



# INTERNATIONAL STUDENTS ORIENTATION HANDBOOK

Baradene  
College *of the*  
SACRED HEART



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# WELCOME

Welcome to an exciting learning environment with students from different parts of the world. You will be living and learning in New Zealand with people from a variety of countries. We know that you will leave us with new friendships and lots of good memories.

You are about to take the next important step in your education and in learning English as a second language. You will receive all the help and support you need to achieve your study goals.

If you are in a Baradene College homestay family, we know that you will be very well looked after and given lots of opportunities to be part of a special New Zealand family.

Try to use English as much as possible. Read and listen to English. **THINK IN ENGLISH!** Go to sporting and cultural events and make the most of all the opportunities that Baradene College offers you.



Mrs Russell  
Principal



Mrs Storer  
Homestay Co-ordinator



Mrs Meredith  
International Student Manager



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**YOUR INTERNATIONAL DEAN** MRS SYDENHAM

is here to help you. She is here for guidance, discipline, and curriculum (subject) matters. She is the first person you can go to when you have a question or a worry about school.

## BARADENE COLLEGE IS AN EXCITING PLACE TO BE!

# BARADENE COLLEGE GOALS

Baradene College of the Sacred Heart belongs to an international network of Sacred Heart schools.

Jesus Christ is at the core of who we are and what we do. Within the context of education, our College shares in the mission of the Catholic Church and offers students an experience of a community of faith, for whom prayer and the celebration of Eucharist are central.

All schools of the Sacred Heart believe in a holistic education of the whole child. The Goals and Criteria of Sacred Heart Education are common to all our schools and reflect the desire to see graduates who are young women of compassion and discernment, appreciative of the importance of prayer, open to the world and confident of their place within it.

Madeleine Sophie Barat, our foundress, encouraged us to be contemplatives in action:

*"It is the fine and sensitive tact of the soul in recognizing in herself the operations of God so that she may give herself over to them. But at least we must unite solitude to the work we do and counter this whirlwind with a deep cavern where the soul can take refuge as often as possible".*

# FIVE GOALS OF THE SACRED HEART

Five Goals are stated, and several criteria are given for each. They provide the framework within which the school develops specific objectives appropriate to its local situation.

## GOAL ONE: A PERSONAL AND ACTIVE FAITH IN GOD

In faith you will recognise God in your life - your joys, your sorrows, your struggles, your decisions, and your choices. With faith you will be convinced that the meaning of your life and of our world is most fully given in the person of Jesus. Through faith you will communicate hope and confidence, for you know that nothing can separate you from God's love. There are special days at Baradene on which you will celebrate the mystery of God's goodness. Eucharistic liturgies commemorate the great love of our God who became a human being and lived among us. The symbol of this love which is openness, invitation, and unlimited space for others, is the Heart of Christ. You will discover ways to pray through a variety of prayer experiences. You will learn to listen to the Word of God spoken in your life and through the ideals of your education, and thus be led to "walk humbly with your God".



*"We must open not only the doors, but the windows of our souls to the truth."*

*Mabel Digby rscJ*

## GOAL TWO: A DEEP RESPECT FOR INTELLECTUAL VALUES

Great emphasis is placed upon your capability for critical thinking and reasoning. Recognising the distinction between what you do and why you do it is an essential element in your education. You will grow in your appreciation of various modes of thought and ways of thinking. Your imagination and creativity will be stretched, because without these, you cannot become a well-informed, thinking, sensitive person. Your learning takes place not only in the classroom, but also in all your relationships and all your experiences.



*"We wish to build communion together, in trust, friendship, forgiveness, sharing; we wish to open ourselves to be challenged by others ..."*

*Society of the Sacred Heart*

## GOAL THREE: THE BUILDING OF COMMUNITY AS A CHRISTIAN VALUE

Coming to a Sacred Heart school, you have entered into a family and have come to a home. Jesus often used the image of home. "Make your home in me", he told his followers, "as I make mine in you". By coming to a school of the Sacred Heart you have become part of a family. Accept with gratitude all those in your school community. From them and with them, you can learn what love is. Through giving and receiving, you will foster the caring atmosphere that permeates your Sacred Heart home.

## GOAL FOUR: A SOCIAL AWARENESS THAT IMPELS TO ACTION



*"God takes delight in a heart that has grown deep by humility and wide by charity."*

*Madéleine Sophie Barat rscJ*

Centred in God, your response will be to act in justice and love. Genuine love always takes the form of service. In a world plagued by injustice, torn by violence and fear, you must stand by the most wounded and needy. At a school of the Sacred Heart, you will learn to take little steps and big steps in order to set God's kingdom right. Your studies will help you to attain knowledge about social and moral issues. But knowledge of injustices is not enough. You will be given opportunities to reach out directly to the needy - collecting food for the hungry, working with the elderly, tutoring the young, comforting the sick. Be grateful for all - the Year 13 Leaders, the staff, your classmates, your teachers. Be thankful and show your gratitude by being attentive to all with whom you share life daily. Let God speak to you in people and in events. What is important is that you are a "child of the Sacred Heart" and will always thus be known by God. This name reminds you that you are a part of a network of schools and are bound to Sacred Heart students on all continents.

## GOAL FIVE: PERSONAL GROWTH IN AN ATMOSPHERE OF WISE FREEDOM



*"For no one can educate by maxim and precept; it is the life lived, and the things loved and the ideals believed in, by which we tell, one upon another."*

*Janet Erskine Stuart, RSCJ*

Helped by adults and peers to be truthful and honest with yourself, you will grow in self-confidence by dealing realistically with your gifts and limitations. Not all are leaders, not all are athletes, not all are artists. Do not grieve what talents God did not give you but recognise and rejoice in the worth of others. Discover your particular gifts and develop your unique potential. If you are sensitive to people, care for them. If you are a scholar, share your love of learning. If you can create with your hands, give the world beauty. When you find humour and laughter in your life, give others your joy. "The gift you have received, give as a gift". The intention of Sacred Heart education is to address the whole person. You come as you are and are cared for with great love. The hope is to implant in you a sacred love for yourself, to challenge you to be more honest, to lead you along the road of integrity. Through growth in self-discipline, you will learn how to accept the consequences of your choices and actions. At times you will have to refuse yourself what you like; at other times you have to act independently of what others think or say of you; in all your actions free to live face to face with yourself under the eyes of God.



# WHO DO I NEED TO KNOW?

## SENIOR LEADERSHIP TEAM:

<b>Principal</b>	<b>Mrs Alexandra Russell</b>	
<b>Director of Teaching and Learning</b>	Mrs Woods	
<b>Director of Student Support</b>	Mrs Bray	
<b>Director of Administration</b>	Mrs Hurring	
<b>Director of Assessment</b>	Mrs Boasman	
<b>Director of Missions</b>	Mrs Everitt	

## PEOPLE WHO WILL HELP ME:

<b>Dean of International Students</b>	Mrs Sydenham	Room D304	
<b>Deans</b>	Mrs Mohottige	Year 7	
	Mrs Spora	Year 8	
	Mrs Reilly	Year 9	
	Mrs Arndt	Year 10	

	Mrs Recordon	Year 11	
	Mrs Smyth	Year 12	
	Mrs Gillies	Year 13	
<b>School Counsellors</b>	Ms Jane	Room D201	
	Miss Knight	Room D201	
<b>International Student Liaison</b>	Mrs Meredith	D304	
<b>Homestay Coordinator</b>	<b>Mrs Storer</b>	Room D307	

**THE INTERNATIONAL DEAN IS SOMEONE WHO:**

- is your contact person for all school matters if your teacher cannot help you.
- is a link between your parents/caregivers/guardians and Baradene College.
- assists you with your choice of subject options.
- takes an interest in your subjects and speaks to your parents/caregivers or guardians about your progress on a regular basis.
- encourages you to use all the support facilities that are available.
- monitors your attendance.
- investigates any student misbehaviour and decides on appropriate action.

**YEAR LEVEL DEAN**

You will also have a DEAN for each year level. She will place you in a homeroom class and help to organise your timetable.

**My Year Level Dean's name is:** .....

You can also see the GUIDANCE COUNSELLOR, CAREERS ADVISOR, the NURSE, RECEPTION, SPORTS COORDINATOR and MUSIC DIRECTOR if you need advice on courses or personal issues. Your Deans will help you to go to the correct person.

## SCHOOL NURSE



If you are feeling unwell or have an accident at school, you should see the school nurse. Take a note from your class teacher to the Sick Bay. The school nurse will inform the International Dean that you are ill or injured and when necessary, the nurse will contact your parent or homestay for you to be taken home.

## IMPORTANT

- Do not contact your parent or homestay on your mobile phone while at school.
- Do not leave the school without going to the sick bay.
- The nurse will contact your parent or homestay and then inform the International Dean.

## HEALTH INSURANCE

All overseas students must have Health Insurance to cover the cost of expensive medical or hospital treatments.

Information is available online or see the International Student Manager.



## SCHOOL CHAPLAIN

The role of our Chaplain and Director of Missions is to provide spiritual support and nurturing for the students at the College.

## GUIDANCE COUNSELLORS

The guidance counsellors are situated on the second floor of Duchesne. They are there to help you with any problem you may have. It could be a problem with a friend, with your homestay family, or even a problem with your friend or family in your home country. No problem is too big or too small. They are there to listen and help you. They will not talk about your problem to anyone else unless you ask them to. Guidelines to help you make an appointment are on the counsellors' office doors.

## ADVICE ON CAREERS AND COURSES

The Careers Advisor's office is in D333 in the Duchesne Building. Senior students in particular should visit her to find out about the subjects they need to take for their university course and the career they hope to do. It is also the place to find out when to apply for courses and to get the application forms. During the year many of the universities and tertiary institutes will send a representative to talk to you and there will be Open Days when you can visit the institution. Listen out for these and be sure to attend.

## TRANSLATORS/INTERPRETERS

If you need someone to help you with translating or interpreting. Please go and see your International Dean and she will assist you in finding someone.

## EMERGENCY TELEPHONE NUMBERS

Mrs Russell                    027 406 3375  
Mrs Storer                    027 279 0917  
Mrs Meredith                021 204 9152

### IMPORTANT

You must make sure that the school always has the correct contact details for your parents or your guardian. If none of them speaks English, you must give the **International Student Manager** the contact details for a friend who speaks English and your first language.

## BELL TIMES AND DAILY MEETINGS

Home Room	8.35am – 8.55am	20 minutes
Period 1	8.55am – 9.55am	1 hour
Period 2	9.55am – 10.55am	1 hour
Morning Tea	10.55am – 11.20am	25 minutes
Period 3	11.20am – 12.20pm	1 hour
Period 4	12.20pm – 1.20pm	1 hour
Lunch	1.20pm - 2.10pm	50 minutes
Period 5	2.10pm – 3.10pm	1 hour

## INTERNATIONAL STUDENT MEETINGS:

**WEDNESDAY MORNING - 8.35am – 8.55am: Meet in the Gymnasium.  
These meetings are IMPORTANT.**

## HOMEROOM CLASSES

Your HOMEROOM CLASS will meet each morning for roll check and to hear daily notices. This group is led by your HOMEROOM TEACHER. This teacher will know you very well as you will be in their group for the whole year. They will make sure that you are making friends and are happy at school. They are also there to advise and help you.

**MY HOMEROOM CLASS IS:** .....

**MY HOMEROOM TEACHER'S NAME IS:** .....

**MY HOMEROOM MEETS IN:** .....

## **COURSES**

**INTERMEDIATE (Years 7 & 8)** classes mostly stay as one homeroom throughout the day.

**JUNIOR CLASSES (Years 9 and 10)** have some classes together e.g. Social Studies, Religious Studies, English and Physical Education. You have other subjects with other students of your year level so you will be able to meet other students of your form level and extend your group of friends.

**SENIOR CLASSES (Years 11-13)** will be on an individual programme based on subjects chosen from the Curriculum Booklet. When planning your courses, you need to make sure that your subjects will provide a full course in the following years and lead to the career you want.

If you are having problems understanding a subject you must discuss this with your subject teacher, first. In New Zealand your teachers expect you to talk with them. The International Dean always consults your subject teachers if you wish to change your course.

If you wish to change a subject, you must see the International Dean. It is necessary to do this within the first few weeks before classes have covered too much work. **It may not always be possible** to change subjects due to class sizes or option clashes in your timetable, but we will do our best to provide the best possible timetable for you.

**You can message the International Dean using TEAMS or email.**

## TERM DATES AND HOLIDAYS 2026

<b>Term 1</b>	Thursday 29 January	To Thursday 2 April
<b>Term 2</b>	Monday 20 April	To Friday 3 July
<b>Term 3</b>	Monday 20 July	To Friday 25 September
<b>Term 4</b>	Monday 12 October	To Friday 4 December
<b>Holidays etc</b>	Auckland Anniversary Day	Monday 26 January
	Waitangi Day	Friday 6 February
	Daylight Saving ends	Sunday 5 April Put your watches back an hour
	Easter	Good Friday: Friday 3 April, Easter Sunday: Sunday 5 April, Easter Monday: Monday 6 April. Easter Tuesday: Tuesday 7 April
	Anzac Day	Observed Monday 27 April
	King's Birthday	Monday 1 June
	Matariki	Friday 10 July
	Daylight Saving begins	Sunday 27 September Put your watches forward an hour
	Labour Day	Monday 26 October

## IMPORTANT INFORMATION & TERM DATES

### LATENESS

If you are late to school, you **must go to the reception and sign in**. If you are frequently late you will be given a detention. Lessons start at 8.55 a.m., but you should be in your homeroom by 8.35 a.m.

### ABSENCES

- Students are not permitted to leave the College during the school day without a formal leave pass.

### LEAVE PASS

If you have a doctor or dentist appointment or if there is any other reason you need to leave school during the school day, you will need a Leave Pass. Your homestay caregiver, agent or parent must log onto the parent portal to notify the school of the reason you need to leave school, or they can email [attendance@baradene.school.nz](mailto:attendance@baradene.school.nz), you will then be given a Leave Pass. When it is

time to leave you must take the Leave Pass to Reception and you will then sign out at the office when you leave and sign in when you return.

### **ABSENCE**

If you are absent from school because you are sick. Your homestay caregiver, agent or parent must log onto the portal to notify the school of your absence or email [attendance@baradene.school.nz](mailto:attendance@baradene.school.nz).

### **TRUANCY**

If you are absent without a reason, this is truancy, and the homeroom teacher or year level dean will notify the International Dean. You will be required to make up this time outside of school hours. Your parents will be notified of your absences. If your absences continue, your case will go to the principal and then the Board of Trustees. You and your parents (or their representative) will put your case to the Board. Your lawyer may attend too. The final step would involve the Board notifying the New Zealand Immigration Service and asking for your permit to be revoked and you to be sent home.

Attending all classes and completing all course work is a requirement of our National Qualifications. Taking leave without permission could mean that you are not allowed to sit the National Examinations.

### **PAID WORK**

Baradene College DOES NOT encourage International Students to work part-time. To achieve your goals, you should be focused on your study. However, New Zealand student visa regulations state that Year 12 and 13 international students are allowed to work up to 20 hours in any given week.

All students who wish to work must make sure their International Student Visa states that they are allowed to work. If your visa states that you are not able to work, you are able to apply to Immigration New Zealand for permission to work by completing an Application for Variation of Conditions form (NZIS) and providing a letter from both your parents and school giving you permission for you to work. This can be done by your agent or parent.

Please note that your study records will be considered before permission to work is granted by Baradene College.

### **DRIVING IN NEW ZEALAND**

This is not recommended, but if you need to drive out of necessity, please see the dean.

### **LOST PROPERTY**

All lost property should be taken to the Front Office. Property can be seen and retrieved from the Front Office.

## PERSONAL PROPERTY

Please ensure that all your personal property is clearly and permanently named and that you always leave it in a secure place. Lockable lockers are available on request. You need to supply your own padlock. While the staff make every effort to ensure the safety of your personal possessions you need to be aware that there may be a dishonest person around. Please be sensible and do your part to prevent stealing. If you suspect you have had property stolen, please report this to a member of the Senior Leadership Team as soon as possible.

You are reminded that digital cameras and other electronic equipment are NOT allowed to be used in the classroom unless needed for learning programmes. At any other time, these items will be confiscated and may be picked up from the International Dean after school.



NB. The use of photographic equipment in the school requires permission as set down by the Privacy Act.

## PROTECT YOUR POSSESSIONS

Do not carry large sums of money with you or bring it to school. Don't count your cash in view of others. When entering PIN numbers either at an ATM or at shops make sure no one else can see your number. \$10 is the maximum amount of money that you should bring to school.



## MOBILE PHONES

Make sure that you enter important school and homestay contact numbers on your mobile phone. If you bring your mobile phone to school, you must not use it. If a teacher sees you with your mobile phone, your phone will be confiscated. Confiscated mobile phones can be collected from your Year level Dean at the end of the school day.



## LEAVE

If there is a family emergency or any other reason why you need to leave school during term, this must be approved by the Principal in advance. You must bring a letter to the Principal explaining your reasons for wanting early leave. Early holiday leave is generally NOT ACCEPTABLE. Again, written permission from the Principal is required.

**Please note that absence during term time will show up on your attendance record as EXPLAINED but UNJUSTIFIED.**

# HOLIDAY AND TRAVEL PLANS



If you are going to travel away from your homestay during the holidays you must tell the school your plans and fill out the required school form. The school must know where you are at all times.

The Holiday plans Form will be shared with you on TEAMS each term. You must always complete the form, so we know your plans for each holiday. Please complete it even if you are staying in New Zealand.

# BEHAVIOUR EXPECTATIONS

The overall expectation is that each student will behave in a way which does not infringe on the dignity and learning opportunities of others. Respect for others is the basic guidelines emphasised within Baradene College. All forms of bullying will be dealt with very firmly.

No student shall interfere with the learning of other students.

Baradene College has high academic expectations.

Respect the physical environment, buildings and grounds of the College.

Behaviour which detracts from the reputation of the school or affects the teaching and learning of others is unacceptable and may result in one or more of the following:

## DETENTIONS

### Lunchtime Detention – “A Detention”

You may be given a lunchtime detention for a misdemeanour. These are run by Deans on Wednesday at lunchtime in D221. This will be recorded in your files. If you do not attend the “A” detention automatically becomes a “B” detention.



### After School Detention – “B Detention”

A one hour after school detention may be set by the Deans and/or Senior Leadership Team for serious misdemeanours. Parents or guardians will be notified in advance of such a detention.



## SMOKING, ALCOHOL & DRUGS

Students are forbidden to smoke or consume alcoholic liquor or use illegal drugs while in uniform, on school premises, at outside competitive events, or while representing the school.

You will be disciplined and counselled if you offend in this way.

Any illegal drug-related offences will also be dealt with in a very serious manner.



## BULLYING, RACIAL AND SEXUAL HARASSMENT

What to do if:

- Anyone at school hurts, frightens, threatens, or forces you to do something you do not want to do.
- Anyone at school says, writes or does anything to you because of your race or nationality.
- Anyone at school says, writes or does anything to you which shows a lack of respect for you as a female.

**Go to the Dean of International Students.**

Tell her what happened to you or what was said or written to you.

Your complaint will be treated confidentially and seriously.

The person you tell will try to resolve the problem or will ask the Counsellor or a member of the Senior Leadership Team to help resolve the problem.

**RESPECT FOR EACH PERSON IN THE SCHOOL COMMUNITY IS PART OF THE SPECIAL CHARACTER OF BARADENE COLLEGE.**

## HEALTH AND SAFETY INFORMATION

### DOCTORS

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If you are sick and it is not an emergency, the first doctor you should see is called a GP (General Practitioner) who is found in private practice or at Accident and Emergency.



You only go to hospital if you are very ill. If the doctor thinks you need more help the GP will send you to a specialist. All medical consultations are confidential. This means no one else has access to your information without your permission.

### DENTISTS

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It is important to visit a dentist at least once a year to keep your teeth clean and healthy.

### DRUGS

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It is illegal in NZ to possess, buy, use or sell certain drugs and plants. Under no circumstance should you get involved in any drug-related activity. While in NZ you are held accountable to NZ laws and could face large fines and prison sentences.

Here is a list of illegal drugs and their slang names:

Heroin: Smack

Cocaine: Coke, Crack

Amphetamines: Speed, Meth

Ecstasy: E

Cannabis: Marijuana, Pot, Dope, Weed, Dak, Kronic

Pure Amphetamine: P

It is illegal to import some common cold medicines into the country as they are known to be used in the manufacture of "P".

## **DRINKING ALCOHOL**

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Drinking is illegal in NZ under the age of 18. If you choose to drink you should do so sensibly. Eat food when you drink and do not have too many alcoholic drinks, especially party poppers, at one time. It can put you in dangerous situations.

## **SAFETY AND WELLBEING**

### **SCHOOL NURSE**

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If you are not well, please see the school nurse and she will help you and monitor how you feel. She will inform the dean that you might need to go home.

### **SUDDEN ILLNESS**

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If you are ill and need to leave class, ask your teacher and then go to the nurse. Baradene College has a sick bay for those students who are unexpectedly unwell. It is in the Deans' corridor on Level 2 in Duchesne – Room D213.

If you have an accident and a staff member is unable to treat the injury, arrangements will be made for an ambulance or a doctor to be called. All incidents must be reported to the school nurse.

Students will not be given any medication for aches and pains without parental approval.

### **HOSPITALS**

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Hospitals can be either public or private. Your insurance should cover your care at the hospital. The closest hospital is Auckland Public Hospital in Grafton Road. All hospitals have interpreting services.

### **FIRE**

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If there is a fire, break the glass of the nearest fire alarm, and notify the school office.

**IMPORTANT:**

If there is a fire at school this is what you need to know:

**SIGNAL:** Continuous ringing of bell.

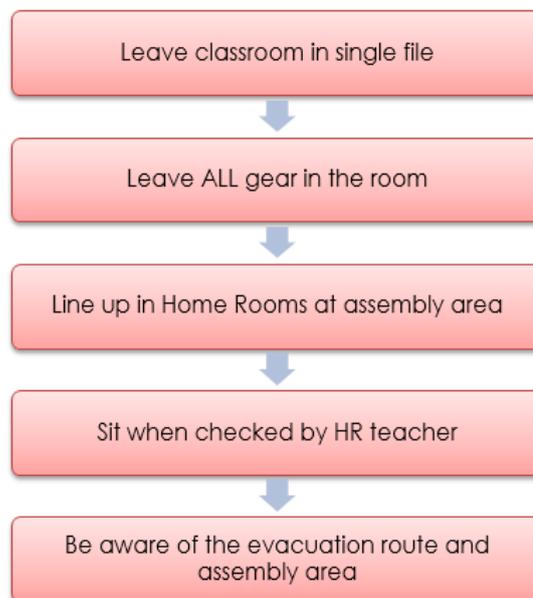
**ACTION:** Evacuate ALL buildings immediately. WALK CALMLY AND QUIETLY.

**ASSEMBLY POINT:** Astroturf Tennis Courts.

**EVACUATION PROCEDURE**

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There is an emergency procedure folder on the wall in each classroom.



**GRIEVANCE PROCEDURES FOR INTERNATIONAL STUDENTS**

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(Grievance is when you are very unhappy with what is happening at school, either in the classroom or outside).

**PROBLEMS WITH SCHOOL FRIENDS:**

Talk to your form teacher about your concern; or

Talk to the International Dean; or

Talk to the School Counsellor;

Talk to your year level Dean.

**PROBLEMS WITH A TEACHER:**

Talk to your form teacher about your concern.

If your concern is your homeroom teacher, talk to the International Dean.

If the problem has not been solved after a few days by your homeroom teacher or the International Dean, talk to a member of the Senior Leadership Team in the Administration Building.

If the problem is still there after a few days, talk to the Principal.

### **PROBLEMS WITH YOUR HOMESTAY:**

See the person responsible for accommodation – the Homestay Co-ordinator.

If you are still not satisfied and feel your problem has not been resolved, you may contact the International Education Appeal Authority

IEAA  
Tribunals Unit  
Level 1, 86 Custom House Quay  
Private Bag 32001  
Panama Street  
Wellington 6146

Phone + 64 4 462 6660

Fax + 64 4 462 6686

Email [ieaa@justice.govt.nz](mailto:ieaa@justice.govt.nz)

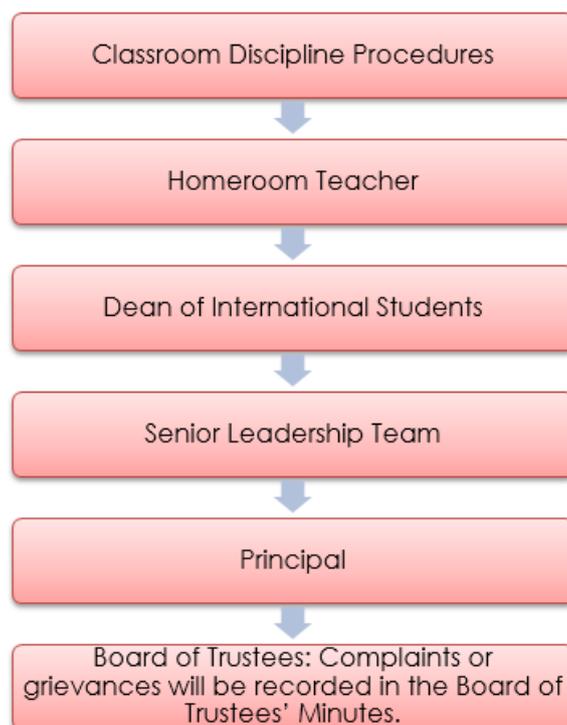
Website [www.justice.govt.nz](http://www.justice.govt.nz)

You must be able to show the IEAA 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 while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough you can always bring a friend who has better English. This is important!

# WE HOPE YOUR STAY AT BARADENE COLLEGE IS A VERY HAPPY ONE!

## COMPLAINTS PROCEDURE FOR INTERNATIONAL STUDENTS



# SECTION TWO – SCHOOL LIFE

## BIG SISTER LITTLE SISTER PROGRAMME

Starting at a new school as a new international student in a foreign country, speaking a different language and without your usual support network of friends and family can often feel like an overwhelming, disorienting and very stressful experience.

At Baradene, we feel strongly that if we can make the transition to our school as smooth, enjoyable and stress free as possible, it can positively impact your ability to settle into your studies and new environment and make a significant difference to academic results, participation in extra-curricular activities, making friends with Kiwi students and the overall sense of belonging to the Baradene Community.

All new international students are buddied up with an existing international student who speaks their own language if possible and is already familiar with the school. This is so important as it gives you the opportunity to ask questions or share worries in your own language with someone who understands them and can give friendly advice and help if needed.

All our new International Students are also buddied up with a Kiwi student in their Homerooms to help support you in the classroom and find your way around the school.

## GET INVOLVED AT SCHOOL

There are a wide range of sports, musical and cultural activities that are offered at Baradene College. Discuss these with the Dean of International Students.

Which activities offered at Baradene College have you already been involved in at your previous school?

Which sports, activities or groups would you like to get involved in during your time at Baradene College?

Decide on two activities that you would like to try this year. Record them below.

Once you have decided which activities you would like to be involved in, listen carefully to the daily notices. They will give you important information regarding auditions, trials, signing up, etc.

See the International Dean for a copy of the Sports and Music booklets.

# SCHOOL UNIFORM RULES AND REGULATIONS

Our School has the expectation that all our students maintain a high standard of appearance both within the school and in public.

1. Full and correct uniform must be worn, and items of clothing be in good repair and clearly labelled.
2. Year 7-10 ensure correct skirt lengths.
3. No make-up is to be worn with the school uniform.

## **HAIR**

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1. Hair must be natural in colour and tidily presented off the face. It can be secured with a hair tie or hair band in school colours. Hair clips of hair colour must be worn.
2. Hair styles for special occasions need prior permission from the Principal after written application.

## **JEWELLERY**

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1. Only items such as a watch, a necklace of spiritual or cultural significance, and if necessary one plain gold or silver stud in the lobe of each ear are to be worn.
2. Some items of jewellery which have a spiritual or cultural significance may be worn on the understanding that for certain activities girls may be asked to remove them.
3. Permission to wear such items will be granted by the Director of Student Support on receipt of written information from parents/caregivers. This permission, if granted, will be given in writing.

## **BADGES**

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School and house badges shall be worn on blazers.

### *On the street and public transport*

1. All students are required to wear the school blazer with both summer and winter uniforms unless otherwise advised by the school.
2. Students leaving either sports practices or sports fixtures must be in either the sports all-weather tracksuit or full day uniform.

## **FORMAL SCHOOL FUNCTIONS**

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The full correct uniform including the school blazer shall be worn.



# SECTION THREE: GENERAL INFORMATION

## NEW ZEALAND LEARNING STYLES

At Baradene College, other schools and at universities in New Zealand you will probably experience a style of learning that is very different from that in your own country. To help you adjust and for you to be successful in your study, it is important for you to know what schools think are important when it comes to learning.

**Participation in Class:** Students are expected to ask their teachers and classmates' questions and to discuss their own ideas in groups or in front of the whole class.

**Critical Thinking:** You will need to develop the ability to analyse and evaluate information and then to present your own ideas. At all levels this involves research.

**Teacher Relationships:** Your relationship with your teachers may be less formal than at home in your own country and where asking your teacher questions is not considered rude, in fact it is encouraged.

**Independence:** You need to set times to study on your own and to do your homework independently. You cannot copy exactly other people's work or writing. This is called plagiarism, and it is regarded as "cheating".

You must acknowledge where you get your comment and information from.

## GENERAL SUBJECT INFORMATION

### TEXTBOOKS

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Students borrow textbooks from the school library and **MUST** return them when they have finished with them during or at the end of the school year. If you want to buy a textbook, ask your subject teacher how to do this.

### STATIONERY

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You must use the right stationery for each course. Work on scraps of paper and cute little books will get lost. You will access the stationery list on the computer. Make sure that you buy all the things you need and name all your workbooks and

folders, so they do not get lost. You need to be careful that you do not leave expensive things, such as calculators, electronic dictionaries, ipads and iphones in an unattended bag as some people may not be as honest as you are



All Students will be given a School Diary in which to record your homework. You are also expected to keep a vocabulary book in which you should write new words you meet in all your classes.

See Mrs Storer for assistance with school stationery.

## **TWINK**

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It is school policy that NO TWINK will be used. This endorses the NZQA Examination Policy.

## **OTHER INTERESTING POINTS TO NOTE**

### **BEING ON TIME**

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It is important to be on time for appointments in New Zealand. If you are late, you may miss your appointment and must make another one.

### **QUEUEING**

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People wait in orderly lines. You must wait your turn in the tuck shop, shops, banks, getting on the bus, in toilets and sometimes for the movies or shows.

### **BARGAINING**

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It is very unusual to bargain in shops. The price you pay is usually the one on the price tag. The price includes 15% Goods and Services Tax (GST).

### **BEDTIME**

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Most people get up between 6:30 a.m. and 7:00 a.m. and go to bed around 9:30 p.m. to 10:30 p.m. It is not a good idea to call someone after 9:00 p.m. On weekends people stay up later and get up later.

### **HOUSEWORK**

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In New Zealand men and women tend to share the housework. If you are living with a family, you should offer to help around the house. You should make your bed and keep your room tidy. You will be given chores to complete by your homestay.

## MEALS

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Breakfast is usually cereal and yoghurt or toast with honey or jam. Sometimes people like poached or scrambled eggs. Lunch is usually for a set hour any time between 12:00 noon and 2:00 p.m. People eat a great variety of food for lunch, but sandwiches are still the most popular. Dinner, which is sometimes known as "tea" is usually eaten between 6:00 p.m. and 8:00 p.m. and is the main meal of the day. Each house is different, and your homestay may have different times that they eat their meals.

## PETS

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They are important family members and should be treated as such. It is quite normal for them to sleep inside. Please treat them with respect. Under no circumstance should you buy a pet.

## SMOKING/VAPING

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This is not allowed as a Baradene Student. Shops, theatres, many restaurants and pubs are smoke free. Cigarettes cannot be bought if you are under 18 Years. Please don't start!

## TAP WATER

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Tap water is safe to drink in New Zealand. You should drink water regularly during the day so that you remain alert and able to learn.

# FREQUENTLY ASKED QUESTIONS

***What skills are needed to achieve the literary pre-requisites for entry into New Zealand universities will be acquired through the English programme?***

Skills in reading, writing, speaking and listening.

***Can I sit the IELTS examination or TOEFL or TOEIC?***

Our school does not run an IELTS class, but we can put you in touch with people who can help you. Please see the Dean of International Students for more information.

Our focus at the school is on NCEA and NZ qualifications authority courses.

***How will I be assessed?***

All courses require students to fully participate in all class activities and to complete all practical and written assessments, assignments and examinations.

Continuous assessment will form an important part of the course. These will vary from subject to subject and your teacher will inform you at the beginning of each topic which assessments will be required.

Not handing in assignments is not an option at Baradene College. They must be handed in, even if they are late.

***Will there be any internal examinations?***

You will have internal examinations once a year: Years 9,10 and 11: November. Years 12 and 13: September (practise examinations for the end of year final examinations).

***How often will I receive reports?***

Written reports will be issued to you and your families, and the International Dean will discuss them with you so that you can make the most of your studies.

An Interim Report at the end of Term 1 for all levels will indicate your effort and attitude.

Students in years 7 – 10 will receive reports at the end of Term 2 and 4. Students in Years 11, 12 and 13 will receive a report at the end of Term 3 and a more detailed NCEA Transcript including NCEA Unit Standard and Achievement Level information in Term 4.

***Will my family receive a copy of my report?***

Yes, and you will also receive one. Some guardians or agents also request them.

Your parents will get access to your report through the Parent Portal.

***Do I have Parent Interviews?***

You are encouraged to come to parent/student interviews with a parent, an agent, a guardian, or a host family member. You must inform the International Dean if your parent would like to have an interpreter at the interview.

***Will I have homework every day?***

You will be given homework regularly. You are expected to complete it in the set time and hand it in to the teacher when requested.

It is important that you learn to manage your own time and study habits. Apart from set homework, you will need to spend some time going over what you have learnt that day.

You will be you expected to set up a homework planner in your room and talk about it with your homestay family.

Remember that your study will involve taking and making notes and you should not underestimate how much time you will need to spend on this. Perhaps you should make out a daily timetable for yourself so that you can also fit in your sports and interests as well as have time for yourself.



Computer Labs and other classrooms may be left open at lunchtimes and after school for you to use equipment to work on assignments. Check with your teachers to see if you can use the rooms. Listen out for when Tutorials are given in your subjects too.

***What do I do if I am having problems, or I am sick and I know I cannot complete the work on time?***

You must apply to your teacher for an official extension of an assignment. Remember, you must bring a note to the International Dean on your return to school and a medical certificate if you are away from school for three days or more. Copies of these will be passed on to your level Dean.

***How do I log into a computer?***

You will be given an ICT form to sign before you are able to receive your login code.

***How do I obtain a student ID card?***

Student ID cards are issued shortly after you start school. Your photo will be taken for this on the second day of school.

An ID card is required when you borrow books from the school library and to get student fares on public transport



# SECTION FOUR: THE NEW ZEALAND EXPERIENCE

## CULTURAL ADJUSTMENT

When you move to a new country it is usual to experience periods of change and adjustment.

When you arrive almost everything will be suddenly different – the air, water, food, language, houses and people. You will probably feel tired from travelling and from saying goodbye to family and friends.

You will probably feel excited because of all the differences but this excitement can change to homesickness and loneliness after a while.

This is called **culture shock**, and it passes in time.

It is good to talk with someone who understands – maybe someone in your host family or an International Student who has been here longer than you or a favourite teacher or the International Dean.

Try new things, be open, get out of your comfort zone and mix with others as much as you can.

**REMEMBER:** Your time at Baradene College  
is what you make it!



## NEW ZEALAND CULTURE

We are a country of generally polite, friendly people. New Zealanders (Kiwis) will usually help you if you need it.

When you meet people for the first time, try to make eye contact and speak to them. Some people may want to shake your hand so don't be afraid to.

It's polite to greet your host family every morning. Smile and say "hello" or "hi" when you see someone you know.

Ask a question when you don't understand something. You won't be seen to lose face. "I don't understand. Can you please say it again?"

Use: please, thank you, sorry or excuse me (pardon) where necessary to be polite.

In New Zealand, yes usually means yes and no means no.

If you forget a teacher's name, you can call the "Miss" (women) or "Sir" (men). We don't usually call a teacher "teacher".

### THE LANGUAGE

New Zealand has THREE official languages – English, Māori and NZ Sign Language. English is the most commonly spoken and you will soon get used to the New Zealand accent! People will usually talk with you, especially if you ask a question but some people can be rude about people from other countries. Just ignore them. We know it's not easy.

Try to help Kiwis by:

Speaking as clearly as you can

Asking people to speak more slowly

Not being afraid to make mistakes

Joining in as much conversation as possible will really help you to become more fluent.

Te Reo Māori is another official language of New Zealand. Here are some words you could find out the meaning of:

Aotearoa	Pākehā
haere mai	whānau
tena koe	pōwhiri
kia ora	whare
marae	iwi
kura	kaiako
akomanga	Whare karakia

English is a language that is changing and in New Zealand, we have words and names that you may not find in your dictionary which refer to school. Here are some that may puzzle you at first.

### **WORDS USED AT SCHOOL**

<b>Words used at school</b>	<b>Meaning – ask your teacher or your Kiwi Sister or Homestay family</b>
options	Subjects that you can choose
periods	
late book	
P.E.	
gear	
study	
tuckshop	
homeroom teacher	
truancy	
detention	
assembly/liturgy/mass	
interval	
roll call	
runner	
lunchtime detention	
after school detention	

### **EVERYDAY WORDS USED IN KIWI ENGLISH**

<b>Everyday words used in Kiwi English</b>	<b>Meaning – ask your family or host family</b>
bach	
broke	
caregiver	
cop	
dairy	
Giddy	

guys	
haere mai	
haere ra/e noho ra	
hang on a minute	
here you are	
here you go	
Hi	
hooray	
how's it going	
Polynesian	
kia ora	
Kiwi	Bird, New Zealander, NZ Rugby League Representative
<i>Pākehā</i>	
pudding	
see you later	
shout	to give a treat / to buy someone else drinks or food
there you go	
tough	
whānau	family

# SECTION FIVE: FURTHER INFORMATION

## WHAT TO DO IN AN EMERGENCY

Please ask the International Dean or Homestay Co-ordinator for contact numbers regarding any personal needs.

### THE NEW ZEALAND POLICE



New Zealand is a safe and law-abiding society by international standards. The Police do not carry guns. They are generally considered helpful, and the Police Force is made up of both men and women.

The Police enforce both criminal and traffic laws. They perform search and rescue missions. They also operate community programmes.

## IN EMERGENCIES ONLY, to contact the POLICE, dial 111

111 is also used to access emergency services such as ambulances and fire fighters. If reporting something that is not urgent, that you don't need emergency services for, or if you want to report a crime when no one is injured or in danger, dial 105.

You should always cooperate with the Police while you are in New Zealand and give them your correct details.

They are here to help and protect you. You **MUST** follow New Zealand laws while you are in the country



# NOTES

# COMPUTING/CYBERSAFETY USE AGREEMENT



**Student Name:** \_\_\_\_\_

## I understand that:

- My computer username and password are private and are not to be shared with other students. I will not reveal home addresses or phone numbers, mine or anyone else's, in cyberspace.
- Computers and other ICT equipment that belong to Baradene College are intended for educational purposes and I will treat all equipment with respect. Any other ICT equipment that I use within the school environment (e.g. mobile phone, own laptop) will be used for learning purposes as directed by my teacher.
- Any videoing, photos or voice recording will be for learning purposes as directed by my teacher. I will ask those I wish to film, photograph or record for their permission before I do so.
- When using the Internet, I must not go looking for rude or offensive sites. If I accidentally encounter inappropriate, dangerous or illegal material I will immediately remove it from the screen/turn off the screen and notify a supervising teacher without disclosing the material to any other student.
- When using the email facilities at school, it is my responsibility to ensure that all electronic correspondence will not cause offence or be otherwise inappropriate.
- ICT must not be used for harassment, bullying, plagiarism, exam cheating etc. I will use any educational accounts responsibly and follow the 'Acceptable Use' Agreements on these accounts.
- I will report offensive and inappropriate activities to my parents or my Dean immediately.
- The school reserves the right to check at any time, work or data related to ICT in the school environment.
- Students are not to use the Baradene name, named staff, or crest for social media post without prior permission.

Breaching this agreement (or any involvement in such a breach) may result in my access to the ICT resources at Baradene College being withdrawn, which could make me ineligible to continue studying a particular subject. I also understand it could result in disciplinary action by the school.

Student's Name: \_\_\_\_\_ Signed: \_\_\_\_\_

## Parents or Guardian:

### **General use of computing/communication technology resources:**

I have read the Computing/Cybersafety Use Agreement. I believe my child has read the document and understands her obligations. I understand that the ICT resources at Baradene College are designed for educational purposes and that any breach of the rules and conditions as set out in this agreement can lead to loss of privileges or disciplinary action. I understand if my daughter loses or damages equipment this could result in a bill for the cost of replacement parts or repairs. I also understand this agreement applies to ICT equipment my daughter brings into Baradene College.

### **Access to cyberspace:**

I understand that it may not be possible for the school to fully restrict exposure to inappropriate material in cyberspace, accessed through such means as the Internet, email or text messaging. I also understand that while the College will take appropriate measures to limit access to illegal, dangerous or inappropriate material, ultimately it is each student's responsibility not to initiate access to, or have any involvement with such material.

For more information on how you can help your daughter use ICT in a safe and responsible manner visit <http://www.netsafe.org.nz>.

### **Permission to Publish**

Under the Privacy Act 1993 we are required to seek your permission to publish information related to your daughter, including images and samples of her work. Baradene's website, newsletters and school magazine contain images of students and examples of their work to celebrate achievement, promote community and to give students examples of good practice. We therefore undertake to ensure that no unnecessary or inappropriate details are published.

I hereby give permission for my daughter to be given access to computing and ICT equipment and for images of her to be published by the school.

Parent signature: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_

