

## YOUR HOMESTAY

International students must live in an Ashburton College Homestay or with a designated caregiver. These have been carefully selected, and are visited twice a year by a school representative. You cannot change these living arrangements by yourself.

Your Homestay will be happy if you keep to these rules:

- Be part of your host family. Be friendly and join in family activities. They will treat you the same way as you treat them. Communication is very important to build good relationships.
- Always be honest with your homestays so they can trust you at all times.
- Respect the home - it is not a hotel. Personal and private property of your family is not your property. Always ask before you borrow or use anything that is not yours.
- People in New Zealand do not have servants and they have busy lives. Boys and girls in New Zealand have family tasks to do to help such as washing the dishes, setting the table, taking the dog for a walk. You should help too, so you feel part of the family. Try to do your job cheerfully. Your host family will be pleased.
- Ask permission to go out and always tell your family where you are going. They will tell you what time you need to be home. Your family will worry about you just as they worry about their own children. If you must be late, telephone or text your family to tell them.
- Tell your family if you will not be home for dinner, or for lunch on the weekends. You must give at least three hours' notice. They will expect you to be home at the stated time during the school week. **Your safety is very important so you must accept the curfew times set by them. If you ignore these curfews, you will probably be grounded.**
- Make sure you have all contact phone numbers keyed into your phone. You must have a cell phone with data on for your safety.
- Some things will be done differently from in your own home in your country. Please listen and follow the advice given by your Homestay. Any questions just **Ask**.
- Ask for permission to invite friends to your house, before they go there. It is bad manners if you do not do this. Do not speak in your language in front of your homestay. This is also bad manners.
- Always finish your homework. Homework is important at high school and all students must do homework. If you need help just ask your host family. In NZ, family's homework is often done at the kitchen table.
- The more you speak in English, the better your English will be. Talk with your family. You and your family can learn from each other.
- Try to talk about any concerns or questions you may have with your Homestay family as soon as they arise - they would like you to do this. Problems are usually easily fixed by discussing them. If there are any big problems about your Homestay, talk to the Homestay Counsellor. Remember to be honest.
- If your Homestay takes you somewhere or does extra things for you, please take the time

to say 'thank you.' They will like that.

## **MEAL TIMES**

A New Zealand family usually eats meals together when possible. Some foods may be very different from in your country but please try all meals, as this can be fun and interesting.

### **Breakfast**

At breakfast, most family members get their own food at a time to suit themselves. You need to get up early enough to eat breakfast so you can concentrate properly at school.

### **Lunch**

Most New Zealand students take lunches to school. Many New Zealand students eat sandwiches, fruit, vegetables or yoghurt. Tell your family what you like and what you do not like. You may be asked to make your own. You can buy food at school but you should bring lunch from home. Do not waste your lunch by throwing it away.

### **After School Snacks**

You will probably want to have something to eat when you get home after school. Ask your family what to eat. The choice might include noodles, fruit, biscuits and other foods, but you will be expected to eat the evening meal.

### **Dinner**

You should always eat the evening meal with your family. Do not go into your bedroom to eat.

**IF YOU ARE HAVING TROUBLE TALKING ABOUT FOOD YOU LIKE OR DO NOT LIKE, TELL US.**

## **Meal Time Customs**

Many New Zealand families talk at the table. They talk about what they did during the day or interesting things they have seen. They will talk to you too. Talk back to them. They are interested in you.

At the table, we pass food bowls to each other. New Zealanders do not take everything on a plate when there are other people who want some too. Ask someone to pass the salt or sauce or salad. Do not just stretch across the table.

Wait until everybody is ready to eat. If your host parents say you can start, then it is all right to eat, but usually we wait and all start to eat at the same time.

In New Zealand, we eat quietly. It is not polite to eat noisily. We do not lift our plates close to our mouths - we lift the food on forks or spoons.

We stay at the table until everyone has finished eating.

## **YOUR BEDROOM**

Sometimes you will need quiet time in your room to do your homework, but please do not spend all your time in your bedroom. Instead, talk to your family and your English will improve. Families are disappointed when you avoid communication and spend most of your time in your room. This is not polite.

There are usually no locks on bedroom doors in our country. You may close the door whenever

you like. Your room is your place to sleep and study. If there are young children who insist on entering your room, please tell the host parents.

The bed may be different from your country. We sleep between the sheets, which we wash regularly. Ask your host mother when to change the sheets and how to make your bed. **You should make your own bed every day and keep your room tidy. Do not take food to your bedroom.**

New Zealand families like to let sunlight and fresh air into bedrooms. We pull back the curtains and open the windows during the day to keep the rooms fresh. This may be different from your country.

### **Electric Blankets**

Some families use an electric blanket to warm the bed. We turn them on about an hour before we go to bed, and then turn them off when we get into bed.

**Do not sleep with the blanket turned on. This is not safe.**

Make sure the electric blanket is turned off during the day; otherwise, it can cause a fire. Do not put books or clothes on the bed when your electric blanket is on. If you are not warm enough at night, ask for another blanket or a hot water bottle.

### **Electric Heaters**

In the winter, your host family will provide a heater for your bedroom. You must turn it off when you go to bed or leave the room. If you keep forgetting to turn the heater off, your family may remove it. **Leaving the heater on could cause a fire. It wastes electricity and is expensive.**

## **THE BATHROOM**

In most New Zealand homes, the bathroom is very busy in the morning. Try to be as quick as you can. Ask your host family what is the best time to shower and how to do this. **DO NOT LEAVE WATER ALL OVER THE BATHROOM OR BASIN TOP.**

Pull the shower curtain across or close the shower door to keep the floor dry. Put a bath mat on the floor to stand on when you are wet.

Showering once a day is usually enough.

Try not to use too much hot water. **Hot water is expensive in New Zealand.** New Zealand houses have a hot water tank. When it is empty, there will be no hot water for anyone else and they will not be happy!

**ONLY TAKE 5-10 MINUTES IN THE SHOWER.**

Ask your family where to put your wet towels. Do not put them in your bedroom.

**You should supply your own personal toiletries like shampoo, soap, toothpaste.**

## **TOILET**

**Males:** Remember to lift the toilet seat before urinating and put the seat down after. Be clean in



your habits.

**Females:** Ask your host mother about the disposal of your menstrual pads or tampons. **Do not put pads down the toilet.** Your host mother will talk about this with you. Listen carefully and ask questions if you need to.

## LAUNDRY

Most host parents will wash your clothes for you, including underwear. Ask them where to put your dirty washing every day, and when to change the sheets on your bed. Clothes need to be washed regularly.

You may have some clothes that you wish to hand wash yourself. Ask your host parent where to do this and where to dry them.

**Remember:** you must not hang wet clothing and underwear in your wardrobe or bedrooms. Dripping water damages carpet and furniture. This upsets your host family.

**Do not put wet clothes on heaters or close to heaters to dry.** This can cause a dangerous house fire.

In summer, we dry our underwear and other clothes outside on the clothesline. Please do not be embarrassed to share this custom with us. In winter, a dryer may be used.

## KEEPING WARM

New Zealand houses are usually much colder than those in your country are. You may have central heating or your climate may be much warmer. Most New Zealand people prefer to wear a warm sweater rather than turn on a heater. You may need to wear more clothes to keep warm. New Zealand weather is very changeable. It is important to take a warm sweater with you every day, and a coat when it is raining or you may become unwell.

## PERSONAL POSSESSIONS

Look after your clothing and valuables and **make sure they are named.** If you lose something at school, you should report it to student reception. Keep valuables in a safe place at all times.

### Money

Be careful with money and learn to make it last. Keep only small amounts with you and put the rest in a bank. **NEVER** lend money or borrow money from other people except small amounts in an emergency. **NEVER** tell anyone your PIN number on your bankcard or let them see you use it at the ATM machines.

# **ACTIVITIES, OUTINGS, CURFEWS and OVERNIGHT STAYS**

## **DAILY MATTERS**

### **Weekdays**

During the school week, Sunday to Thursday, you should not be out in the evening unless it is a school activity. A regular routine for homework should be set. You will be told what time to be home for dinner. You must be home by that time.

### **Weekends**

On Friday and Saturday evenings, older students may be allowed out later, but you must ask permission. You must give a contact number and address and tell your hosts where you are going and who you will be with. A cell phone number is not enough. Your host family will set a time for you to be home by, according to your age and maturity. You must keep to this time for your own safety. **You must not break curfews.**

### **Overnight Stays**

These can only be by prior arrangement. **There must be discussion with the host parents first. You need their permission.** If you are in any doubt, please check with the International Director. You must tell your host parents, the phone number, name and address of where you will be staying. **They must phone that number to check arrangements or you will not be allowed to go.**

**IF YOU STAY OUT ALL NIGHT WITHOUT YOUR HOST FAMILY'S PERMISSION. YOU ARE LIKELY TO BE SENT HOME. THIS IS CONSIDERED GROSS MISCONDUCT AND YOUR HOST FAMILY HAS TO INFORM THE INTERNATIONAL DIRECTOR.**

**IF YOU DO NOT FOLLOW THE RULES IN YOUR HOMESTAY, YOU WILL RECEIVE VERBAL AND/OR WRITTEN WARNINGS AND YOUR PARENTS/SCHOOL AND AGENTS WILL BE NOTIFIED. THE SCHOOL MAY THEN REFUSE TO HOMESTAY YOU.**

## **TRAVEL**

### **Travel Away from Ashburton**

If you are planning on being away overnight please text or email the Homestay Coordinator. In some circumstances you will be required to fill in a permission slip. At all times for overnight stays we need to be able to contact you. **INFORM US AT LEAST TWO WEEKS AHEAD OF TRAVEL.**

**Students under the age of 18 may only travel away if they:**

1. Travel with their host family.
2. Go directly to their destination and then stay with another approved host family or relatives. The Homestay Counsellor and your host family must be given ALL details. Your host mother will need to make direct contact with the nominated family before permission will be granted. **The school reserves the right to refuse the travel if it is considered inappropriate or is unsafe.**
3. Join one of the organised and supervised tours recommended by Ashburton College, or their agent. (See Homestay Coordinator for information.)
4. Are visiting their natural parents in their own country.

**\* If a student is over 18, the same rules apply but in special circumstances consideration may be given based on the appropriateness of travel and accommodation arrangements. You will need to fill in a travel form. See the attached form.**

### **Family Outings**

Sometimes your host family may invite you to go on an outing or away with them in the holidays. You should accept as you will experience different New Zealand activities and meet new people. New Zealanders are proud of their country. It is beautiful and mostly very clean. They will expect you to respect that.

If your family goes, somewhere that involves expenses, for example, Orana Park or movie. You will probably need to pay your share. This may be different from your own country where a host may pay for everything. If you go with them on holiday, you may be asked to share some of the costs of accommodation or travel. You need to discuss this. You must be financially independent.

### **ALCOHOL, SMOKING AND PARTIES**

The legal drinking age in NZ is 18 years. If you enter a bar under age, the police may cancel your visa. You must not drink alcohol if you are under 18. You must not keep alcohol in your Homestay. It is illegal to buy alcohol if you are under 18 years. If you do, you are breaking the law.

Most New Zealand people do not smoke or vape. They think cigarette and vape smoke is very bad for their health and they do not like the smell of cigarettes inside. Smoking is forbidden in many public places. You should not smoke/vape when you are in New Zealand and must not smoke in your homestay. Smoking/vaping at school or anywhere in school uniform is **NOT ALLOWED**. It is illegal to buy cigarettes and vapes here if you are under 18.

It is the host's decision as to whether social parties are acceptable, and we request that you check arrangements before you get permission. Your host family must check all details with the parents hosting the event. Students should not go out alone, and you should be home by the time stated by your host family. **You need to be 18 years old to purchase alcohol in New Zealand.**

# **MOBILE PHONES, INTERNET AND TRANSPORT**

## **MOBILE PHONE USE**

It is important to talk to your host family about this. Do not make calls very late at night. This can keep the family awake and you need to get enough sleep also.

If you make calls on your mobile phone late at night you may be asked to give your phone to your Homestay before you go to bed. Do not use your phone during meal times – that is not polite.

In an emergency, such as fire, serious illness or accident the emergency number in New Zealand is **111**. This is a free number.

## **Making International Calls**

It is anticipated that the majority of calls will be made through Messenger, WhatsApp, Viber, Skype, WeChat free calling applications like, however, if you make calls using a landline then you must pay for your own INTERNATIONAL calls if you use the host family phone. **Try not to phone or talk using cyber chatting to your family too often.** This makes it hard for you to settle into homestay. Your parents will feel sad if you complain about changes in your life and they will worry unnecessarily.

## **INTERNET USE**

As from this year, ALL homestays have been asked to provide you with WIFI INTERNET and without any additional cost to you. However, there will be guide rules for all students and homestays to follow:

- |                              |                                                         |
|------------------------------|---------------------------------------------------------|
| <b>Years 9 &amp; 10</b>      | <b>- Sunday to Thursday: students to be off at 9pm</b>  |
| <b>Years 11, 12 &amp; 13</b> | <b>- Sunday to Thursday: students to be off at 10pm</b> |

Homestay parents have been asked to monitor these times. If you have a complaint, speak to the Homestay Coordinator.

We encourage you not to spend too much time on the internet; we want you to spend the time with your host family.

Do not view sexual or inappropriate material e.g. pornography. This is not acceptable in New Zealand households. Your homestay is entitled to check your history of sites visited.

## **Computers**

Listed below are the suggested minimum specifications for our Bring your Own Device (BYOD)

### ***Digital Devices***

#### ***Laptops***

#### **Suggested minimum specifications:**

- Keyboard
- Minimum 6 hour battery life

- AC Power adapter/charger
- 10" screen
- 4gb memory
- Wifi: 802.11g or 802.11n
- 2 USB Ports
- Audio out (for headphones)
- Weight (low as possible)

#### **Suggested Extras:**

- Upgrade to 2-3 year warranty
- Carry bag/protective case

#### **Tablets**

##### **Suggested minimum specifications:**

- Minimum 6 hour battery life
- AC Power adapter/charger
- 9" screen
- 1gb minimum memory
- Wifi: 802.11g or 802.11n
- Audio out (for headphones)

#### **Suggested Extras:**

- Upgrade to 2-3 year warranty
- Carry bag/protective case

#### **Software**

#### **Laptops**

##### **Suggested minimum specifications:**

- Operating System:
- Windows 7 or higher
- Mac 10.6 (Leopard) or higher
- Web browser (Google Chrome capable)
- Software that enables word processing, presentations, spreadsheets, image manipulation, video and audio editing. This can be cloud based.e.g. Google docs. The Ministry of Education provides Office 365 free to students to install and use both at school and home.
- Antivirus software

#### **Tablets**

##### **Suggested minimum specifications:**

- Operating System, one of:
- Android 4.03 (also known as Ice Cream Sandwich) or higher
- iOS 6.1.6 or higher
- Windows 8 surface
- Web browser (Google Chrome capable)
- Software that enables word processing, presentations, spreadsheets, image manipulation, video and audio editing. This can be cloud based e.g. Google docs. The Ministry of Education provides Office 365 free to students to install and use both at school and home.

### **Additional equipment likely to be required:**

- USB Pen Drive
- Headphones

### **Things to consider if purchasing a device:**

- iPad tablets do not have the ability to connect to external devices such as a mouse, USB or a hard disk.
- Increased memory will result in smoother running devices.
- 2 or 3 year warranties are recommended, especially if they include replacement batteries.

### ***Also important:***

*Ensure your household/contents policy will cover your son/daughter's device. A protective case will help with daily use.*

## **DOWNLOADING COPYRIGHT MATERIAL ON THE INTERNET**

**This is ILLEGAL and there will be a heavy fine if detected. The household internet could be disconnected for a long time by the government, and your host family will not be happy.**

## **TRANSPORT**

### **Cars**

International students are not allowed to own or drive a car while they are enrolled at Ashburton College.

You must not travel in a car unless the driver has the correct license. It is best to check first. The driving laws are very strict in New Zealand. **You can only get in a car with a driver who has a Full License.**

**People under 20, are not allowed to drink, then drive.**

**Taxi number is (03) 308 2288. Remember these are expensive and we encourage you to travel in pairs.**

# **CULTURAL DIFFERENCES**

## **FAMILY DISAGREEMENTS**

Some New Zealand families argue when they disagree. We are often direct when we are angry and we think it is okay to express anger. This can be embarrassing but try to remember this is normal for our country. Children are taught to stand up for themselves and to defend their ideas. Students must however accept the authority and rules of host families.

### **Teenage Disagreements**

New Zealand teenagers can be very assertive. They often argue loudly and strongly with their parents when there is a disagreement. You may find this unusual. However, young people are not always being rude. They are being independent.

It is hard to learn what this means in New Zealand. **Do not copy behavior that you do not understand.**

## **OTHER CULTURAL DIFFERENCES**

Many New Zealand families hug and touch each other very freely. They often show affection in public and around the home. If they touch your arm or put their arm around your shoulder, they are showing they care about you.

New Zealanders like to look at people when they talk. We see this as honest and polite. Please try to be friendly to all host family members as this makes it easier to get along together.

New Zealand women and men have more equality than in many countries. **It is important to show respect to New Zealand women including your host mother.** We do not like insults to girls and women.

## **FRIENDSHIPS**

No student can stay at the Homestay of another student if they are of the opposite sex, unless it is a situation where a group stay has been approved of in advance, by the Homestay Coordinator.

Please remember that in New Zealand it is not legal to have sex under 16.

Try to have friendships with many students. Please tell the Homestay Counsellor or Dean if you are being pressured or harassed by a member of the opposite sex. Text or cyber bullying should be reported to the International Director, immediately.

It is not acceptable to get into fights. There will be consequences if you do. Find a teacher immediately if there is trouble. They will help you.

Try not to be shy. When you go to class, sit with another student. Make an effort to talk, even if it is a simple conversation about the weather. The more friendly you are, the easier it is to build friendships. Ask questions, they are great to get conversations started.

If you do not understand something in the daily notices, ask someone. This is a good way to talk and make friends. You can also check the notice board by student reception.

## **DOCUMENTS, RETURN/TRAVEL DATES, VISAS**

### **HOME COUNTRY ADDRESS**

It is important that the school have up-to-date and accurate information on the address of parents. This should include Telephone, Mobile and Email.

Students must advise any change of address to the Homestay Coordinator and the school office.

### **RETURNING HOME FOR CHRISTMAS HOLIDAYS**

You must tell the Homestay Counsellor and your Homestay family, your return travel dates, at least three weeks before you go as Homestay payments are made in advance. If you delay, you may have to cover these costs. Tell the school and your homestay, the dates/flight details of your return to NZ well in advance. They may be able to meet you at the airport.

We expect all students to return to their home country for the long summer break, after their course has been completed each year.

### **STUDENTS RETURNING TO THE SAME HOMESTAY**

Your host family will hold your room for you without charge over the holidays, but they may wish to use it for any guests staying. Please pack your personal and valuable items into boxes and ask your host family where they can store them for you or College can arrange storage for you.

### **VISAS**

The International Administrator will arrange renewal of visas for College homestay students when necessary. As soon as this process begins, students must check that all tuition fees have been paid in full, to the school. You must have enough money to pay for Homestay for one year also, plus extra spending money and money in your account for your return ticket to your home country. It can take two months to prepare and process a visa application so plan. You must leave New Zealand or re-enter before the visa expiry date.

### **INSURANCES**

International students **MUST** have their own medical and travel insurance. The school will arrange this for you or your agent may have organised this. Doctors' bills can be expensive. Insurance needs to be renewed annually. You will be told the cost to pay. Take a photo of your policy and have it on your phone.

Remember when you go to the Doctor you need to take your **passport** with you. Most students go to the Doctor that their host family attend. When you visit the Doctor or purchase medicines, you will need to pay immediately. **KEEP YOUR RECEIPTS** so you can then make a claim. If you are insured by, the College bring these to Ms Rule and she will assist you. Payment can be made into your bank account or through the school bank account, if you are insured by the College. Dental visits are not covered in your policy.



# **AT SCHOOL**

## **2020 YEAR**

The New Zealand school year is divided into four terms, usually beginning at the start of February and ending in December for juniors and November for seniors.

The dates for 2020 are:

<b>Term One:</b>	Monday 3 <sup>rd</sup> February to Thursday 9 <sup>th</sup> April
<b>Term Two:</b>	Tuesday 28 April to Friday 3 July
<b>Term Three:</b>	Monday 20 July to Friday 25 September
<b>Term Four:</b>	Monday 12 October to Friday 4 December

(Please note year 11-13 students finish earlier in the year)

Public Holiday dates:

<b>Easter</b>	Friday 10 April to Monday 13 April
<b>Anzac Day</b>	Thursday 25 April
<b>Queen's Birthday</b>	Monday 1 June
<b>Labour Day</b>	Monday 26 October
<b>Canterbury Anniversary Day</b>	Friday 13 November

## **The School Day**

Ashburton College has five periods a day, Monday to Friday. Most students study six subjects. First year International Students will normally have ESOL as two of these subjects. Mrs Hosking will help you with your subject choices.

8:50 – 9:00am	<b>Ako time (Monday &amp; Friday only)</b>
9:00 – 10:00am	Period One
10:00 – 11:00 am	Period Two
11:00 – 11:25 am	<b>Interval</b>
11:25 – 12:25 pm	Period Three
12:25 – 1:20 pm	Period Four
1:20 – 2:05 pm	<b>Lunchtime</b>
2:05 – 3:05 pm	Period Five

As an International Student you will be placed in a Family Form suitable to your age and experience. However, the school structure at Ashburton College allows you to choose subjects from a variety of year levels – for example: a Year 12 student can choose a Year 11 subject.

## **STANDARDS OF BEHAVIOUR**

The same values apply in the Homestay as at school. Refer to the School Values in this book.

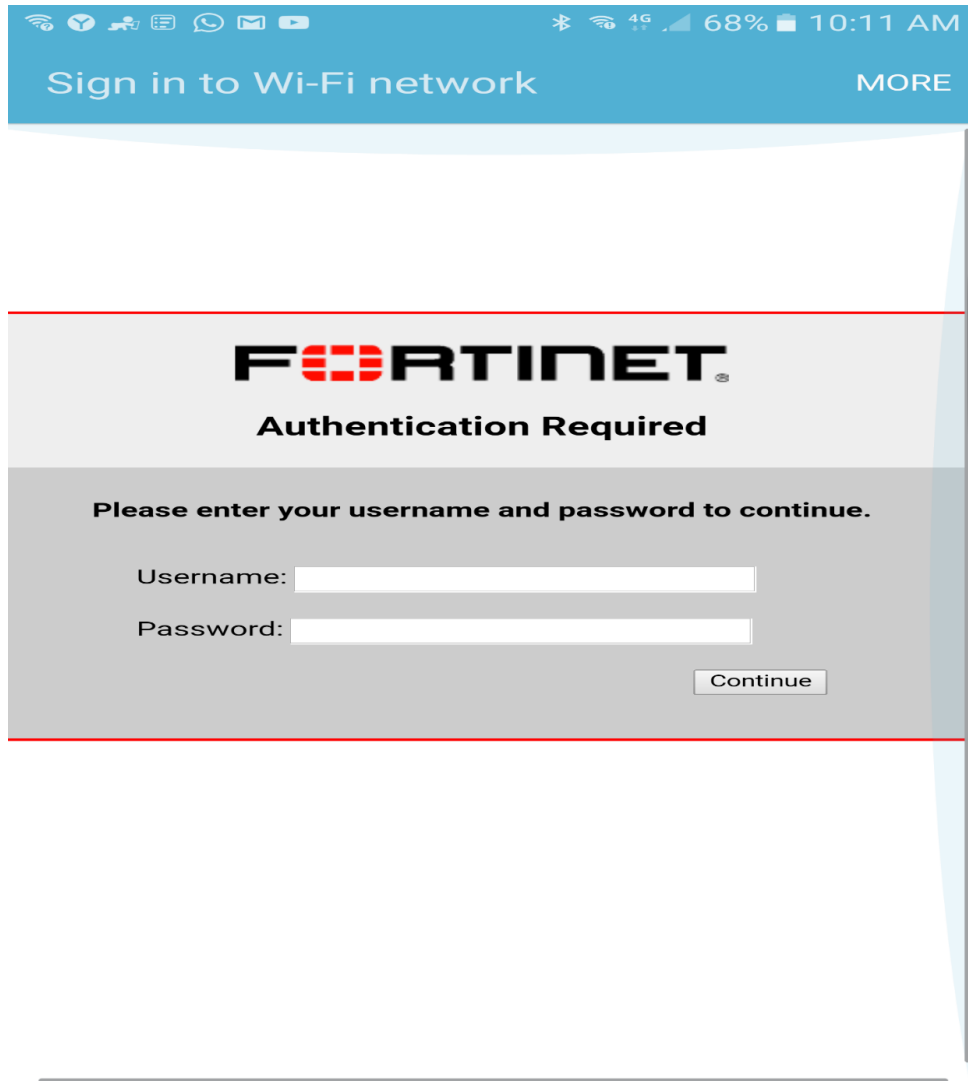
**Any students involved in serious misconduct such as drug taking will be considered for permanent exclusion and sent back to their home country, without refund of fees.**

Ashburton College expects you to be polite, honest and fair to others. If you have any concerns, or think that a person is being unkind to you, you must tell the Dean, Homestay Counsellor, or a staff member. Most worries are easy to solve.

# Student BYOD Connection

How to connect a device

1. Connect to the **Student\_BYOD** network. Enter the passphrase **ashburton**
2. Open a web browser and you will be presented with a captive portal screen as below
3. Enter your user name and password (we will give this to you) and click **Continue**



## SCHOOL ACTIVITIES

Every International Student should join in one or more school activity like music or sports. Discuss possible activities with the International Director, the Homestay Counsellor, or your teachers. Playing sport or joining groups like the choir or orchestra, are good ways to make new friends and to get involved in school life. **Ask help to find where to go for the activity you are interested in.**

The school has a Sports Coordinator who will be able to discuss your sporting interests with you.

Remember that many sports are seasonal and only played in certain months of the year. You could try a different sport for a new experience. You will be given a sports book, which contains all details of seasons and enrolment.

### What does your tuition fees pay for?

#### This fee includes:

- All registration fees
- Tuition
- Use of Textbooks
- ESOL Tuition
- Pick-up and drop of at Christchurch International Airport
- Assistance throughout your stay from the College's on-site Homestay Coordinator
- Compulsory Field Trip expenses; Geography, Biology and History Field Trips.

#### This fee does not include:

- Stationery
- College Uniform
- Insurance
- Skiing Programme (1 and 3 day)
- Outdoor education programme activities outside of school.
- Music and singing lessons
- Personal Requirements
- Accommodation
- English Language Tests such as IELTS and TOEFL
- Sports Teams Trips
- NCEA Entry (\$383.30 per year)

## HOW TO PREPARE FOR EACH DAY

- Check your timetable the night before. Take a photo of timetable.
- Pack your school bag the night before.
- Have homework done the night before.
- Check your uniform the night before.
- Ensure you get up in time to have breakfast and prepare your lunch.

## **GO THROUGH YOUR TIMETABLE**

### **Check:**

- Which subject is first?
- Which books and equipment are needed?
- Which rooms to go to?
- Which sports or extra-curricular activities are scheduled?
- What gear is required?

## **OPTIONAL PROGRAMMES FOR STUDENTS NOT SITTING NCEA EXAMINATIONS**

### **School Examinations**

Examinations for senior students are usually held during term three in August and/or September. Any students who have arrived at Ashburton College at the beginning of term three are not required to sit these examinations. Instead, a one-week programme of activities outside the classroom is provided for you.

### **NCEA Examinations**

All long-term senior students are encouraged to take a full part in our New Zealand qualifications system. For most subjects this includes some national examinations, which are held every year in November/December. Students should not make arrangements to leave the country until after their final exam.

Students who do not take the national examinations are provided by the school with an alternative programme while the examinations are in progress. They should not plan to leave the country for home before that programme is completed. There is a cost of \$383.30 to enter NCEA exams, this needs to be paid in August

## **LEAVING THE COLLEGE AT THE COMPLETION OF YOUR EDUCATION**

### **UNIFORM RESALE**

Before the student leaves, they must return the uniform cleaned. For the kilt and blazer, these need to be dry-cleaned. Students who have brought a uniform are able to recover a portion of the cost via the school office. This will be paid in cash but please allow 24 hours' notice for this to be processed. Please return all hired uniform to the student office.

### **FLIGHT HOME**

We need an email from your parents or agent with your flight details home. It is great you tell us your flights but we also need them emailed to [we@ashcoll.school.nz](mailto:we@ashcoll.school.nz) and [international@ashcoll.school.nz](mailto:international@ashcoll.school.nz). This email needs to have your full flight details including flight numbers and times.

### **EXCESS BAGGAGE FOR FLIGHT HOME**

Most airlines restrict baggage to 23kgs per person. If you have excess, this can be VERY expensive. Please pack early and if necessary, send your extra luggage home in cartons, by post. Ask the Post Office about the cheapest way to do this. You cannot expect your homestay to do this.

### **STUDENTS LEAVING COLLEGE PERMANENTLY**

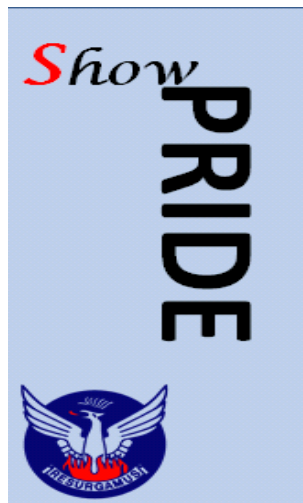
Please pack up ALL of your belongings and remove from your homestay before you leave. Homestays cannot be expected to store your possessions if you are returning to New Zealand, for further education.

## SCHOOL VALUES

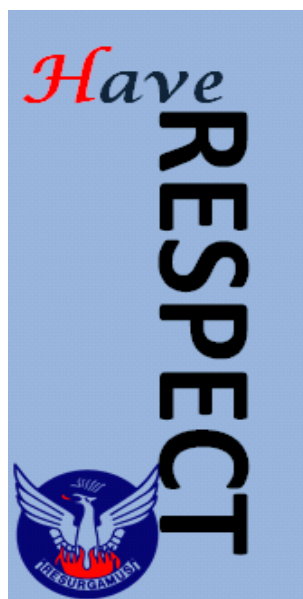
### ASHColl Values



- ✓ Being organised & ready to learn.
- ✓ Attending class, being on time.
- ✓ Doing the best we can.
- ✓ Having a positive attitude.
- ✓ Working well with others.
- ✓ Allowing others to learn.
- ✓ Following instructions and making good decisions.
- ✓ Behaving appropriately
- ✓ Working towards personal goals
- ✓ Seeking help when needed.



- ✓ Caring about how others see us.
- ✓ Wearing your uniform correctly.
- ✓ Participating in College activities.
- ✓ Supporting our College and peers.
- ✓ Celebrating achievements of individuals and groups.
- ✓ Caring for the environment.



- ✓ Respecting property, others and self.
- ✓ Showing self-respect
- ✓ Listening to one another.
- ✓ Accepting that others can be different
- ✓ Respecting cultural backgrounds.
- ✓ Being polite and courteous.
- ✓ Speaking respectfully.
- ✓ Being co-operative.
- ✓ Supporting efforts of others.
- ✓ Being honest

**You are expected:**

- to work to the best of your ability
- to wear your uniform correctly and with pride
- to be at school on time, and at all classes/assemblies on time
- to sign out at Student Office, if you ever have to leave the school during the day
- to be properly equipped for all your lessons
- to do the homework that is set in each subject
- not to touch the property of others without their permission
- to respect school facilities and the environment
- to accept the rights of others to be free from disruptions or put downs

**ASHBURTON COLLEGE PROVIDES A SAFE ENVIRONMENT.**

- You must not bring to school anything that is harmful to yourself or to others. This includes cigarettes, lighters, alcohol, drugs, knives, sharp instruments solvents, and replica firearms.
- The above statement also applies to Homestay accommodation.
- You must not behave in a way that is inappropriate. This includes fighting, verbal, physical, and text or cyber abuse.

**If you use the internet you must adhere to the Internet Policy.**

## **CHECK LIST**

These are the things you should know:

Remember to keep your Ashcoll ID card with you at all times.

### **Homestay**

- Names and address : telephone numbers
- Meal times (weekdays, weekends)
- Usual family routines
- Transport facilities and timetables
- Banking and personal security

### **School**

- Names and classrooms of all of your teachers
- Names and classrooms of all of your support persons
- Names of the Teachers-in-charge of activities you want to belong to (sports, music, clubs, and so on)
- Correct school uniform
- Your personal timetable
- How to sign in, and sign out if you must leave the school during the day. You cannot leave the school at any time without permission. You must go to the student office.
- Who to talk to if you have a problem, if you are sick, if you lose something, if you do not understand your lessons, or if you want information
- What equipment you need for your lessons, and where to obtain it



## **COMPLAINT PROCEDURES**

### Concerns/Grievance Procedures – in detail

- If there is something bothering you, please talk to the school about it. Mrs Hosking has the full details, but here is a short list of who to speak to. The college will try to sort things out:
  - Homestay Problems – see Mrs Wakelin
  - Visa Problems – see Mrs Hosking OR Tania Rule
  - Day to Day school problems – Student Office or your AKO Teacher
  - Teacher Problems – see Mrs Hosking or your Family Form Teacher
  - Problems with other students – See any teacher straightaway
  - Problems with the school – see Mrs Hosking, Mr Ross Preece or write to the Board of Trustees, C/- Ashburton College, PO Box 204, Ashburton
  - If Ashburton College has not resolved your complaint, and you still wish to have it resolved then you can contact NZQA. This is a Government Department that can provide independent assessment of your complaint and will either investigate your concern or advise you on what to do next. NZQA can be contacted on phone 0800697296 or by email on [gadrisk@nzqa.govt.nz](mailto:gadrisk@nzqa.govt.nz).
  - If your concern is a financial dispute then you can contact iStudents Complaints on 0800 006 675 – there is no cost for this service. Their website is [www.fairwayresolution.co/istudentcomplaints](http://www.fairwayresolution.co/istudentcomplaints). They are experienced in helping people to resolve disputes.

## New Zealand Customs & Culture

New Zealanders (also called Kiwis) are friendly, welcoming and enjoy meeting people from other cultures. There is also a Kiwi bird that is unique to New Zealand.

The Māori, New Zealand's first settlers, make up around 15% of the population but there are lots of different ethnic communities living in New Zealand. We have two official languages, English and Māori (Te Reo). English is the main, everyday language. Māori are recognised as the Tangata Whenua (people of the land) of New Zealand. They make up approximately 15% of the population and have a large cultural influence on the nation.



## New Zealand Words and Phrases

**Here are some typical New Zealand words and phrases:**

**All Blacks**

**Bach (pronounced batch)**

**Broke**

**Cop**

**Dairy**

**Giddy**

**Great/Neat**

**Had it**

**Haere Mai/Kia ora**

**Hang on a minute**

**Hard case**

**Hi**

**How're you going?**

**Kiwi**

**Mate**

**Pākehā**

**Pudding**

**She'll be right**

**Shout**

**Spuds**

**Swot**

**Tea**

**Wee**

The New Zealand Representative Rugby Team

A small holiday home

Without any money

A member of the Police force

A small shop that opens for long hours and sells a wide range of foods and other items

Good day – a casual form of greeting

Wonderful, marvelous, very good

Tired or in trouble

Maori for "welcome"

Wait

Person who is amusing, full of fun or stubborn

Hello, a casual form of greeting

How are you? NOT "by what method are you travelling?"

A flightless bird; term used for a New Zealander

Friend or co-worker

A white person

Dessert, a sweet meal following a main meal

Everything will be alright

To give a treat; to buy others drinks, meals tickets

Potatoes

To study

Evening meal

Little