Information Handbook

Aim high
Be determined





Welcome to New Zealand

New Zealand is a special place to visit, travel and study. We have beautiful beaches, lovely forests, snowy mountains, green farmland, interesting cities and towns and friendly, welcoming people.

The population of New Zealand is 5.3 million people. English, Māori and New Zealand Sign Language are official languages, although most people speak English.

New Zealand is a popular place for international students. We are very glad you are coming to New Zealand and spending time in one of our schools.

We hope you enjoy your time here, learn something new and make new friends.



International Students will usually arrive in New Zealand at Auckland International Airport. Students will need to transfer to the domestic terminal (two minutes by bus or 20 minutes walk) for the one hour flight to Napier.

If necessary, students can be met in Auckland and assisted with this transfer.

Smaller aeroplanes are used for the flight to Napier. A few bumps (mild turbulence) is quite normal so don't be nervous. It is very safe.

When students arrive at Napier Airport they will be met by their homestay family and the school's international staff.

Make sure you save the international 24/7 emergency phone number into your cellphone before you leave home. Emergency phone number is **027 297 4745.**

Please call us if you have any issues during your travel.

Transfer information

Transferring to an Air New Zealand domestic flight

If you are transferring to an Air New Zealand domestic flight within New Zealand you need to collect your luggage and clear Customs and Biosecurity in Auckland at the International Airport.

If you have more than 60 minutes before your scheduled departure time then please go to the Air New Zealand domestic transfer desk on the ground floor of the international terminal. Or make your way to the domestic terminal either by bus or by walking.





Free Bus Service

A free inter-terminal bus service operates every 15 minutes between 5am and 11pm, with the trip taking approximately ten minutes.

At the international terminal, the bus leaves from Bus Stop B at the Transport Hub.

Walk our new 'Green Line' between terminals

Stretch your legs and get some fresh air by following our new green line walkway between terminals.

The 950m walkway is well marked with improved shade and shelter, and, in most places, follows a green line on the footpath.

The new route takes about 10 to 15 minutes, depending on your walking speed.





Napier



Napier is a city on the eastern coast of the North Island.

Napier is a beachside city with a seaport, known for its sunny climate. With its palm-lined streets, world-class Art Deco architecture and the Pacific Ocean on its doorstep, Napier CBD is one of the most attractive retail and business hubs in New Zealand.

Taradale is a ten-minute drive from downtown Napier. It's a self-contained, residential suburb with its own relaxed, village hub. It's home to the Mission Estate and Church Road Wineries, two of Hawkes Bay's oldest wine producers. The Mission Concert is a local institution that has been bringing international live music acts to Taradale since 1993.



Welcome to Taradale High School

The Principal and Staff welcome International Students to Taradale High School. We hope that students will have many valuable experiences during their time of study at the school.

Taradale High School has been welcoming International Students for over 30 years. International Students come from Japan, Thailand, Taiwan, Brazil, Colombia, Germany, France, Switzerland and many other countries.



David Oliver
Principal



Alicia Dearing
International Director
international@ths.school.nz



Bonnie Hart
International Co-ordinator



Cheryll Lee
ESOL Teacher

Starting School

What to Bring: Taradale High is a device school. Please bring a **laptop computer** if you have one.
If you intend to take Outdoor Education, please bring good walking shoes and swim wear.

Students will not attend classes on their first day and are not required to wear uniform. Please bring your passport documents. Orientation will include:

- A tour of the school
- Meeting staff and student leaders
- An Interview and English assessment
- Information on school routines and regulations
- Tour of Napier (weather and numbers permitting)



Course Advice & Support

The Director of International Students will help students select their course of study. Multi-level study is available. This means subjects can be studied at an easier or more advanced level, depending on your English and ability. The school reserves the right to make the final choice.

International staff are available for guidance. Students can be referred on to another department or person if more information or help is required.

Facilities

Taradale is an easy five-minute walk to a convenient shopping centre with cafes, banks and a post office. Students enjoy using the modern gym and sports facilities at the nearby PG Sports Arena - https://www.pgarena.co.nz/

Taradale also has tennis courts, extensive sports grounds and nearby picturesque golf courses. There is a regular bus service to Napier city, which is a 10 - 15 minute car ride away.

Facilities at school include a new Science suite, Technology building with specialised workshops, and a well resourced library.



Many international students enjoy using the Music and Drama suite.

Private music lessons are available for a small cost and musical instruments may be hired if you cannot bring them with you. Please let us know so we can make arrangements for you.

The School has its own extensive sports grounds and a gymnasium with an outdoor covered all-weather turf. A wide range of sports are available to students.

A canteen selling hot and cold food, drinks and snacks is open to students during interval and lunch.

The school uniform and stationery items may be purchased at school from the Uniform Shop. You can check it online at:

http://www.ths.school.nz/information-2/uniform/

Uniform

The school has its own uniform shop. During the first week the homestay family or International Coordinator will assist students with buying a uniform. A new uniform costs approximately $400.00. Uniform can be hired for $100 if you are coming just for one term.

Footwear is part of the uniform. See the guidelines for the correct shoes to wear.





The school has navy-blue waterproof jackets or plain black puffer style jackets for cold weather. Students staying a short time may hire uniform.

- Skirts are worn at knee length
- No visible make up or nail polish
- No unnatural hair colours or extreme hairstyles
- No jewellery except watches and one small stud earring per ear and one necklace
- No visible body piercing allowed
- Boys must be clean shaven

Year 13 students have a different uniform. A long sleeved white shirt with black pants for boys and a black skirt and long sleeved white fitted shirt for girls. On uniform-free days, students may wear their own clothes.



Homestay Information

Students studying at Taradale High School live with a host family. It is a great way to learn English. Homestay families are arranged by the School and most homestays are within a walking distance of the school. Homestay families give students help and support just as their own family would.

People in Napier seldom live in apartments, they live in houses. Houses come in all shapes and sizes and most will have a lawn and garden. Students will have their own fully furnished bedroom, and share all the other facilities with their host family.



We give consideration to students' requests and preferences where possible. If students have any problems with their homestay, they should see the International department.

Some host families are large (4-5 children) and some are small (1 host mother). Many families will have pets. The homestay family will provide all meals including lunch. Laundry is usually done by the host mother. Clean bed linen and towels are provided.

When you receive your homestay family's details it's good to send them an email or have a Zoom meeting so you get to know each other before arrival.



Homestay Advice

During the first week, your homestay family will discuss guidelines and routines. We hope you enjoy living with a New Zealand family and encourage you to join in family activities to show that you want to be a real member of the family.

If you don't like the food, tell your host family politely. It takes time to adjust. Your host family might appreciate you cooking a meal for them sometimes - perhaps a special dish from your own country.

If there are younger children in your host family, give them some attention. Play a game or read a book with them. The children will appreciate you making an effort.

Tell your host family of any plans you make. They will want to know ahead of time if you are going to miss dinner, need a ride somewhere, or want to invite a friend to the house.

Your host family will give you guidelines on phone and internet use. Try to be considerate. Spending a long time on the phone or internet means you're not spending time with your host family.

Most New Zealand families like to eat together at the dinner table. If you cannot avoid being home late, phone or text your family as soon as possible. They will appreciate you being considerate. Your host family is sharing their home with you. Remember to say **'thank you'** so they know that you appreciate them.



Living in New Zealand

New Zealand is a relatively safe country. There are no dangerous animals and we enjoy a temperate climate. In Napier the long hours of sunshine and a high UV mean that sunblock must be used. People in New Zealand tend to be relaxed and dress casually.

It can be a challenge to live in a new country where the language, customs and culture are different. Students may feel tired during their first days of school. Feelings of loneliness and homesickness are normal. Most students soon recover and feel happy studying in their new country.

Students are encouraged to share their feelings and discuss problems with their homestay family or International Staff. Calling parents every time there is a problem can cause unnecessary worry.

Other staff at school can help with problems and concerns:

General Problems: Form Teachers and Deans

Qualifications & Careers: Careers Department

Homestay Problems: International Staff



Student Safety

Emergencies

All international students should have a NZ mobile number. If there is an emergency outside school hours we need to be able to contact you. The emergency number in New Zealand is 111.

In the event of a civil emergency, follow these guidelines found on What's the Plan Stan:

https://www.whatstheplanstan.govt.nz

Keeping safe is very important so always follow host family guidelines. Before going out your host family will want to know:

- Where you are going. Give an address and take your phone.
- Who you are with. Host families like to know who your friends are.
- What you are doing i.e. sport, going to movies, shopping etc.
- When you will be home. Curfew times may be earlier than in your country. Always text if you're going to be late.
- How you are travelling. **Travel in a car with student drivers is strictly forbidden.**

Water Safety

In New Zealand we have many opportunities and places to swim. But we also have drownings. Here are some safety guidelines:

- Always swim with others, preferably with a responsible adult.
- Obey all safety signs and warnings.
- Swim on patrolled beaches between the flags.
- Respect the water and if in doubt stay out.

Pedestrian Safety

- Use footpaths. They are a safe place to walk.
- Be careful when crossing driveways. A driver coming out of a driveway, may not see you.
- Cross the road only when it is safe to do so. Always check both ways and any nearby roads.
- Quickly walk straight across the road.
- If you need to cross the road when you get off a bus, wait until the bus has moved away.
- Don't step out suddenly onto a pedestrian crossing if vehicles are close.

For more information about pedestrian safety visit:

http://www.nzta.govt.nz/resources/roadcode/about-other-road-users/information-for-pedestrians.html

Cycle Safety

Napier has great pathways for off-road cycling. Care needs to be taken when cycling on the roads. Don't ride a bike until you know the New Zealand road rules.

Before cycling, visit the website below for more information:
http://www.nzta.govt.nz/resources/roadcode/about-other-road-users/information-for-cyclists.html

Take care and always remember the following:

- Look both ways before going out on the road.
- Ride as close to the left side of the road as possible.
- Ride in single file.
- Signal before you make a turn.
- Cyclists **must wear an approved safety helmet**, fastened securely.
- It's a good idea to wear brightly coloured or reflective clothing when cycling.
- Don't ride at night or any other time when you can't clearly see a person or vehicle.
- Your bike must be roadworthy and the brakes must be checked regularly.



Rules and Regulations

International students studying at Taradale High School must at all times:

- Obey the laws of New Zealand
- Respect the host family and follow their guidelines. If a student is asked to leave their host family because of disrespect, this may result in the school being unable to accommodate the student. Students are not permitted to change their homestay without school permission.

Abide by the school rules which are based on common sense, courtesy and respect.

Drugs are totally forbidden. An investigation by the school, as per the Disciplinary Policy will result, should evidence or involvement of drugs be found. This includes behaviour outside of school hours.

Smoking and vaping is forbidden at school and strongly discouraged in New Zealand.

Alcohol is forbidden at school. It is against New Zealand law for students under the age of 18 to partake of alcohol without written permission from parents. Host family, agent and school restriction apply.

Driving or purchasing a motor vehicle is forbidden. Students are not permitted to be a passenger in a motor vehicle without the prior knowledge and permission of their host family and/or the school. Driving with a student-aged driver is not permitted.

Attendance at school is compulsory. Immigration authorities will be informed if unexplained absences occur.

Students are required to wear the **school uniform** correctly and abide by the school dress code.

Students are expected to be punctual and to participate fully in school activities.

Students must abide by the **Cybersafety Use Agreement** which details the responsible use of all digital and electronic devices.

Payment will be made for loss, damage or disfigurement caused by the student to school textbooks or to any other property.

Paid employment is not permitted without a work visa and school approval.

Behaviour which has the potential to be dangerous to the student's health or welfare, or to another student's health or welfare, (e.g. an inappropriate relationship) may result in that student being sent home.

Written permission from parents and approval from the school is required for:

- all travel that is not with host parents or does not involve a school trip
- participation in high risk activities, e.g. white water rafting
- body piercing and/or tattooing (school restrictions apply)

Grievance Procedures

PROBLEMS WITH SUBJECTS OR TEACHERS	PERSONAL PROBLEMS	PROBLEMS WITH OTHER STUDENTS	PROBLEMS WITH HOMESTAY
See International Staff or House Dean	International Staff Guidance Counsellor School Nurse	International Staff House Dean Senior Manager	International Staff

Students have a right to feel safe and that their concerns are listened to. If you are unhappy about a problem please see the International Department. If you are still not satisfied make an appointment to see the Principal.

If you still feel your problems have not been solved you may contact iStudent Complaints. This is a free service and their contact details are:

Phone: 0800 006 675

Email: complaints@istudent.org.nz

Website: http://www.istudent.org.nz

Address: iStudent Complaints, PO Box 2272, Wellington 6140



General Information

Holidays

Students are not permitted to travel independently unless with a tour group or staying with friends and family. Many students take advantage of the wonderful tours available during holidays www.nzet.com

- School approval is required for all travel arrangements.
- Written permission from parents is required for independent travel.

Sleepovers

To be able to undertake a sleepover you must have permission from the following and complete a "Sleepover Permission" form:

- Your host family
- Taradale High School

Insurance and Health Concerns

All students are required to have medical and travel insurance.

Digestive upsets, allergies to animals and insects, headaches and influenza are common problems and students may prefer to bring their own medicine for these conditions.

For more serious problems students will need to visit a doctor (usually covered by insurance). Translation help is available. Students may also discuss health problems with the School Health Nurse. `

Visas

Students need a visa to study in NZ. If students wish to extend their study period the school can assist with visa renewal. A blood test and X-ray may be required and this will not be covered by insurance.

NCEA

The National Certificate of Educational Achievement (NCEA) is the main national qualification for secondary school students in New Zealand.

NCEA is recognised by employers, and used for selection by universities and polytechnics, both in New Zealand and overseas.

Need to Know

Code of Practice

Taradale High School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students administered by NZQA. Copies of the code in your first language are available at: www.nzqa.govt.nz

Immigration

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, and can be viewed on their website at:

http://www.immigration.govt.nz

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at:

http://www.moh.govt.nz

Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at:

http://www.acc.co.nz

Medical and Travel

International students must have appropriate and current medical and travel insurance while studying in New Zealand.



Need to Know - Money

Money Matters

Students are required to pay for entertainment costs, phone calls and personal expenses such as toiletries, cosmetics, sanitary products, clothes etc.

Banking

- New Zealand banks are open from 9.30am to 4.30pm Monday to Friday.
- Automated Teller Machines (ATM's) are widely available at banks.
- International credit cards and ATM cards will work if you have a four-digit PIN code. Please check with your bank before leaving home.
- If you are staying for a year you may want to open a bank account - you can start the process before you arrive by clicking on this link: https://onlinestore.anz.co.nz/get/jumpstart-account/eligibility

Bringing cash into New Zealand

- You can bring cash to New Zealand.
- However, if it is more than NZ$10,000 in cash you must complete a Border Cash Report.

Currency exchange

Foreign currency can only be exchanged at International airports (Auckland, Wellington, and Christchurch).

Currency values

Convert currency is www.xe.com/currencyconverter

- Coins have values of 10, 20, 50 cents, $1 and $2
- Notes have values of $5, $10, $20, $50 and $100

What things cost

- Meal at a restaurant: $25-50
- Monthly cell phone plan: $25-50
- Movie ticket: $20
- Bus cost: $3.50 each ride
- Big Mac: $10.70

Pocket money

While you are at the school, you will need approximately $50 per week for spending money.









Taradale High School

Be determined. Aim high.

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