



# Southwell School

## Application Process and Enrolment Information for International Students

Southwell School is a boarding and day school for boys and girls aged from 5 to 13 years and we welcome enquiries and applications from International Students. All International Students must have a parent or legal guardian living locally.

### Application Process

#### **1 To apply to enrol at Southwell School, please send:**

- The fully completed **Application Form & Contract of Enrolment**
- A copy of the student's **passport**
- **Evidence of the student's relationship to parent or legal guardian** (*if not in English, please provide a translation*)
- A copy of the student's two most recent **school reports** (*if not in English, please provide a translation*)
- Evidence of the student's **level of English ability** (*this could be included in the school report*)
- A copy of the student's **vaccination certificate**
- A copy of the student's **insurance policy details** (*if booking your own*) in English.

and **post to:** Southwell School, PO Box 14 015, Five Cross Roads, Hamilton 3252, New Zealand;  
or **email to:** [registrar@southwell.school.nz](mailto:registrar@southwell.school.nz)

#### **2 Once the school has received the above documents:**

- The School will consider the student's application and make contact with you.

*Note: If the student is visiting New Zealand or is resident in New Zealand, an appointment will be arranged for the student and parent(s) to meet with the Headmaster. This meeting will give an opportunity for the family to ask questions and to have a tour of the school.*

*If the student is applying from overseas, communication will take place via email.*

#### **3 If the student's application is accepted, you will be sent:**

- A written Offer of Place
- An Invoice for the school fees

#### **4 When full payment has been made:**

- A confirmed Offer of Place along with a receipt will be sent to parents/caregivers to enable them to apply to the New Zealand Immigration Service for a Student Visa.

#### **5 Starting at Southwell School**

- The International Student Director will communicate with families regarding arrangements for starting at the School.

*Please contact Becky Russell at Southwell School if you have any questions regarding the enrolment process:*  
[registrar@southwell.school.nz](mailto:registrar@southwell.school.nz)

## Criteria for Enrolment

Prospective international students seeking to enrol at Southwell School must:

- Read and agree to the [Pastoral Care and Student Code of Conduct](#) information. This can be found on the school's website, [www.southwell.school.nz](http://www.southwell.school.nz) in the **Parent Handbook** ( which is under the **Every Day at Southwell /Publications** tab).
- Be living with either a parent or a legal guardian; OR living in the school's boarding house (*children aged 10 years and over*) with a parent or a legal guardian living locally.
- Inform the school of sickness, behavioural issues, disability, or special education needs before enrolment.
- Meet New Zealand Immigration Service requirements.

Failure to comply and fully disclose in accordance with the above may result in termination of the student's enrolment by the school.

## Accommodation

International students must have a parent (or legal guardian) living locally and may either:

- Live with a parent or legal guardian  
or
- Apply to attend as a boarding student (see below; Southwell School Boarding House)

## Southwell School Boarding House

Southwell School provides a caring, home-like atmosphere for boarders aged 10 years and over. Boarding facilities cater for the student's academic, social, physical and emotional growth and well-being. Students will go home to their parent or legal guardian for Leave Weekends and School Holidays.

### The School must:

- Provide a 24-hour contact number for families to call in the case of an emergency.
- Arrange temporary accommodation in the School's Boarding House if parents are called away (e.g. if a family member is taken to the hospital).

## Orientation Policy

Students will be given an orientation on their arrival which will include:

- A tour of the school (including a familiarisation of the Boarding House and routines for boarding students).
- An introduction to the classroom teacher, the Headmaster, Associate Headmaster, International Student Director and other key teaching and support staff.
- Orientation to the school including the location of the sick bay and the toilets, where to hang schoolbags, where to eat lunch, how to access drinking water.
- Introduction to the student's New Zealand classroom buddy.
- Advice on school activities, including sports and music.

## Communication with Parents

There will be on-going reporting on the student's progress, including:

- An academic progress report (twice yearly, July and December) from the teacher responsible for the student's class;
- On-going communication with the International Student Director as required.
- Regular communication with parents will be established through email for boarding students.

## Code of Practice for the Pastoral Care of International Students

Southwell School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available in several languages from the NZQA website:

<https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/#heading2-1>

## Support / Advice for International Students

In all cases the International Student Director is available to support/advise international students. Students may also talk to other staff as follows:

### Problems with Subjects or Teachers

1. Discuss the problem with your teacher.
2. If you are still unhappy, see the International Student Director.

### Problems with Other Students

1. If it involves the student(s) in your class, discuss it with the class teacher.
2. If it still continues, see the International Student Director.

**If you still feel your problem has not been solved, you can contact iStudent Complaints who administers the International Student Contract Dispute Resolution Scheme (DRS):**

**Street Address**                    iStudent Complaints  
Level 4  
142 Lambton Quay  
Wellington 6011

**Phone:**                            0800 006 675

**Website:**                        <http://www.istudent.org.nz/>

You must be able to show **iStudent Complaints** that you have tried to act before you contact them. If the school is in breach of the Code, the **iStudent Complaints** will contact the school regarding your complaint.

## Quality Assurance

All schools are inspected on average every three years by the New Zealand Government's **Education Review Office (ERO)** and the results are published on the ERO website. The report comments on the school's provisions for International Students. For Southwell School's most recent review visit <http://www.ero.govt.nz/review-reports/southwell-school-30-05-2017/>

## Medical and Travel Insurance

All international students must have appropriate and current medical and travel insurance while in New Zealand. It is recommended that students purchase a **Studentsafe Policy** (compliant with the Code of Practice) through **InsurancesafeNZ**. The school can assist with the arrangement of this insurance.

## Eligibility for Health Services

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 [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)

## Immigration

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz)

## General Information

### Useful links to the School's Website

<i>School Website</i> -	<a href="http://www.southwell.school.nz">www.southwell.school.nz</a> - this is the main school website
<i>Term dates</i> -	<a href="https://southwell.school.nz/every-day-southwell/school-life/term-dates/">https://southwell.school.nz/every-day-southwell/school-life/term-dates/</a>
<i>Weekly routine</i> -	<a href="http://southwell.school.nz/every-day-southwell/publications/weekly-routine/">http://southwell.school.nz/every-day-southwell/publications/weekly-routine/</a>
<i>Absences</i> -	<a href="http://southwell.school.nz/every-day-southwell/school-life/absences/">http://southwell.school.nz/every-day-southwell/school-life/absences/</a>
<i>Parent handbook</i> -	<a href="http://southwell.school.nz/every-day-southwell/publications/parent-handbook/">http://southwell.school.nz/every-day-southwell/publications/parent-handbook/</a>
<i>Junior school handbook</i> -	<a href="https://southwell.school.nz/every-day-southwell/publications/junior-school-handbook/">https://southwell.school.nz/every-day-southwell/publications/junior-school-handbook/</a>
<i>Student Welfare</i> -	<a href="http://southwell.school.nz/every-day-southwell/student-welfare/">http://southwell.school.nz/every-day-southwell/student-welfare/</a>
<i>Boarding house</i> -	For boarding students <a href="http://southwell.school.nz/every-day-southwell/boarding/boarding-handbook/">http://southwell.school.nz/every-day-southwell/boarding/boarding-handbook/</a>
<i>Bus services</i> -	Options for day students: <a href="http://southwell.school.nz/every-day-southwell/school-life/bus-service/">http://southwell.school.nz/every-day-southwell/school-life/bus-service/</a>
<i>Lunch menu</i> -	<a href="http://southwell.school.nz/every-day-southwell/school-life/lunch-menu/">http://southwell.school.nz/every-day-southwell/school-life/lunch-menu/</a>
<i>After school care</i> -	<a href="http://southwell.school.nz/every-day-southwell/school-life/after-school-care-club/">http://southwell.school.nz/every-day-southwell/school-life/after-school-care-club/</a>
<i>Every day at Southwell</i> -	<a href="http://southwell.school.nz/every-day-southwell/">http://southwell.school.nz/every-day-southwell/</a> - explore this link for much more

## Parent Contact Information

It is important for families to immediately advise the school of any change of address, email or phone numbers.

## School Uniform

There is a uniform shop at school that stocks the full range of uniform items. An appointment to purchase uniform will be arranged.

## Stationery

Students should arrive at school with their favourite pens/pencils. All other stationery will be supplied on the student's first day.

## Southwell School Contacts

Please contact the **International Student Director, Ms Becky Russell**, if you have any questions regarding your child's enrolment;

Phone: +64 7 855 2089

Email: [registrar@southwell.school.nz](mailto:registrar@southwell.school.nz)

The **Associate Headmaster, Mr Damian Mills**, also supports International Students and can be contacted as followed:

Phone: +64 7 855 2089

Email: [damian.mills@southwell.school.nz](mailto:damian.mills@southwell.school.nz)