



INTERNATIONAL ENROLMENT INFORMATION PACK

To Prospective Students/Parents/Guardians/Agents,

Thank you for your interest in the Papanui High School International Programme. To enrol at our school, please read through the information in this document before completing the **INTERNATIONAL ENROLMENT FORM**.

Make sure that the enrolment form is completed, signed and initialled on every page.

Please also include

A COPY OF THE STUDENT'S LATEST SCHOOL REPORT

(An English translation of the transcript would be welcome)

A COPY OF THE STUDENT'S DETAILS / PHOTO PAGE OF PASSPORT (if available)

ACCEPTANCE

If your enrolment is successful, you will receive:

- a) Letter of acceptance of your enrolment
- b) Invoice for school fees

Once the fees have been paid, you will then receive:

- a) Receipt, acknowledging your payment and
- b) Offer of Place

NON ACCEPTANCE

If your enrolment is not successful, you will receive a letter/email informing you that you have not been accepted to study at Papanui High School.

QUESTIONS

If you have any questions, please contact the school at the address or email below.

CONTACT DETAILS

Papanui High School

PO Box 5220

Christchurch 8542

NEW ZEALAND

international@papanui.school.nz



INTERNATIONAL DEPARTMENT GENERAL INFORMATION

Hello and welcome to Papanui High School International Department.

We hope your time here is a happy and profitable one. The staff of the International Office are here to assist you with any questions or problems you may have:

Angela Crow (Mrs), Director of International Students,
Jude Nichol (Mrs), International Dean,
Richard Ashmore (Mr), International Administrator,
Margaret Kinzett (Mrs), Homestay Coordinator,

You are always welcome to come to our office during the school day to seek advice. However for some problems, there are certain ways to go about sorting the issues out.

1. If you are having problems with subjects or teachers

You can talk to the teacher, see your International Dean, Mrs Nichol, or ask Mrs Crow for advice. If you have talked to them and you still think you have a serious problem, you could ask to see Mr Smith, the Principal.

2. If you have problems with school friends or other students

You can make an appointment with Mrs Crow, or speak to the staff in the International Office who can make an appointment with one of the guidance counsellors.

3. If you have a problem with your homestay

Come and talk to Mrs Kinzett, our Homestay Coordinator, in the International Office, or if she is not there, make an appointment to see her. If you are still unhappy, see Mrs Crow.

If you are still not satisfied, you or your parents can contact the Principal.

If after all that and you still feel your problems have not been solved, you may contact;

iStudent Complaints P.O. Box 2272 Wellington 6014 New Zealand

International Phone number: +64-4-918 4975 Freephone (within NZ): 0800 00 66 75

Email: complaints@istudent.org.nz

Website: www.istudent.org.nz

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

If you do have a problem please ask for help **before** it becomes a major issue. If you are not confident in your English ability, bring a friend to help you.

NB. Mrs Crow can be contacted on her cell phone, **021 245 9986** at any time, as a part of Papanui High School's policy of 24-hour care. If Mrs Crow is out of Christchurch, Mrs Nichol will be responsible in her absence.



UNIFORM INFORMATION



Students accepted at Papanui High School agree to wear correct uniform **to, from and at** school and on all official school occasions.

If there is any doubt about uniform items, caregivers are advised to discuss concerns with the senior manager responsible for uniform before buying any item. Responsibility for the interpretation of regulations lies with the senior management.

Girls' kilts, skirts, shorts and boys' shorts, trousers and the school jersey and jacket must all be purchased from Mainland Uniforms in Christchurch (<http://www.mainlanduniforms.co.nz/category.php?id=40>)

or from the school second-hand shop.

Short-term international students can hire uniform from the International Department for a non-refundable fee of \$100.

UNIFORM REGULATIONS

Winter uniform may be worn on any cold day, similarly, summer uniform can be worn on warm days.

Girls	Winter Options	Kilt in regulation Black Watch Tartan Fabric; pure wool worsted cloth to avoid pelting Pleats; should be stitched down at least 10cm Length; below knee to mid-calf and no longer than 10cm from the ground or Dark navy regulation trousers
	Worn with:	Regulation white long sleeved school blouse or white skivvy Navy or black tights or knee-highs or white ankle socks
	Summer Options	either: Regulation skirt or culottes in light-weight Black Watch tartan or: Navy regulation shorts
	Worn with:	White open-necked short-sleeved shirt or polo shirt Navy or black knee-highs or white or black ankle socks
Boys	Winter Options	Navy regulation trousers
	Worn with:	White business-style shirt or white polo shirt or white skivvy Natural walk socks or black ankle sports socks
	Summer Options	Dark navy shorts
	Worn with:	White open necked short-sleeve shirt or polo shirt Regulation natural walk socks or black ankle sports socks
Footwear:		Black sandals - toes covered for safety Plain black leather shoes NOT fashion shoes. No insignia or logos. Laced shoes are to be worn with black laces only NO BOOTS, CANVAS SHOES, OR BALLET SLIPPERS.



Papanui High School

Jerseys:	Regulation-necked	Bottle green — Years 9 and 10 Dark navy — Years 11 and 12
Jackets:		Plain navy polar fleece School navy shower-proof jacket with PHS monogram (available from Mainland uniforms) Dark green blazer with monogram
Jewellery:		<i>Students may wear</i> unobtrusive studs/sleepers in ears one unobtrusive culturally or personally significant necklace or bangle <i>Body piercing is discouraged for safety reasons but if worn only small studs are acceptable. Note that the rule of one unobtrusive piece of jewellery still applies</i>
Headgear, etc.		Plain navy beanies may be worn to and from school. Sun hats are optional. Only plain navy or bottle-green may be worn Headscarves may be worn for cultural reasons. Only plain navy or bottle green No caps are acceptable.
Scarves		either regulation green/gold, plain green, navy or Black Watch tartan
Tie		Green (optional)
GENERAL		
		Visible undergarments such as t-shirts / polypro can only be white. Extreme hairstyles (e.g. shaved Mohawks) and extreme colouring are unacceptable. Boys are to be clean shaven.
Wet-weather gear		yellow, navy or green 'slickers' may be worn in heavy rain only
Physical Education:		All students Years 9—12: PE uniform compulsory i.e. Navy and white polyester air mesh sports top with school logo. Navy polyester shorts with draw cord. 100% polyester microfibre, pants with ankle zip. Self-piping on legs. Optional: Anti-pill, sleeveless polar fleece vest with side zip pockets and brushed cotton navy cap with school logo. PE uniform available at Mainland Uniforms.
Year 13 and above		Tidy mufti.
Sports Teams Uniforms.		Jackets and other clothing purchased or issued as part of a school sports team are not part of the day to day classroom uniform. They are to be worn when representing the school at a sports event.





ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) **AT PAPANUI HIGH SCHOOL**

Orientation Programme

This is a full time course for students new to New Zealand to familiarise them with Papanui High School, its rules, requirements and resources; to establish routines, procedures and to gain the students' trust; to provide them with some of the basic language for the classroom generally and, in the specific subject areas of Mathematics and Science; to allow the students to become attuned to hearing and using English; and finally, and most importantly, to empower the students with the confidence to use their English language skills before entering mainstream classes.

Extensive testing is completed during this time to ascertain appropriate form levels for initial placement.

Time in the Orientation Programme varies from a couple of weeks up to possibly a year depending on the individual and their needs.

Course

Reading and Writing and Communication skills - 15 hours

Mathematics - 4 hours

Science - 4 hours

Physical Education - 2 hours

Food and Nutrition - 1 hour

Music - 2 hours

Art - 2 hours

Mainstream

At Year 9 and Year 10 levels ESOL is in addition to English classes with the form class. Year 9 and Year 10 students attend ESOL classes as one of their full-year option classes that aim to prepare students for NCEA assessment in the ensuing years.

In some cases, students will return to the ESOL classroom to receive extra language support and practice.

Year 9 3 hours of ESOL

Year 10 3 hours of ESOL

Year 11 5 periods of ESOL each week. Students at this level will be able to achieve Achievement and Unit Standards in both English and ESOL. The English standards will allow students to achieve the Literacy Credits required for the NCEA Level One Certificate.

Year 12 5 periods of ESOL each week. Students at this level will be able to achieve Achievement and Unit Standards in both English and ESOL. Particular emphasis will be given to improving writing skills to ensure students are better prepared to achieve Level Two English Standards in Year 13.

Year 13 5 periods of ESOL each week. This course allows students to work towards achieving the Level Two Literacy Credits (10 English credits) required for university entrance at NZ universities. Assessments will involve Achievement and Unit Standards in English.

In some cases, students entering these levels from Orientation will be advised not to adopt a full course of study until their English skills have improved. In these instances, students will return to the ESOL classroom for extra more individualised tuition as part of their approved course.

NOTE: The Literacy Credits at Level Two present difficulties for students from non-English speaking backgrounds. For this reason, the achievement of these credits must be seen as a two-year course. i.e. Years 12 and 13.



CURRICULUM OVERVIEW GUIDE

YEAR 9	YEAR 10	NCEA LEVEL 1	NCEA LEVEL 2	NCEA LEVEL 3
English English	English	English English Media English Inquiry	English Media	English Media English for UE Literacy (Level 2)
Mathematics Mathematics	Mathematics	Mathematics Mathematics Life Skills	Mathematics Calculus Statistics	Mathematics Calculus Statistics
Science Science	Science	Science	Science Biology Chemistry Electronics Physics General/Life Science Astronomical Studies Agriculture/Horticulture	Biology Chemistry Electronics Physics Science
Social Science Social Studies	Social Studies	Social Studies Geography History	Geography History Classical Studies Tourism Studies	Geography History Classical Studies Tourism Studies
Health & Physical Wellbeing Health & Physical Education	Health & Physical Education Outdoor Education	Physical Education Health Recreation & Wellbeing Outdoor & Environmental Education	Physical Education Health Sports Performance & Leadership Outdoor Education	Physical Education Health Sports Performance & Leadership Outdoor Education
Art Visual Art	Visual Art	Visual Art	Art Design Art History Art Painting Art Photography Art Printmaking Art Sculpture	Art Design Art History Art Painting Art Photography Art Printmaking Art Sculpture
Commerce Accounting & Economics Digital Technology	Accounting & Economics Digital Technology	Accounting Economics Digital Technology Media Digital Technology Programming	Accounting Economics Digital Technology Media Digital Technology Programming Business Studies	Accounting Economics Digital Technology Outcomes Business Studies
Drama & Dance Drama Dance	Drama Dance	Drama Dance	Drama Production Dance	Drama Production Dance
Design, Graphics & Technology Technology Graphics	Technology Graphics	Design Technology Graphics	Design Technology Graphics Introduction to Trades Automotive Engineering	Design Technology Graphics
Food & Textiles Technology	Food & Nutrition Technology	Food & Nutrition Hospitality Design & Textiles	Food & Nutrition Catering & Hospitality Community Life Skills Childcare Design & Textiles	Food & Nutrition Catering & Hospitality Design & Textiles
Languages Japanese French ESOL Te Reo Māori/Māori Performing Arts	Japanese French ESOL Te Reo Māori/Māori Performing Arts	Japanese French ESOL Te Reo Māori Māori Performing Arts	Japanese French ESOL Conversational ESOL Te Reo Māori Māori Performing Arts	Japanese French ESOL Conversational ESOL Te Reo Māori Māori Performing Arts
Music Music	Performance Music	Performance Music	Performance Music	Performance Music
Careers		Personal Life Skills	Future Planning/Directions Dual Enrolment	Transition Planning Dual Enrolment
Study			Study	Study

Please note:

This is an indicative document. Later additions may appear in the Junior and/or Senior Course Booklets. See individual courses for specific details.