



# Woodford House

## PROSPECTUS NOTES 2011

### INTERNATIONAL STUDENTS YEARS 9 - 13

*Challenge the Future  
Embrace the Present  
Cherish the Past*

**We welcome your interest in Woodford House.**

Woodford House is an integrated school that has established a tradition of excellence built up over 100 years. Woodford continues to offer quality education for Year 7-13 boarders and day girls.

In fulfilling this, we aim to provide experiences that enrich the girls' lives and prepare them to achieve in their tertiary studies and in the workforce. Girls need to learn to be: responsible for their actions; motivated; prepared to continue life-long learning; and confident in taking their place in the community.

Friendships made during the Woodford years often last a lifetime.

Woodford House has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the following website: <http://www.minedu.govt.nz>

## OVER A CENTURY OF HISTORY



Woodford has earned the reputation of being an outstanding school for both boarders and day girls. Miss Mabel Annie Hodge, from Cheltenham, England, founded the once co-educational school in 1894, in Hastings. In 1911, Woodford moved to the hills of Havelock North. The present hall, dining room and administration areas are part of the original building. Since then, many buildings and facilities have been added and the grounds have been developed to maximise the 22 hectare site.

Woodford offers facilities to match the best schools in New Zealand, while offering girls the chance to reach their full potential - academically, physically, spiritually and socially.

The Woodford House Chapel (interdenominational) is dedicated to the name of St Francis of Assisi. It is a tranquil building situated at the heart of the school and used extensively for school Chapel Services, as well as weddings, baptisms and memorial services. Its traditions of music, worship and architecture embody the values of the Christian faith. Our Chaplain guides the spiritual life of the school, presenting Christianity as a basis for a satisfying and meaningful life, both within Woodford and the wider New Zealand community.

## **Woodford offers a welcoming educational environment for your daughter**

- 22 hectares of peaceful, landscaped grounds overlooking orchards, vineyards and mountain ranges.
- Modern classroom block.
- St Francis of Assisi Chapel at the heart of the school, featuring beautiful stained glass windows and carved altar.
- Five boarding houses offering predominantly single rooms. Each boarding house has its own common room.
- Fully equipped computer rooms with the latest technology, including Internet access for all students. Ratio of computers to students 1:3.
- Nine classrooms with electronic white boards.
- Well-appointed refurbished science laboratories.
- Dedicated art suites, featuring recently expanded art rooms; and individual studios and photography darkrooms.
- Food technology and textiles suites.
- Multi-level large library with senior study area.
- Music block incorporating numerous individual practice rooms.
- Outdoor amphitheatre for drama and class use.
- Two gymnasiums with weight training room and squash courts.
- Astroturf courts catering for athletics, cricket, softball, soccer and hockey.
- Beach volleyball court.

## Woodford offers other benefits

- A Christian ethos underpinning school values.
- Proven academic excellence.
- Small classes and individual help for girls if required.
- An extension and enrichment programme for academically able girls.
- Committed, supportive, well-qualified and experienced staff.
- Mathematics and English assistance for girls experiencing difficulties.
- A sporting and culturally active environment that encourages full participation in a wide range of activities.
- Positive student role models in all aspects of school life.
- Opportunities for leadership, in Years 7 – 13.
- Outstanding musical achievements, both of individual girls and our Chapel Choir.
- House competitions in sport, music, drama and debating.
- A strong pastoral team to support students' health and well-being in our day and boarding schools:
  - Deputy Principal - Director of Students
  - Boarding Managers
  - House Staff
  - Year Deans
  - Form Teachers
  - Counsellor
  - Nurse
  - Chaplain
  - Health classes from Years 7 – 11
- Visiting health specialists:
  - Doctor
  - Physiotherapist

## Information Communication Technology (ICT)

Our ICT systems and facilities impact and enhance every facet of our school community. With school wide access to resources designed to enhance girls' learning opportunities, the Internet, online Encyclopedias and Databases, Library OPAC, multimedia resources, email, our growing Intranet, and online instructional programs, and with the ongoing development of learning programmes within the curriculum, we are providing digital opportunities for our girls that are second to none. Specialist facilities for students include the latest professional video editing equipment and cameras, a purpose built graphics, art and design room, data gathering and logging systems for science and sound recording and CD mastering equipment for our musicians.

As new technologies emerge we are constantly reviewing them in order to ensure that we can capitalise on exciting new ways to enhance student learning for the twenty first century. An example of this is the investment in interactive whiteboard technology as part of the recent Science Block refurbishment. In line with leading overseas educational trends, we believe that this technology will revolutionise learning in the classroom, by providing transparent access to teaching resources both home-grown and international.

## Woodford House Staff

### The Board of Proprietors

<b>Mr David Allan</b>	<b>(Chair)</b>
Mr James Aitken	
Mr Tom Cooke	
Mr Tony Craig	
Dr Jonathon Eames	
Mrs Susan Ironside	(Parents' Association Representative)
The Very Reverend Helen Jacobi	
Mrs Susan Levett	
Mrs Susan Perry	(Foundation Representative)
Mr Simon Scannell	
Mrs Anne Stuart	
Mrs Jane Williams	(Old Girls' Association Representative)

### The Board of Trustees

<b>Dr Jonathon Eames</b>	<b>Chair</b>
Mrs Jackie Barron	Principal
Mr Tom Cooke	Proprietors' Representative
Mr Tony Craig	Proprietors' Representative
Mrs Margie Ellis	Elected Staff Representative
Mrs Stephanie Geddes	Elected Parent Representative
Mrs Louise MacGillivray	Elected Parent Representative
Mr Rod Miller	Elected Parent Representative
Mr Murray Richardson	Elected Parent Representative
Mr Simon Scannell	Proprietors' Representative
Mr Roger Teague	Elected Parent Representative
Miss Olivia Glazebrook	Elected Student Representative

### Principal

Mrs J Barron, BA, M Mgt, Dip Tchg

### Senior Management

Mrs F Green, BA, Dip Tchg	Deputy Principal-Director of Students
Mrs V Downes, BSc, Dip Tchg	Director of Learning, Mathematics
Mrs J Barrett, MEd L, Dip Phys Ed, Dip Tchg	Director of Staff, Health & Physical Education
Mr D Mason	Business Manager

### Teaching Staff

Dr M Alexander, Phd Physics & Mathematics, Dip Tchg	Mathematics
Mrs B Averill, B.Ed (Tchg), Dip Tchg	Year 9 Dean, Mathematics
Ms B Benson, TTC	Head of Visual Art
Mrs K Bidlake, BA (Soc Sci), Dip Tchg	English

Mr M Brebner MA Hons, CTEFL, Dip Tchg  
Mr I Cameron, B.Com, Dip Tchg  
Mrs J Carpenter, LSB (Sp. & Drama),  
LSB (Pup. Sp. & Comm.), ATCL, RTSCA,  
Accredited Examiner - Speech NZ, SCA, TTC  
Ms H Dustin, BEd (Tchg), Higher Dip Ed  
Mrs M Ellis, Dip Home Science  
Mrs C Gardiner, BA, Dip Tchg, TTC  
The Reverend J Hamilton, HEc Dip, TTC,  
Higher Dip Tchg, CPE, EFM, Dip Theol (Otago)  
Mrs W Hunt, LTCL, M.Ed, Dip Tchg  
Mrs P Knight, Dip Home Econ, TTC,  
Dip Spec Subjects

Mrs J Menzies, BA, Dip Tchg  
Mrs R Middlebrook, TTC  
Ms D Morris, BFA, Dip Tchg  
Mr C Owen, BSc (Physics), PG Certificate  
in Education  
Mr A Plant, BA, MA (Hons), Dip Tchg  
Mrs S Plant, BA, Cert Ed  
Mrs R Ritchie, TTC

Ms R Roberts, BA (Hons) History  
Mr G Semmens, BA, Dip Tchg,  
Dip Counselling Skills  
Miss K Sime, BAgSc (Hons), Dip Tchg;  
MA (Christian Studies)  
Mrs I Taylor, NZCE (Civil)  
Mrs D Thomas, BPhEd, Dip Tchg

Mrs J Wakefield, BA, Dip Tchg, in TESOL  
Mrs C Walton, BTech Hons

Ms S Wood, BSc, Dip Tchg

### **Administration Staff**

Mrs J Holden  
Mrs D Ronke, Dip O Admin  
Mrs R Ross  
Ms R Taylor  
Mrs J Thompson, BBS

Head of English  
Head of Mathematics

Head of Speech and Drama  
Head of Intermediate Department  
Year 11 Dean, Technology  
Economics

School Chaplain  
Head of Music

Head of Technology, Careers  
Adviser, STAR Coordinator  
Social Sciences  
Visual Arts  
Visual Arts, Technology

Physics  
Classical Studies  
Head of Languages  
Dean - Years 7 & 8,  
Mathematics, Social Sciences  
Head of Social Sciences

English

Year 10 Dean, Science  
Physical Education and Health  
Senior Dean (Years 12 & 13), Head of  
Physical Education & Health  
ESOL, English, Social Studies  
Science, Maths, Chemistry,  
Specialist Classroom Teacher  
Head of Science

Administration Assistant  
Principal's Personal Assistant  
Administration Officer  
Administration Assistant  
Finance Administrator

### **Boarding House Staff** (all hold Duty of Care Certificates)

Mrs B Black, NZB	Boarding Manager
Mrs C Boyle, NZLA Cert, LSB(Sp), LSB(P.Sp), RTSCA, SCA Adjudicator, NZSB Examiner	Relieving Boarding Manager
Mrs K de Brett	
Ms K Dodd	
Ms H Julian	
Mrs V Law	
Mrs S Macphee	
Mrs B McAulay	
Mrs J Macdonald	
Ms W Needham	
Mrs E Thomsen	

### **Ancillary Staff**

Mrs K Carswell, BAppSc	Librarian
Mrs P Corban	Teacher Aide
Miss A Death, BEd, Dip Tchg, LSB	Speech and Drama
Dr E Dixon BM,DA,DRCOG, FRNZCGP	School Doctor
Mr R Hicks, BA, TTC, ACBC	Information Services Manager
Mr C McIvor, Dip Rec, Cert Management	Head of Sport
Mrs G McKenzie-Parker	Laboratory Technician
Mrs C Maiorana	Laboratory Technician
Ms S Paul, B Rec & Sport	Sports Administrator/Coach
Mr G Perry, CBC	Information Services Technician
Mrs J Pickering, CBC	Publications Officer
Ms R Wadeson, Reg Nurse, Dip Nursing	School Nurse

### **Grounds Staff**

Mr S Foggin	Maintenance Supervisor
Mr R Southen, Dip TC	Groundsman

### **Visiting Music Staff**

Mrs J Beck, LTCL, LRSM, AIRMT	Piano
Mrs R Brownrigg, ATCL, AIRMT	Piano
Mr M Couper, BA, AIRMT, ATCL	Guitar
Mr C Lovatt, ATCL, AIRMT	Guitar
Mrs S Delany, AIRMT, BSc, LTCL	Flute
Mr D Maunder, NZ Navy Band Cert	Percussion
Mrs E McDougal	Cello/Double Bass
Mrs R Newcomb, LTCL, AIRMT	Violin
Mrs J Redfern-Wilson	Clarinet
Mrs G Still, LRSM, LTCL, AIRMT	Piano/Electric Keyboard
Mrs B Tiedemann, LRSM, AIRMT	Flute, Piccolo
Mrs O Wakeman, ATTC, Dip Perf Arts	Singing
Mr A Wuts, BMus	Saxophone and Clarinet

## Boarding at Woodford

As Woodford is “home” to boarders during the school term, our boarding houses are made as bright and welcoming as possible. Boarding can be fun and girls make the most of communal living.

A typical boarder day:

7.00 am	Breakfast
7.30 am	Tidy rooms
8.20 am	Form time
8.35 am	Period 1
9.35 am	Period 2
10.35 am	Interval
10.55 am	Chapel or Assembly
11.15 am	Period 3
12.15 pm	Lunch
1.15 pm	Period 4
2.15 pm	Period 5
3.15 pm	End of school day
3.30 pm	Sports practice, sports fixture, music practice, other activities
5.30 pm	Dinner
6.30 – 7.30 pm	Prep (homework) Years 7 & 8 (supervised)
6.30 – 8.00 pm	Prep Years 9 and 10 (supervised)
6.30 – 8.30 pm	Prep Years 11 - 13 (in own rooms)

“Lights out” depends on the year level.

All boarders have lockers and are encouraged to plan for their five period day in the morning. We encourage effective time management and independence in organising classroom materials and resources.

## Sport

Girls can participate in a variety of sports including - athletics, cricket, softball, hockey, football, netball, basketball, badminton, volleyball, gymnastics, horse-riding, squash, tennis, swimming, diving, snowboarding and skiing.

There is vigorous competition against other schools, both in local competitions, (either mid week or Saturday morning), and annual fixtures with other schools. All juniors are expected to take part in a team sport to encourage team values and participation. In the winter all Year 7 – 12 girls are involved in a school team sport.

From Year 7 to Year 9 there is an adherence to the Royal New Zealand Lifesaving Society and most girls gain lifesaving awards and badges. Competent swimmers can also further their lifesaving in Year 10 to Year 13 and seniors are also valued instructors for juniors.

## Outdoor Education

All Year 7 to Year 11 students participate in the outdoor education programme. While each year group develops physical skills there is an emphasis on group co-operation and management, leadership and the ability to face challenge. Year 7 to Year 9 students participate in a two-three day programme covering kayaking, rafting and beach skills. Year 10 students attend a five-day course. While they have a lot of fun, they also increase confidence by extending themselves to meet challenges in new contexts. Year 11 girls participate in an action packed rafting expedition.

Girls are also encouraged to become involved in the Duke of Edinburgh's Hillary Awards programme.

## Sporting Opportunities

Woodford's sports and physical education facilities are outstanding:

- Two sports fields can be used for cricket, softball, hockey, soccer and touch rugby. Twelve courts are available for tennis and netball.
- There are two gymnasiums, with two squash courts attached, and also a fully equipped weight and fitness training room.
- There is a swimming pool and an outdoor fitness trail.
- As well as the above options, girls can participate in athletics, basketball, badminton, volleyball, gymnastics, rowing, horse-riding, scuba-diving and skiing.
- There is vigorous competition against other schools in a variety of sports both in local competitions, either mid week or Saturday morning, and annual fixtures with other Integrated Schools. All juniors are expected to take part in a team sport.
- Annual outdoor education activities are held for all year levels.
- Year 10 girls attend a five-day course. They have a lot of fun and increase their confidence through extending themselves to meet challenges.
- Girls can choose from a number of electives which include working for a Duke of Edinburgh's Hillary Awards, aerobics, and a variety of other hobbies and interests.
- All girls participate in the School cross country.

## **Guidance and Assistance in Career Choice**

Careers advice is available to all girls, with special emphasis on senior students.

Our Careers Advisor, Mrs Pam Knight, provides individual guidance and extensive information is available for a full range of careers.

In all careers guidance, girls are helped to evaluate their personal strengths and interests and to match those with avenues of career training.

Each year, a two-day seminar is held for Year 12 students, when representatives of a number of professions talk about their careers and answer questions.

Year 13 girls make visits to Universities and other tertiary institutions and liaison officers from these institutions also visit the school.

Girls are encouraged to find out about subject requirements for their chosen career before making subject choices in their senior years.

## Speech and Drama

While Speech and Drama is a part of our Special Character, the lessons described below are optional.

Our aim is to develop clear, concise communication skills which will enable the students to have a rich oral foundation for life and to be confident in a variety of speaking situations.

The aspects covered include: voice management, drama skills, public speaking, reading aloud, poetry speaking, literature appreciation, theatre sports and exercises to promote spontaneity and self confidence.

The students are encouraged to sit an examination. An independent examiner assesses the students' work against a national standard set by Speech New Zealand. The exams are held at Woodford House in Terms 2, 3 and 4.

Lessons are of a one hour duration and held once a week with a small group. The timetable ensures the junior students are withdrawn from only one subject of any class per term. Lessons for seniors are held either at lunchtime or in a study period. A minimum of eight lessons is taught per term, possibly more, depending on the length of the term. Lessons missed by the student are not made up.

### Fees (per term)

Grades 1 - 4	\$100.00
Grade 5	\$120.00
Grades 6 - 8	\$150.00
ASB Level	\$200.00

### Drama at Woodford

All girls have the opportunity to audition for school plays. Junior House plays are produced and directed by Year 12 girls. Efforts are made to involve as many juniors as possible in these, either onstage or in lighting, sound, stage management, costume or make-up.

Encouragement is given to girls to speak in public as often as possible. Year 13 students speak to the school on a subject of their choice in Tuesday assemblies. Drama students are also offered an opportunity to perform during Thursday assemblies. Girls at all levels take part in Chapel services, and debating is a regular occurrence, both in school and against other schools.

## Music

Music is an important part of life at Woodford House. More than half the girls learn to play an instrument and/or perform in one of our vocal or instrumental groups.

### Music Lessons

Individual instrumental/vocal lessons occur during the school day at a time when minimal disruption will occur to the student's academic timetable.

Girls are expected to remain committed to their lessons for a full year, preferably more. In extenuating circumstances lessons may be terminated mid year, but only after full consultation between the Head of Music, instrumental tutor, student and parent. In all cases a term's notice of termination must be given or a full term's fees paid.

### Fees

Accounts for lessons are sent directly to parents by the tutors. A term's fees could be between \$160 and \$200 (for 30 minute lessons) or \$240 - \$300 (for advanced students 45 minute lessons).

### Expectations

Girls are expected to practice regularly. They will be issued with a practice diary in which tutors will record weekly tasks and goals, and the girls will record their practice time and achievements. The many rooms in the Haddington Music Suite are available to the girls for their practice. Furthermore, girls are encouraged to perform with a school group in order to enhance their learning experience.

Girls are encouraged to enter examinations in performance and theory as these provide strong incentives to acquire solid skills. In such cases full consultation is made between Head of Music, instrumental tutor, student and parent in order to maintain a balance with all other commitments.

Parents are always welcome to communicate with the Head of Music and tutor about their daughter's progress. Grades will be issued as for all curriculum subjects at regular intervals, and full reports will be written at mid-year and end of year.

### Instruments Available

Woodford House has some brass, string and woodwind instruments available for students to learn with, and the Music Department is able to guide families towards the various hire-to-buy schemes available.

There are a number of good pianos and keyboards for student use, a few guitars, an electric guitar, a bass guitar and two drum kits.

Students using school instruments are liable for any damage or loss.

Lessons are available in the following instruments:

- Piano
- Keyboard
- Pipe Organ
- Violin / Viola
- Cello / Double Bass
- Flute
- Clarinet
- Saxophone
- Oboe
- Trumpet / Horn / Trombone
- Guitar (Acoustic and Electric)
- Drum Kit
- Solo Singing

## Your Daughter's Medical Care is a Priority

Woodford House employs a New Zealand Registered Nurse for 30 hours per week. The Nurse is available from 8.30am – 2.30pm, Monday to Friday. After hours, health issues are dealt with by House or Administration Staff, who are certificated First Aiders and have been given specific advice regarding the known health problems of our students.

The School Nurse is responsible for the day-to-day health needs of all students. This includes such areas as the first aid that is necessary for on-site emergency care, advice for healthy living and preventative treatment.

We have a 9-bed well-equipped Health Centre on the premises. This is also available for day girls' use.

"The Doctors" in Hastings is used for emergency care. A staff member will always accompany the girl, liaise with hospital medical staff and inform parents.

The School Nurse works in conjunction with our School Doctor, Dr Liz Dixon, who visits the School twice weekly for appointments. Boarders may have any number of appointments with the doctor at a flat cost of \$35 per term. Day girls are charged \$10 per term to cover the cost of on-site Health Centre services.

The Health Centre can also provide assistance with arranging orthodontic care.

### **Other services that the School Nurse provides include:**

- Updating and organising all necessary immunisations, influenza vaccines and sight testing.
- Answering parental concerns over their daughter's health care.
- Referring and making appointments for all specialist services.
- Liaison with other health professionals in the community (such as Vision and Hearing Specialist, Dental Nurses).
- Organisation with the Kitchen Supervisor of special diets and vegetarian meals.
- Liaison with Housemistresses and Teaching Staff regarding girls with special needs.

In all the medical services provided at the School, our concern is for the well-being of the girls, informing parents and ensuring the confidentiality of information.

### **All International Students must have Medical Insurance**

Most students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. You must therefore have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. You must also obtain insurance to cover your travel to and from New Zealand.



## Woodford House

### International Student Fee Information – 2011

Fees and Enrolment Costs	Annual Fees (NZ\$ GST inclusive)
Tuition Fee	\$ 17,600.00
Accommodation Fee	\$ 12,500.00
Administration and Pastoral Support Fee	\$ 1,500.00
<b>Total Annual Fees</b>	<b>\$31,600.00</b>
Plus confirmation of enrolment (first year only – payable with application to enrol)	\$500.00
<b>Total Payable on Enrolment</b>	<b>\$32,100.00</b>

Other Costs	NZ\$
<b>Uniform Cost</b> (Full Summer, Winter and Sports – one initial cost only)	Approximately \$2,000.00
<b>English for Speakers of Other Languages (ESOL) Fee</b> (This is included in the abovementioned tuition fee. If extensive ESOL tuition is required, however, then further costs could incur)	
<b>Homestay Accommodation</b> (if required for mid-term exeat weekends and school holidays)	
<b>External Examination Fees</b> (Years 11-13 only)	\$375.00
<b>Insurance</b> The School can arrange medical insurance, as required under New Zealand law.	\$500.00
<b>*Disbursements Provision</b> Incidental costs vary from student to student and may include: stationery items, school and sports trips, school camps, music tuition, speech and drama tuition, taxi fares, telephone calls, general outings and concerts.	*\$3,000.00

\*The disbursements provision is required to be paid in advance of arrival. Any monies not expended from the student's disbursements account will be refunded or carried forward into the next school year.

## **Payment - Due Date**

New Zealand Immigration require confirmation that school fees have been paid and a place is available at Woodford, before granting a Student Visa. Parents are required to pay total fees and disbursements costs annually in advance to the School, in order to avoid the inconvenience and expense of multiple Visa Applications.

## **English for Speakers of Other Languages (ESOL) Fee**

This fee reflects:

### **Woodford's small classes**

Woodford deliberately positions itself with very low student/staff ratios, not just in the classrooms but in the Boarding Houses as well.

### **Woodford's ratio is probably the lowest in New Zealand**

Consequently the individual attention available to international students, in every situation, is unquestionable. We are committed to the ESOL process taking place in every situation, not just in ESOL.

### **Limited number of international students in any one form**

This strategy provides a greater opportunity for practising English. This is in significant contrast to many other schools where international students are simply overlooked, even lost in the system. We limit the number of international students entering the school, the number from each country and the number in each class, thus promoting maximum integration and attendant benefits.

## **Individual ESOL Lessons**

If deemed necessary, ESOL lessons will be arranged to ensure that the international student's English is raised to acceptable levels. Where additional tuition is needed, we seek parent approval because there will be costs. Reports from the ESOL teacher and your own assessment can be discussed with the Director of Learning at any time.

## **Homestay Accommodation**

We can arrange homestays during mid-term exeats and holidays as well as other care and supervision activities. Homestay accommodation will be charged at \$NZ50 per night and funded from the student's disbursements provision.

## **Disbursements Provision**

Disbursements are charged at the end of each month and are funded from the pre-paid disbursements provision. Woodford sends accounts to parents monthly for all disbursements incurred and provisional payments used. Parents will be contacted if and when additional monies for disbursements are required.

## Charged to Disbursements Account per Term:

<b>End of term travel</b>	Domestic, not international travel.
<b>Medical fees for boarders</b>	\$35 per term.
<b>Musical tuition</b> (optional)	30 minute lessons cost between \$160 and \$200/term. 45 minute lessons cost between \$240 and \$300/term.
<b>Speech and Drama tuition</b> (optional)	Grades 1 - 4            \$110 Grade 5                \$120 Grades 6 - 7          \$160 Grade 8                \$180 ASB                     \$220

## FEES ENQUIRIES

Any enquiries from parents of international students regarding fees are welcome and should be directed to the Business Manager at the School:

[dean.mason@woodford.school.nz](mailto:dean.mason@woodford.school.nz)

## Travel and Medical Insurance

The school can arrange medical insurance cover for international students. It is essential that adequate medical insurance is in place before international students arrive at Woodford. The premium will be charged to the disbursements provision – once we have received the insurance proposal form from you, and cover is accepted by the Insurance company. Travel insurance must also be organised prior to enrolment.

## Immigration

The Code of Practice states – “Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand – Immigration Service.” This can be viewed on the website at <http://www.immigration.govt.nz>

## Pocket Money

It will be necessary to set up a New Zealand bank account from which your daughter can access pocket money as well as funds for the purchase of any mufti clothing which parents allow.

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

## Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This summary provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

- **What is the Code?**

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

- **Who does the Code apply to?**

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

- **What is an "international student"?**

An "international student" is a foreign student studying in New Zealand on a student permit from the New Zealand Immigration Service.

- **How can I get a copy of the Code?**

You can request a copy of the Code from your New Zealand educational provider.

The Code is also available online from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international).

- **How do I know if an educational provider has signed the Code?**

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international). If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

- **What do I do if something goes wrong?**

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the Principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code

requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

## **A Summary of the Code of Practice for the Pastoral Care of International Students**

The Code sets standards for educational providers to ensure that:

- high professional standards are maintained;
- the recruitment of international students is undertaken in an ethical and responsible manner;
- information supplied to international students is comprehensive, accurate, and up-to-date;
- students are provided with information prior to entering into any commitments;
- contractual dealings with international students are conducted in an ethical and responsible manner;
- the particular needs of international students are recognised;
- international students under the age of 18 are in safe accommodation;
- all providers have fair and equitable internal procedures for the resolution of international student grievances.

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

- **What will the IEAA do?**

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and/or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

- What can the Review Panel do?

The Review Panel can remove or suspend an educational provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

- **What is the International Education Appeal Authority (IEAA)?**

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

You can write to the IEAA at:

The International Education Appeal Authority  
C/- Ministry of Education  
PO Box 12083  
Wellington  
New Zealand

## Acceptance of International Students for Enrolment

### What happens when you arrive at Woodford House?

The Boarding Manager will meet with you when you arrive and introduce you to the Housemistress of your Boarding House, your Form Teacher and your Year Dean. Staff will discuss your timetable with you and ensure that you know the names of your subject teachers, how to find the classrooms, duration of periods and the school's expectations of your behaviour. You will also be introduced to your subject teachers and your "big sister"; this is a fellow student from your form class who will take you to lessons and support you as you settle into the life of the school.

Throughout the year, the Boarding Manager talks with your Housemistress and your teachers to monitor how you are doing and fitting into the life of the school.

### COMPLAINTS PROCEDURE

If you are unhappy about anything at school you should follow this process:

#### Internal Procedure

- Step 1** Contact the Boarding Manager if it is a boarding issue, or the Deputy Principal – Director of Students if it is a matter relating to your school programme or the Business Manager if it is a financial matter.
- Step 2** If the complaint is not dealt with to your satisfaction, discuss it with the Principal.
- Step 3** If you are still not satisfied you may write to the Board of Trustees to consider the matter.

#### International Education Appeal Authority

If you believe the school has breached the Code of Practice and you have not been able to settle the matter following the school's internal procedures, you may bring the matter to the International Education Appeal Authority.

#### Contacting the International Education Appeal Authority

You can write to the IEAA at –

The International Education Appeal Authority  
Ministry of Education  
P O Box 12083  
Wellington  
NEW ZEALAND



## Woodford House

### **POLICY ON ENROLMENT FOR INTERNATIONAL BOARDERS for the Board of Proprietors**

#### **RATIONALE**

The provision of boarding is integral to Woodford House. International boarders are welcomed for enrolment. The mixing of cultures enriches the School and the students in it.

#### **AIMS**

1. To have clear guidelines for the acceptance of international boarders.
2. To enable access to the School for those girls who will best thrive in this environment and whose needs Woodford House, by way of its Special Character, is able to address in educational learning, social development and religious instruction.
3. To provide clear guidelines for both parents and the Principal for entry into Woodford House as a full boarder.
4. To protect the viability of the School and the substantial investment in Woodford's boarding facilities.
5. To encourage loyalty to the boarding school from both pupils and parents.
6. To set out expectations of behaviour.

#### **GUIDELINES**

1. Students must board at Woodford House - homestays are arranged for holiday time and exeats.
2. Applicants as international boarders must be willing to accept the conditions of the Woodford House Special Character, as outlined.
3. A copy of current passport must be provided including visa and permit details.
4. The student parents and designated caregiver must attend a formal interview with the Principal.
5. A copy of a recent school report must be provided.
6. A copy of travel and medical insurance must be provided.
7. The Principal may contact the current school.
8. Students and parents accept that the New Zealand Curriculum is taught at the School.
9. Students should have some understanding of English and be able to communicate in English. The School reserves the right to place the student in appropriate courses based on the student's competency in English.

10. Lessons in English as a Second Language (ESOL) may be available at an extra cost. The School will determine the need for ESOL lessons in consultation with parents and teachers. The need for ESOL lessons and availability of an ESOL teacher will be influential in determining the availability of a position in the School.
11. With Woodford's Special Character in mind, the student's attitude to wanting to come to Woodford and the student's expected behaviour within the School will be considered.
12. The Principal, on behalf of the Board of Trustees and the Proprietors, will rely on the information gathered for the purposes of deciding whether a student can be accepted for enrolment at Woodford House. Matters considered will include the School's Special Character requirements, existing facilities, education requirements and student support networks.
13. When there are more applicants than places available, taking into consideration the class size restriction, the Board shall not give preference of enrolment to the parents of any child unless the Proprietor concurs that those parents have established a particular or general connection with the Special Character of the School to the satisfaction of the Board.
14. The Principal will write to parents/guardians to either offer or decline a place for the student. A written acceptance by the parents/guardians and payment of the Disbursements Deposit and Boarding Enrolment Fee secures a place.
15. Boarders are encouraged to embrace the boarding culture at Woodford by engaging in the opportunities to develop their leadership qualities and contribute to boarding life up to and including Year 13.
16. Because of the pressure for day girl places, a student who enrolls as a boarder and is accepted as such, will be ineligible to change her status to a day girl. Parents/guardians will be expected to sign the Woodford House Policy on Enrolment for Boarders accepting this condition on enrolment - once a boarder, always a boarder.
17. A student who enrolls as an international boarder and is accepted as such may be eligible to change her status to a boarder if family circumstances change, and requirements are satisfied.
18. Fees must be paid in advance. A receipt will be issued in order to facilitate New Zealand Visa application.
19. If an international boarder wishes to leave before the end of her Year 13 year, her parents/guardians are to notify the School in writing, before the end of Term 3, or with one full terms notice, as the case may be. Fees in lieu of notice will be charged as per the Enrolment Contract.
20. No student may own or drive a motor vehicle while enrolled at the School.
21. Each year level is regarded as a new course and requires parents to re-confirm the enrolment contract.
22. Parents must provide their current residential address and their preferred mode of communication, especially in case of emergency.
23. The School will conduct homestay visits as required by the Code of Practice.
24. Woodford House is a signatory to the Code of Practice of International Students and nothing in this policy will negate this.



## Woodford House

### **POLICY ON ENROLMENT OF INTERNATIONAL DAY STUDENTS**

#### **for the Board of Trustees**

#### **RATIONALE**

Woodford House welcomes international day students for enrolment. The mixing of cultures enriches the School and the students in it.

#### **AIMS**

1. To have clear guidelines for the acceptance of international day students.
2. To enable access to the School for those girls who will best thrive in this environment and whose needs Woodford House, by way of its Special Character, is able to address in educational learning, social development and religious instruction.
3. To provide clear guidelines for both parents and the Principal for entry into Woodford House as an international day student.
4. To protect the viability of the School and the substantial investment in Woodford's boarding facilities.
5. To encourage loyalty to the School from both students and parents.
6. To set out expectations of behaviour.

#### **GUIDELINES**

1. Applicants as international day students must be willing to accept the conditions of the Woodford House Special Character, as outlined.
2. The student, parents and designated caregiver must attend a formal interview with the Principal.
3. A copy of current passport must be provided including visa and permit details.
4. A copy of a recent school report must be provided.
5. A copy of travel and medical insurance must be provided.
6. The Principal may contact the current school.
7. Students and parents accept that the New Zealand Curriculum is taught at the School.
8. Students should have some understanding of English and be able to communicate in English. The School reserves the right to place the student in appropriate courses based on the student's competency in English.
9. Lessons in English as a Second Language (ESOL) may be available at an extra cost. The School will determine the need for ESOL lessons in consultation with parents and teachers. The need for ESOL lessons and availability of an ESOL teacher will be influential in determining the availability of a position in the School.

10. With Woodford's Special Character in mind, the student's attitude to wanting to come to Woodford and the student's expected behaviour within the School will be considered.
11. The Principal, on behalf of the Board of Trustees, will rely on the information gathered for the purposes of deciding whether a student can be accepted for enrolment at Woodford House. Matters considered will include the School's Special Character requirements, existing facilities, education requirements, Enrolment Scheme rules and student support networks.
12. When there are more applicants than places available, taking into consideration the class size restriction, the Board shall not give preference of enrolment to the parents of any child unless the Board concurs that those parents have established a particular or general connection with the Special Character of the School to the satisfaction of the Board.
13. The Principal will write to parents/guardians to either offer or decline a place for the student. A written acceptance by the parents/guardians and payment of the Enrolment Fee secures a place.
14. International students are encouraged to embrace the culture at Woodford by engaging in the opportunities to develop their leadership qualities and contribute to School life up to and including Year 13.
15. A student who enrolls as an international day girl and is accepted as such, may be eligible to change her status to a boarder or international boarder if family circumstances change, and requirements are satisfied.
16. Fees must be paid in advance. A receipt will be issued in order to facilitate New Zealand Visa application.
17. If an international day student wishes to leave before the end of her Year 13 year, her parents/guardians are to notify the School in writing, before the end of Term 3, or with one full term's notice, as the case may be. Fees in lieu of notice will be charged as per the Enrolment Contract.
18. Woodford House reserves the right to terminate tuition. Reasons for this may include:
  - In the event of continued and unexplained absenteeism
  - The exclusion or expulsion of the student in accordance with the Education (Stand-down, Suspension, Exclusion, and Expulsion) Rules 1999
  - Provision of false or misleading information by the student on enrolment
  - Inadequate progress by the student
  - Failure by the student to pay fees
  - Woodford House is unable to guarantee accommodation due to the student's behaviour
  - In the event of criminal behaviour by the student (including such behaviour outside the signatory's premises)
  - An inability to attend for reasons such as illness or family obligations, where the student cannot make up the missed course time and needs to re-enrol if they wish to complete the course.
19. No student may own or drive a motor vehicle while enrolled at the School.
20. Each year level is regarded as a new course and requires parents to re-confirm the enrolment contract.

21. Parents must provide their current residential address and their preferred mode of communication, especially in case of emergency.
22. The School will conduct homestay visits as required by the Code of Practice.
23. Woodford House is a signatory to the Code of Practice of International Students and nothing in this policy will negate this.



Woodford House

**POLICY ON  
REFUND OF FEES FOR INTERNATIONAL STUDENTS  
For the Board of Proprietors and Board of Trustees**

**RATIONALE**

International students who enrol for a year's study make a financial commitment for that time. The school should be protected if a student's circumstances change.

**AIM**

1. To have clear guidelines so students/parents know the financial consequences of early departure during the school year.

**GUIDELINES**

1. If a student changes her mind before coming to Woodford, full fees are refunded minus a \$1,000 administration fee.
2. If a student withdraws from Woodford after beginning the course, there will be no refund except in the case of:
  - a) return home because of the student's serious illness (medical certificate required).
  - b) return home because of death or serious illness of a close member of the student's family (medical evidence required).
3. In the cases of both 2a and 2b, the school will retain amounts to cover costs already incurred.
4. No refunds will be made to students who are asked to leave the School because of misbehaviour, poor attendance, or any other gross misconduct.
5. No refunds will be made to students who wish to transfer to another school for whatever reason.
6. No refunds will be made to students who gain Permanent Residence after having begun the year at Woodford.
7. Any application for a refund must be made in writing, setting out the special circumstances of the claim.
8. Except in exceptional circumstances, no refund is payable to a student who withdraws after the beginning of the first day of Term 3.
9. If a student withdraws early or is sent home, the New Zealand Immigration Service will be notified.

## Course Structure

This chart shows the subjects taught at Woodford House, and the form levels at which they are available. Normal text indicates the compulsory core subjects. *Italic text indicates optional subjects*

The senior school course booklet outlines the criteria for senior subject choices.

Year 9	Year 10	Year 11	Year 12	Year 13
		<i>Accounting</i>	<i>Accounting</i>	<i>Accounting</i>
Art	<i>Art</i>	<i>Art</i>	<i>Practical Art</i> <i>Art Photography</i> <i>Art Design</i>	<i>Art - Painting</i> <i>Art - Design</i> <i>Art - Photography</i> <i>Art - Printmaking</i>
	<i>Graphics</i>	<i>Graphics</i>	<i>Graphics</i>	
Technology	<i>Textiles Technology</i>	<i>Technology</i>	<i>Technology</i>	<i>Technology</i>
	<i>Food Technology</i>	<i>Home Economics</i>	<i>Home Economics</i>	<i>Home Economics</i>
English	English	English	English	<i>English/Media English</i>
Computer Studies			<i>Computer Studies</i>	
	<i>Business Studies</i>	<i>Economics</i>	<i>Economics</i>	<i>Economics</i>
Language Studies	<i>French</i>	<i>French</i>	<i>French</i>	<i>French</i>
	<i>Spanish</i>	<i>Spanish</i>	<i>Spanish</i>	<i>Spanish</i>
Mathematics	Mathematics	Mathematics	<i>Mathematics</i>	<i>Mathematics</i>
				<i>Mathematics with Calculus</i>
				<i>Mathematics with Statistics</i>
Music	<i>Music</i>	<i>Music</i>	<i>Music</i>	<i>Music</i>
Science	Science	Science	<i>Biology</i>	<i>Biology</i>
			<i>Chemistry</i>	<i>Chemistry</i>
			<i>Physics</i>	<i>Physics</i>
Social Studies	Social Studies	<i>Geography</i>	<i>Geography</i>	<i>Geography</i>
		<i>History</i>	<i>History</i>	<i>History</i>
			<i>Classical Studies</i>	<i>Classical Studies</i>
	Careers Education			
Physical Education	Physical Education	<i>Physical Education</i>	<i>Physical Education</i>	<i>Physical Education</i>
Health Education	Health Education			
Religious Studies				

Thank you for expressing an interest in Woodford House.

Please contact me to make an appointment to visit the School.

I look forward to meeting you.

**Mrs Jackie Barron (Principal)**  
**Woodford House**  
**Private Bag 1001**  
**Havelock North 4130**  
**Hawke's Bay**  
**NEW ZEALAND**

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