

Churchill Park School



International Prospectus

www.churchillpark.school.nz

Kia Ora and Welcome

Nestled along the edge of Churchill Park in Glendowie, the school occupies a special place in our community. Well known for its academic success, this is also a place where our young people develop the learner qualities, skills and future focused outlook that will help them enjoy success now and throughout their lives.

Churchill Park School lives up to its values of Respect, Honesty and Striving For Excellence every day through providing a supportive and nurturing environment for all students to develop.

Churchill Park School is a gem among Auckland primary and intermediate schools. We are proud of our reputation for a high level of pastoral care, with its emphasis on holistic education, for all students from years 1 - 8 provided through our stable and experienced staff.

Our special position inside Churchill Park - a farm complete with cows and farmer - provides for a unique Enviro school experience which our whole community appreciates as being pivotal to the core experience of being a Churchill Park learner.

Our focus on a shared ownership of learning, a holistic and balanced school experience of curriculum, sports, music and culture and the importance of rich home and school partnerships strengthens achievement and success for every learner. We look forward to your visit to Churchill Park School. **Liz Gunn | Principal**

Contact Us

Principal: **Liz Gunn**
Associate Principal: **Vicki Patten (nee Smith)**
Associate Principal: **Anne-Maree Beveridge**
E-Learning Facilitator: **Mark Webster**
Phone: **09-575 8156**
Email: **info@churchillpark.school.nz**
Address: **Kinsale Ave | Glendowie | Auckland 1071**
For Further Information

- www.churchillparkschool.nz
- [facebook.com/churchillparkschool](https://www.facebook.com/churchillparkschool)

Helpful Links

The Code: www.nzqa.govt.nz
Student complaints: qadrisk@nzqa.govt.nz
Study in New Zealand: www.studyinnewzealand.govt.nz
NZQA's Studying in New Zealand:
www.nzqa.govt.nz/studying-in-new-zealand
Disputes Resolution Scheme (DRS):
www.fairwayresolution.com/istudent-complaints

What Our School Offers

- Attention given to individual teaching learning and development of each pupil.
- Focus on community values: Respect, honesty and striving for excellence.
- High standards of teaching and learning, resulting in academic, artistic and sporting achievement.
- Learner qualities: Communicator, Creator, Problem Solver, Risk Taker and Team Player.
- Classes from New Entrants through to Intermediate (Years 0-8).
- Up-to-date teaching resources, including computer access for all classes.
- Regular school trips for all & EOTC Camps for Years 5-8.
- Attractive, extensive grounds set in an authentic working farm park.
- Leadership opportunities, particularly for Intermediate students.
- Onsite out of school care.
- Carefully managed limited number of international students

Conditions of Enrolment

Churchill Park School requires that all international students under 10 years of age live with their parents.

Our People

- 20 classroom teachers organised into four syndicates: Junior, Middle, Intermediate and Senior
- Principal and two Associate Principals
- Four syndicate leaders
- Specialist teachers for music, science, technology, physical education, I.T., mandarin, Te Reo and ESOL
- Strong teacher aide team
- Three administration staff | BOT (Board of Trustees) | PTA (Parent Teacher Association)

What Subjects Do We Teach?

- We offer the normal core curriculum subjects
- English: Reading, writing, viewing and presenting, speaking and listening
 - Mathematics
 - Science
 - Social sciences
 - Arts: Dance, drama, visual arts, music
 - Health and Physical Education
 - Technology
 - Learning Languages: Te Reo, Mandarin

Communication with Parents

- For students aged under 10 years, the parent must accompany the child before the child takes up a position in the school. The parent will then meet the Principal.
- The application for enrolment form is filled in by the parents.
- Home-stay/designated caregiver information is filled in for students aged 10-14. Parents need to verify the designated caregiver in letter form.
- Emergency contact procedures for students aged 10-14 are given to homestay and parents.
- Parents will provide insurance information, students health information, copy of birth certificate and passport as part of the enrolment procedure.
- Parents will be provided with written information regarding international students and associated procedures.
- Parents will be advised of their requirement to provide the school with their immigration status (students under 10 years) and a copy of the student's visa.
- Parents will be advised that the form is an application for enrolment. A position will not be confirmed until all documentation has been received and assessed by the school. An offer of a place will be offered, fees received and receipted and accommodation visited in the home-stay situations.

Student Contact with Parents

- The ESOL (English for Speakers of other Languages) teacher will arrange at school, for the student to email their parents weekly.
- The home-stay provider will be given a phone log book, where a log will be kept of weekly calls by the student to their parents. A regular time and day will be encouraged. A phoning call card will be supplied to the student as part of the parents' enrolment requirements.

Acceptance Conditions

In addition to the following conditions, all conditions that are part of the contract with parents, the fees refund policy and other school policies also apply.

- Students with all levels of spoken English are accepted.
- Students with learning and behavioural needs are accepted at the discretion of the Principal.
- Students and parents must accept and abide by rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
- Students must observe the laws of New Zealand. All disputes will be dealt with in New Zealand law.
- Students must observe the conditions of their Visa and Student Permit. If a student breaks the terms of the visa/permit, the school will report the fact to the New Zealand Immigration Service, which may result in the student having to leave NZ.
- The student and/or parents will provide academic, medical and other information that is relevant to the well-being and course placement of the student.
- Because class placements are decided on the evidence of assessment after arrival in New Zealand, all information given before enrolment about placement on courses and in classes is provisional. The school reserves the right to adjust placements and individual programmes at any time, if it is in the student's interests to do so.
- The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
- Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
- Tuition fees will be paid in full before enrolment, or before enrolment is renewed (whichever applies). All additional costs (as outlined in the school prospectus) will be paid promptly, as required.
- The conditions of the Fee Refund Policy will be accepted.
- All students are required to have travel and medical insurance for the duration of their period of enrolment. The school can arrange insurance unless students choose to make their own arrangements, in which case proof must be provided that the insurance purchased is adequate. The school will keep a record of the policy number and the type of cover provided.
- All international students preferably live with their parents or legal guardian. The legal guardian must be the person who looks after the child in their home country.
- The school's complaints procedure for international students will be used to deal with grievances.

Support Services

The following staff members are available for assistance, support and for emergencies:

Principal: **Liz Gunn**

Emergency Contact: **Liz Gunn**
Mobile: **027 635 7434**

Associate Principal: **Vicki Patten (nee Smith)**
Mobile: **021 535 931**

Associate Principal: **Anne-Maree Beveridge**
Mobile: **021 187 3907**

Phone: **09-575 8156**

Email: **info@churchillpark.school.nz**

Website: **www.churchillparkschool.nz**

Change of Address

Parents must inform the school of their address, telephone numbers, fax number and e-mail address. The student and/or parents must advise the school of any changes.

School Uniform

Girl's Uniform

- Green skorts
- Pale green shirt
- Green polar fleece
- Blue sports jacket

Winter

- Black shoes (not sports or high heeled)
- Navy socks or navy tights

Summer

- Black sandals
- Navy hat (bucket or cricket)

Boy's Uniform

- Green shorts
- Pale green shirt
- Green polar fleece
- Blue sports jacket

Winter

- Black shoes (not sports)
- Navy socks (ankle length)

Summer

- Black sandals
- Navy hat (bucket or cricket)

Sports Uniform • Green sports short and top

Supplier The uniform is available from:

School Uniform Centre | 553 Remuera Rd | Remuera
Auckland | NZ | Ph: 09 524 6270

Email: samara@uniformspecialists.co.nz

www.schooluniformcentre.co.nz

Hours: Mon-Fri: 8.30am-5pm | Sat: 9am-1pm

Jewellery For safety reasons, only a wristwatch may be worn. Students with pierced ears may wear small plain studs. Medical bracelets and culturally significant items are acceptable.

Lost Property | Naming Items Please ensure all items are clearly named. Lost property can be checked before or after school, in our hall foyer.

Sunhats Must be worn during Terms 1 and 4 and at other times if desired. Sunhats can be purchased from the school office or the School Uniform Centre. We take great pride in our uniform and ask that children come to school in the correct school uniform. Please do not add other items of clothing. If you have any questions or concerns about the school uniform, please contact our Principal, Liz Gunn.

Emergency Procedures

Application forms will have full details for contacting the parents. Parents will be advised that if there is an emergency situation during the school hours, then the Principal will seek medical assistance for the student. Their insurer will be contacted and they as parents will be contacted. If a situation occurs outside of school hours, the home-stay providers will be asked to seek urgent medical assistance. They will also contact the Principal, who will contact the parents. In cases of low or moderate need, then the home-stay provider will take the student to the Doctor. Guidelines will be given to the parents.

Orientation Programme & Support Services

The initial orientation process helps the children feel welcome and supported. The Principal is primarily responsible for the orientation of the students and their on-going welfare within the school community. This will be done in close liaison with the classroom teacher.

The Orientation Programme Will Include:

- On the student's first day, your child will be met by a member of the Senior Leadership Team and shown their classroom. All students will be mainstreamed immediately upon arrival.
- The classroom teacher will be responsible for ensuring your child has a buddy group consisting of two or more students whose role is to help the him/her with daily routines, timetables, and activities during the breaks.
- He/She will also ensure your child knows where to find the sick bay, place lunch orders, toilets etc.
- The Senior Leadership Team will continue to monitor the student during the first few weeks while the student settles into the class and the school. The Deputy Principal and Assistant Principal will also be available for support of the students, the classroom teacher, and the parents.
- Once the initial period is over, the Senior Leadership Team will continue to monitor your child's progress and his/her progress through informal meetings, ESOL teaching times, and where necessary through formal meetings with the student, the classroom teacher, and/or the parents.
- Parents and students need to know that Churchill Park School has an 'Open Door' policy. At any time they may make an appointment to see the classroom teacher, or the Principal to discuss any queries or concerns.

Procedure: Course Withdrawal/Non-Attendance

If a Student Withdraws From School It must be in writing by parents prior to student's last day, giving the date of the final day of attendance and the reason for leaving and the Immigration Service will be notified. The Refund Policy for International Students shall apply.

If a Student is not Attending School In the case of absences, the parent must follow the normal school procedure of notifying the school in the morning of the first day of the absence, and following this up with a written note on the first day of the student's return to school. If the absence can be foretold – e.g. an appointment, then the school is to be informed in writing the day prior to the appointment or earlier.

- Where the student is absent with no reason, the parents will be contacted by the school for an explanation. Where a student is being truant from school, the school Visiting Teacher will have a meeting with the parents to rectify the situation. If the Truancy continues then a family meeting will be held and contingencies put in place. If this doesn't rectify the situation, then the enrolment will be terminated and the Immigration Service notified.
- If the student does not attend for more than twenty consecutive school days then the school will, in writing, notify the parents that the enrolment has been terminated and the Immigration Service notified. However if the parents have previously notified the school in writing that the student will be absent for a period of time, with the full reason for the absence, the place shall be held, providing all fees have been paid in full, as required.
- If the student is withdrawn from or ceases to attend the school the Board of Trustees will notify the New Zealand Immigration Service.

English for Speakers of other Languages (ESoL)

Children with English as their new language are fully integrated into all school activities and learning. They are prepared for learning by developing their academic and social language, either in small groups or in a one to one situation that supports them in their interactions with English speaking children and Churchill Park School staff. Each week teachers spend specified time with their ESoL children, evaluating their needs to inform focused teaching and to build their knowledge of the learners. Experienced teacher aides' support teachers to meet the individual needs of ESoL students. New speakers of English attend withdrawal classes for 45 minutes a day to work with expert teachers. Children new to Churchill Park School are introduced to the school environment through a peer support buddy system. The buddy ensures they are familiar with the layout and routines of the school. They also include them in games and introduce them to other children. This is very successful and new children quickly make friends, feel a sense of belonging and confidence.

The Code of Practice

When you come to study in New Zealand, Churchill Park School has an important responsibility to ensure that you are well informed, safe and properly cared for. To support this, the New Zealand government has developed a Code of Practice for the Pastoral Care of International Students (the Code). The Code is a document that provides a framework for service delivery. It sets out minimum standards of advice and care that you can expect and provides a procedure that you can follow if you have concerns about the treatment you receive from your school or agent of a provider.

The Code does not apply to concerns about academic standards. If you want more information on this, please refer to information provided on the New Zealand Qualifications Authority (NZQA) website.

A Summary of the Code The Code sets standards for education 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 are in safe accommodation
- All providers have fair and equitable internal procedures for the resolution of international student grievances.

The Code also has a process to go through if you wish to make a complaint.

How to Get a Copy of the Code Churchill Park School is a signatory to the Code of Practice. Copies of the Code are available on request from Churchill Park School or from the New Zealand Ministry of Education website at <http://www.nzqa.govt.nz>.

Curriculum Programme

Programmes at Churchill Park School prepare our students to live and work in a rapidly changing world.

- Learning activities target: communication skills; social skills, up-to-date use of technology skills; enhancing literacy in listening, speaking, reading, writing and mathematics.
- Flexibility in thinking is strengthened through emphasis on discovery and exploration of learning in contexts that students have experience in.
- Teachers and students co-construct learning that offers:

- Challenges: learning new knowledge and skills, working with the unknown.

- Complexity: delving deeper and wrestling with big ideas.

- Control: allowing students to generate their own learning.

- Choice: providing options that allow students to use their strengths and develop their interests and passions.

- Caring: about relationships, belonging and contributing, making links to society.

Teachers adapt the learning to ensure the curriculum focus for each student is on personal development as well as on academic achievement. We focus on educating the whole child, emotionally, intellectually, socially and personally. Students are challenged with opportunities to participate in a range of academic, cultural, sporting and technology programmes.

Subjects Offered

Churchill Park School offers programmes in all areas of the New Zealand Curriculum. Details of the curriculum can be found on the Ministry of Education's website: www.minedu.govt.nz. Subjects include:

- English (listening & speaking, visual language, reading and writing)
- Social Studies
- Mathematics and Statistics
- Science
- Te Reo Maori
- Technology
- Physical Education | Health
- Arts: Music, Dance and Visual Arts
- Information & Communication Technology

Other Programmes - Cultural

- Instrumental Tuition
- Choir
- Jump Jam
- Marimba Band
- Enviro Clubs
- Maori Culture - Kapa Haka
- Arts Festivals / Productions

Other Programmes - Sports

- Recreational Sports Programme
- Lunchtime Sports
- Rugby
- Gymnastics
- Soccer
- Athletics
- Hockey
- Netball
- Cricket
- Cross-country Running
- ACE (After School Community Education)

Children with Special Abilities

- Accelerate Mathematics Classes
- Visual Art
- Student Led Goal Setting
- Specialist Teachers
- Passion projects
- Small Group and 1:1 Tuition when required
- Teacher Aides working alongside children in classrooms/learning centres
- National/International English, Mathematics and Science Competitions
- Gifted and talented day seminars on a variety of subjects by experts in their field
- Developing thinking skills to use a range of tools to enhance learning
- Language/Reading Extension Programmes

Learning a New Language

Classroom teachers monitor student welfare, progress and personal needs. They are available to talk with parents about concerns and to celebrate successes in students progress. Students are grouped according to ability. This means they feel supported and challenged without being frustrated in their learning.

Pastoral Care

- If a student is having difficulties adapting to the new culture, a meeting will be set up with the student and parents to discuss the issues and put further support structures in place.
- Information will be given regarding travel options to and from school. The Police have provided us with a Road Safety Plan and also visit the school on occasion to ensure students are advised about road safety issues.
- Students are encouraged to seek advice from the teachers or Principal on welfare issues. Support and referral information will be given and a referral made to the appropriate support agency if necessary.
- Information on health promotion is provided through the Health and Physical Well Being curriculum programme taught in the school.
- Our school is supported by visiting specialists such as the Police Youth Education Officer, Resource Teachers of Learning Behaviours, School Psychologist and Youth Worker. Their task is to assist the school and home meeting students needs. Parents are encouraged to contact the school if they consider that any of these people may be of help to their children.

Support Programmes for Students:

- Keeping Ourselves Safe
- Outdoor Education
- Reading
- Cultural Groups
- Health and Enrichment
- Perceptual Motor Programme (PMP)
- Anti-Bullying
- School Values
- Social Skills
- Life Skills
- Visible Learning
- Learner Qualities

Frequently Asked Questions

Do I need to speak English? Students at all levels of spoken English are accepted, including those who speak no English.

What do I need for class? Pens, pencils, eraser, ruler, paper and a translation device - you will be given a list of exercise books to purchase.

Do I personally take care of school property? All students are expected to respect school property inside and outside the classroom. Contributions towards costs will be necessary if wilful damage is done by a student

Will I get homework? All our students have homework from Monday to Thursday each week. Each teacher will advise parents as to the homework systems in place for their class levels.

When is Churchill Park School Open? Our school is open at 8:30 am every morning during term time, Monday to Friday. Lessons start at 8.55 am and school closes for the day at 3.00 pm. The school terms are given in the main school prospectus along with public holidays when the school is closed.

What if I'm sick or cannot come to school? Students enrolled at the school are required to attend two sessions each day. Caregivers are expected to advise the school by phone or email (via website) if the student is not attending, preferably on the morning of the first day, prior to 8:30am. Failing that, the caregiver will be required to provide a note explaining the absence. Any student who is absent from the school without the school being advised will be phoned from the office in order to ensure the safety of the student. Telephone calls regarding the student absences will be noted in the electronic daily attendance register.

What about breaks and meals? There is a break in the morning from 10.30am to 10.50am and a break for lunch from 12.30 pm to 1.30 pm. Lunches are to be brought from home. Students are also able to purchase sushi on Thursdays (delivered Fridays).

Does the school have information technology? All classes have access to a range of technologies. Computer pods and computers in the classrooms are available for students' research and creativity. Students from Years 5-8 are encouraged to bring their own devices (BYOD).

What documents do I need for 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 www.immigration.govt.nz.

Am I eligible 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 www.moh.govt.nz.

What happens if I have an accident? 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 www.acc.co.nz.

What do I do if I have a grievance? We want you to be happy at Churchill Park School. There are times however, when things do not go as smoothly as we may like. Here are some ideas about what you can do about it. Make a time to talk to your classroom teacher about your concern. If your concern is the classroom teacher, make a time to talk to the Principal. At the meetings, notes will be taken of your concerns and of the solutions put in place. If, after all the solutions have been tried, it is felt that your problem has not been resolved, then the student/parent may contact the International Education Appeal Authority. You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you. If you do have a problem, please ask for help 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. We hope your stay at Churchill Park School is a happy one.

Can I ride my bicycle to school? Students from the age of 10 may ride bikes to school. They must wear safety helmets and ride safely. It is strongly advised to supply a padlock for the safe keeping of the bike.

Does the school have rules? Our pupils are expected to behave to an acceptable standard at all times. This is managed via our school values of respect, honesty and striving for excellence, and social competencies: managing self, relating to others and participating and contributing. Regular home/school contact also assists.

Could there be other costs? Camp, swimming lessons, uniform and stationery.