



FOSSIL BAY
school & kindergarten



International Students Manual

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1. Introduction



In May 2017 something special happened on Waiheke Island: a fledgling Steiner school opened its doors and welcomed its first children. Many years of commitment and vision lay behind this moment. We are proudly New Zealand’s youngest Steiner school. The school currently runs a mixed-age class for children aged 5-8, with a long-established kindergarten alongside that caters for children aged 3-6. Playcircle caters for children up until the age of 3 to attend with a parent or caregiver.

“An education that embraces the outdoors and the natural world as a classroom, and an education that helps children become well balanced, creative, compassionate human beings.”

The school is situated in the beautiful and peaceful, semi-rural grounds of Fossil Bay Farm, a short distance from the main ferry terminal and the main village of Oneroa. Waiheke is well known for its vibrant island community of around 8,000 permanent residents, pristine beaches, regional parks, creative arts scene, local artisans, vineyards and olive groves, and is only a 35 minute ferry ride from downtown Auckland.

We welcome enquiries from international students from around the world. We believe having international students in our school will be culturally enriching for our students, teachers and families. We also believe our school provides a warm, welcoming and positive experience for international students who wish to experience life and a schooling experience in a beautiful part of New Zealand.



2. Fossil Bay School

2.1 Our Purpose

Our purpose is to create and sustain a nurturing environment of inspired children, teachers and parents in order to provide a modern anthroposophical based education in a physical and emotional environment that facilitates the unfolding of each child's full potential. The community is built on strong values, clear communication and respectful partnership.

“Our highest endeavour must be to develop

free human beings who are able of themselves

to impart purpose and direction to their lives” - Rudolf Steiner

2.2 Facilities, Equipment, Staffing & Support

Fossil Bay School offers its students a high quality learning environment, following a Steiner/Waldorf curriculum. International students have access to the same facilities and learning opportunities as domestic students. The teaching staff are all qualified teachers and registered with the New Zealand Education Council. They have a commitment and a personal connection to the distinctive ‘special character’ of the school. They participate in Rudolf Steiner professional development and other development and training work and strive to provide the best possible learning environment for students. The school provides teaching staff with a performance management programme. General information and photos of Fossil Bay School are available on our website at fossilbay.co.nz.

The Principal/General Manager will be responsible for actively monitoring and responding to any concerns for International Students enrolled at Fossil Bay School.

Fossil Bay School is a small pioneering school. It is set in a quiet semi-rural area, a 10 minute stroll in either direction to our “playground”, one of the local beaches.

2.3 Staffing for 2023

Management/Administration

General Manager

Iris Richter (iris@fossilbay.co.nz)

Tel: +64 27 495 2951

Finance and Admin

Helen Smith (finance@fossilbay.co.nz)

Communications
(comms@fossilbay.co.nz)

Lydia Campbell-Robinson

Teachers

Kindergarten
emma@fossilbay.co.nz)

Emma Cole (Lead Teacher,

Emma Skerlj-Rovers (emmamay@fossilbay.co.nz)

Melissa Edge (melissa@fossilbay.co.nz)

School

Donna Smith (Teaching Principal,
donna@fossilbay.co.nz)

Waiheke Island Rudolf Steiner Education Trust (WIRSET)

Chair

Arne Nieuwenhuys (trust@fossilbay.co.nz)

Treasurer

Chris Howard

Trustee

Rachel Barrington

Trustee

Mike Delamore

Trustee

Ben King

Trustee

Sally Parkinson-Howe

2.4 School Term Dates and Opening Hours

Our academic year starts in early February and finishes in mid-December, at which time our summer holidays start. The year is divided into four terms of 9-10 weeks each. During term time school operates 8.45am - 2.45 Monday-Thursday and from 8.45am - 1.30pm on Fridays (activity day).

Our term dates are published on our [website](#).

2.5 Uniform

There is no uniform at Fossil Bay. A tidy, clean, modest standard of dress suitable for all school activities is expected and documented in our policy. Clothes should be age and school appropriate, and comfortable for the weather and activity / function. Clothing should not restrict movement. Sun hats are compulsory in terms 1 and 4 (approximately Feb-April and Oct-Dec).

2.6 Special Character

'Special Character' is a term used in New Zealand to describe the differences between a secular state school and schools that have a philosophical or religious basis for their education. It relates to the style, the delivery and the content of the education; and the structure of the school (within the legal parameters set by the Crown).

Steiner/Waldorf education is based on the ideals and practices of education described by Rudolf Steiner and the continuing research of Steiner teachers and other compatible pedagogical approaches. This is then localised and informed by the unique context of Aotearoa, New Zealand. Fossil Bay is a Steiner inspired school.

All those connected with Fossil Bay School have a responsibility to uphold the Special Character. This includes the Waiheke Island Rudolf Steiner Education Trust (WIRSET), the College of Teachers, whānau (families) and children.

Steiner education rests on a concept of the universal pattern of child development. While there are trends in common, each child is an individual and has their own destiny to pursue.

The Waiheke Island Rudolf Steiner Education Trust and College of Teachers work together, sharing responsibility for maintaining the Special Character of the School.

Parents need to sign Fossil Bay's Special Character Commitment before the child can be enrolled. This is part of the enrolment pack.

2.7 Essential Features of Education at a Steiner School

- The threefold nature of the human being and the development of the child in relationship to the teaching:
 - Age 0-7: learn through example and imitation;
 - Age 7-14: learn through inner engagement;
 - Age 14-21: learn through free or independent thinking.
- The main lesson. This runs for approximately 1.5 – 2 hours every day, depending on the age of the child. Main lesson block goes for 34 weeks and allows a depth of learning during the child's most awake time in the morning
- Experiential learning. Child has the experience first, then conceptualises it later.
- Education is teacher-led.
- The place of rhythm.
- Integration of the artistic into all lessons.
- The spiritual dimension to education.
- The College of Teachers.
- Parent commitment.

2.8 Parent Commitment

The smooth functioning of the school and a healthy community spirit depends on the involvement and commitment of all families. Upon enrolment parents commit to:

- Prompt payment of fees
- Attend parent evening, usually once per term
- Attend working bees, usually one per term
- Help with fundraising, including Autumn Harvest Fair and Winter/Spring Barn Dance.
- Help with the running of seasonal festivals, including Matariki Winter Lantern Festival and the Spring Festival.
- School only: Parent helper on outings or in the classroom

This is covered in the enrolment pack.

3. Enrolment

3.1 Application Requirements & Procedures

Fossil Bay School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education, and to comply with notices and conditions imposed under the Education Act 1989. Copies of the Code are publicly available from the New Zealand Qualifications Authority website at: <http://www.nzqa.govt.nz>

All correspondence with the school must be in English.

These are the steps to follow when making an application for a place:

1. Parent writes an initial letter of inquiry (to info@fossilbay.co.nz), which should contain the following information:
 - a. Student's name;
 - b. Student's date of birth;
 - c. Parent(s)' current contact details; and
 - d. Time period you wish the child to study for.
2. If a space is available, the school emails to the parent: 'Fossil Bay Application To Enrol As An International Student'.
3. Parent fills out the application form and returns it with all appropriate documentation. Some of the key information required includes:
 - a. Certified copy of the parent's and the child's main passport page;
 - b. Certified copy of the parent's visa (required for a stay longer than 3 months);
 - c. Copies of the two most recent school reports with English translation;
 - d. Evidence of Medical and Travel Insurance;
 - e. Information on any medical conditions or learning difficulties (if applicable); and
 - f. Administration fee: NZ \$200.00 (non-refundable).

Once an application is received the following steps will take place:

1. An interview via telephone or a video conferencing service will be arranged.
2. The interview will involve:
 - a. The prospective pupil (if age-appropriate) and parents
 - b. Fossil Bay General Manager/Principal or other teacher
 - c. Class Teacher
3. The interview will consist of:
 - a. Overview of the school
 - b. An explanation of the Conditions of Acceptance (see below)
 - c. Classroom and daily programme explanation
 - d. Initial assessment of the level of English of the student
 - e. Ensuring the parents understand "the Code" (Code of Practice for the Pastoral Care of International Students, published by the Minister of Education).
 - f. Answering any questions the family may have.
4. Parents will be informed via email of the school's decision within 7 days of the interview. If the school is able to proceed with the application it emails out a 'Provisional Offer of a Place' letter, together with the 'Fossil Bay Tuition Agreement' form.
5. The parent complies with all requests in these two documents and returns the signed 'Tuition Agreement' form to the school.
6. The school invoices the parents for the full cost of the tuition.
7. Upon receipt of payment of the invoice in full, the school will confirm the student's placement at Fossil Bay School.

Further notes regarding placement:

1. If there are no current available places, the parents will be notified and will be given the option of being placed on a waiting list.

2. When a place becomes available, they will be notified and given 14 days to accept or decline the placement.
3. Placement in a particular year or class is at the discretion of the General Manager/Principal. This may be dependent upon class numbers, English language proficiency and any other school assessments.
4. If an application is accepted, parents have 14 days to accept the placement by paying the fees. Once the fees have been received and receipted by the school, an Offer of Place letter will be given to attend Fossil Bay School.

Note regarding visa requirements:

International Students are eligible to come to a NZ school for three months without needing to apply for a student visa/permit. They will require a visitor's visa. All other International Student requirements remain as above.

3.2 Conditions of Acceptance

We generally do not accept international students wishing to stay less than one school term (three months), unless otherwise agreed. Acceptance will be based on your commitment to the Special Character of the school (as a Steiner/Waldorf inspired school) which is included as part of the enrolment application, your child's most recent school reports and the school reference you submit as part of your enrolment application. All correspondence with the school (including school reports and references) must be in English.

As part of the acceptance process the school will contact your family and conduct an interview. The student shall have the right to withdraw from the school and terminate the tuition agreement provided two weeks written notice is given to the school.

To enrol at Fossil Bay School international students must live with their parent(s) or legal guardian(s) for the entire length of their stay at Fossil Bay School.

International students must inform Fossil Bay School of any sickness, behavioural, disability or special education needs before enrolment. International students must meet the English Language Proficiency Requirements as listed below, under English Language Proficiency Requirements. International students must meet the conditions of New Zealand Immigration Service student visa requirements for the duration of your study in New Zealand as listed below.

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

1. Students and parent/s must accept and abide by rules regarding behaviour and conduct that apply to all students. Unacceptable behaviour may result in the termination of tuition.
2. Students must observe the laws of New Zealand. All disputes will be dealt with in New Zealand law.
3. 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 Immigration New Zealand, which may result in the student having to leave New Zealand.
4. Because class placements are decided on the evidence of assessment after arrival in New Zealand, all information given before enrolment in classes is provisional.
5. The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
6. Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
7. Tuition fees will be paid in full before enrolment or before enrolment is renewed (whichever applies). All additional costs (as outlined in the International Student Fee Schedule) will be paid promptly, as required.
8. The conditions of the Fee Protection Policy will be accepted.

9. All students are required to have travel and medical insurance for the duration of their period of enrolment. Proof must be provided that the insurance purchased is adequate. The school will keep a record of the policy number.
10. All international students must live with their parent/s or legal guardian (proof of legal guardianship must be supplied).
11. The school's 'Concerns and Complaints Procedure' will be used to deal with grievances. This will be in line with the school's policy on feedback and in handling complaints.
12. The student and/or parents will provide academic, medical and other information that is relevant to the wellbeing of the student.
13. English Language Proficiency: At this stage we are not equipped to deal with a child who has little or no English. Students would require an elementary level of English proficiency. See below for further information.
14. Change of Address : Parents must inform the school of their address, telephone numbers and e-mail address and any change in the contact details of the student

3.3 English Language Proficiency Requirements

Your child's English will need to be of a standard that will make their time spent in New Zealand beneficial. As a guideline, on the International Language Testing System (IELTS) a band 5 would be the minimum (1 being the lowest result possible and 9 being the best result possible). If you are from Japan the language test is known as the TOEFL test and a score of 450 is the minimum. This is a guideline only and we rely on speaking with the student and their parents to help ascertain their level of English, as well as what support the parents may be able to provide (if needed) to help their child learn English. Our decision to make a provisional offer of place to a potential student will also depend on other criteria such as the size and make-up of the class they would be joining, length of time of enrolment, and any other learning challenges the student may have. We are committed to ensuring that any students offered a place at our school will have a positive learning experience.

3.4 Tuition Fees

Refer to *Fossil Bay International Student Fee Schedule*.

3.5 Refund Conditions

International students are subject to all of the school rules and disciplinary procedures and are expected to conduct themselves in an appropriate manner at all times. Serious misconduct or any breaches of New Zealand law may result in the student being asked to return home. In such cases the school reserves the right to terminate enrolment.

Please refer to the *Fossil Bay International Students Fee Protection Policy* and *Fossil Bay International Students Withdrawal and Fee Protection Procedure* for more information.

4. Immigration, Health and Insurance

4.1 Immigration Requirements

All International Students must meet the requirements of Immigration New Zealand to study in New Zealand. See www.immigration.govt.nz/new-zealand-visas/options/study for more information.

Students may be enrolled at Fossil Bay School for up to 3 consecutive months if they have a Visitor Visa. Students must have a Student Visa for enrolments longer than 3 months.

4.2 Medical and Travel Insurance

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>

International students must have appropriate and current insurance while in New Zealand. We will require written proof from your insurance company that you have insurance that will cover the cost of medical treatment while in New Zealand, travel for the duration of your stay, and costs associated with repatriation, expatriation and funeral expenses. We will also require an English translation of your policy if it is in a different language.

5. Quality Assurance

5.1 Review of Code Compliance

To ensure that the Code of Practice is being complied with, all procedures for the enrolment of international students are reviewed annually, as part of the Fossil Bay International Student Self Review Tool and Action Plan.

5.2 Legal Obligations of the School

The school will act in accordance with the New Zealand Children, Young Persons and their Families Act (1989). If school staff are concerned that your child has been or are likely to be ill-treated, harmed, abused or neglected we are obliged to notify the Oranga Tamariki, Ministry for Children, or the New Zealand Police and follow the Oranga Tamariki reporting protocol.

Personal information on any student is subject to the New Zealand Privacy Act (2020) and is obtained, stored and released in strict accordance with the Act. The New Zealand Education Rules 1999 (stand-down, suspension, exclusion or expulsion) apply to all students, including international students, enrolled at Fossil Bay School. A stand-down, suspension or exclusion may lead to a termination of your child's enrolment.

5.3 Education Review Office Reporting

Fossil Bay School is a fully registered private school which is funded predominantly by the families of students attending. As part of becoming a registered school, Fossil Bay undergoes regular reviews by the Education Review Office (ERO). ERO are responsible for evaluating and reporting on the education and care of children and young people in schools in New Zealand. Visit the following website to view our latest ERO report (2022):

<https://ero.govt.nz/institution/779/fossil-bay-school>

6. Curriculum Programme

The Fossil Bay School Curriculum is inspired by the New Zealand Te Rā Waldorf School curriculum. Accompanying the Steiner Curriculum is He Reo Puawai, a Te Reo Maori Curriculum that gives guidelines with suggested approaches and tools for application of te reo and kaupapa Maori teaching in Rudolf Steiner schools in Aotearoa.

The curriculum is steeped in the classical subjects like Ancient History, Geography, Botany, Zoology, Maths, Music, Art, Movement and English. The children experience each subject, not only through stories their teacher tells, pictures they draw or paint, music and movement, but also through what they find out for themselves by reading and writing (as appropriate to their age and abilities). The aim is to keep the child's natural sense of wonder intact and to kindle the flame of their learning at the same time.

The school is inspired by a traditional Steiner School structure to the day which may look something like this:

- Mornings: Morning Circle and Main Lesson
- Mid Session: Practice lesson - literacy and numeracy, music, languages and arts lessons.
- Afternoons: Handwork, Games, Physical education, Gardening, Instrumental Music, Art.

Seasonal events and festivals are also part of the special nature of Steiner Education and is an integral part of the school's curriculum. The school's festivals include seasonal celebrations, Māori festivals, and other significant points of the year. Festivals in the year involving the parent community may include the Harvest Festival in term 1, the Lantern Festival and Māori Matariki in term 2, Spring Festival in Term 3 and Advent in Term 4.

The education of the whole child through daily intellectual, artistic and physical activities is the aim of the school curriculum.

6.1 Curriculum Overview by Class

The curriculum is not, nor ever was intended to be, fixed and unalterable. Instead it relies on each teacher's curriculum knowledge, teaching skills, creative faculties, and love and understanding of the children. For the teacher, the curriculum is a vehicle for an unfolding of capacities in a timely way so that each child develops harmoniously to her or his fullest potential capacities. Below is a guideline of the topics covered for each class by year. As Fossil Bay School runs mixed-age classes, the curriculum followed in any given year is based on a range of curriculum topics related to the ages of the children in the class.

Class 1

Story Curriculum: Fairy Tales; Folk Tales; Nature Stories

Kaupapa Māori: Te reo; Waiata; Waiata-a-ringa; Karakia; Pakiwaitara

Main Lessons: Form Drawing: Straight Lines and Curves; Simple Vertical Symmetry

English Language: Speaking, Writing, Reading – Letters, Sentences

Mathematics: Numbers; 4 Processes

Science: Home Surroundings

Subject Lessons: Movement: Body Geography & Coordination Exercises; Circle

Dances & Games; Balance, Lifting & Stretching Exercises; Skipping; Gross- and Fine Motor Skills Exercises; Beanbag / Ball Exercises

Music: Within the Pentatonic Scale - Singing; Introduction to Pentatonic Flutes

Art: Guided Drawing; Wet-On-Wet Painting; Crafts

Drama: Informal Plays

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Maori: Waiata; Karakia; Basic Greetings and Introductions; Parts of the Body; Colours; Numbers 1-20

Class 2

Story Curriculum: Fables; King of Ireland's Son; Stories of the Saints

Kaupapa Māori: Te reo; Waiata; Waiata-a-rings; Karakia; Pakiwaitara, Patupaiarehe

Main Lessons: Form Drawing: Symmetry and Reflection; Forms in Transformation; Running and Rhythmical Forms

English Language: Speaking, Writing, Reading – Simple Spellings; Short Compositions

Mathematics: 4 Processes; Place Value; Multiplication and Division

Science: Home Surroundings

Subject Lessons: Movement: Body Geography & Coordination Exercises; Integrating the Vertical Midline; Circle Dances & Games; Skipping; Gross- and Fine Motor Skills Exercises; Beanbag / Ball Exercises

Music: Within the Octave - Singing; Introduction to Diatonic Recorders; String and Percussion Instruments

Art: Guided Drawing; Wet-On-Wet Painting; Crafts

Drama: Class Play to School; Puppets; Informal Plays

Maori: Waiata; Karakia; Classroom Language and -Objects; Extended Mihimihi; Vocabulary of the Living World Around Us; Numbers 1-100

Class 3

Story Curriculum: The Old Testament (Hebrew Creation Stories); Maori Creation Stories

Kaupapa Māori: Te reo; Waiata; Waiata-a-rings; Karakia; the Whare and Kainga; Mātauranga Māori – farming, fishing, astronomy

Main Lessons: Form Drawing: Circle Divisions; Expansion and Contraction; Complex Forms

English Language: Speaking, Writing, Reading; Grammar: The Parts of Speech; Reading

Mathematics: 4 Operations; Measurement: Length, Weight, Volume, Time; Money

Science/Technology/Social Studies: Farming; House Building; People at Work

Subject Lessons Movement: Expansion and Contraction; Circle Dances & Games;

Skipping; Beanbag / Ball Exercises; Bothmer Gym

Music: Simple Rounds – Singing and Recorder; String Programme (if available)

Art: Drawing – Illustrations; Wet-On-Wet Painting; Crafts

Drama: Class Play to School; Puppets; Informal Plays

Maori: Extended Mihimihi; Simple Dialogue; Te Pāmu; Te Wharenuī; Vocabulary of Time and Money; Prepositions and Pronouns

6.2 Reporting and Potential Learning Outcomes

Each student at Fossil Bay, including International Students, will achieve learning outcomes related to the Fossil Bay School Curriculum for their class and based on their Class Teacher's knowledge and understanding of the child.

The Class Teacher provides two reports per year for each child. The mid-year report, created during mid-term two, provides a brief description of Progress and Achievement and Literacy and Numeracy in

relation to the Learning Steps. This report is given to parents within the context of an interview. Next steps in learning are discussed and a broader picture of the child is shared. The end of year report provides a deeper characterisation of the child. A record of Progress and Achievement in Literacy and Numeracy, written in the same format as was given at mid-year, is also included. For International Students, regardless of the timing of their attendance, and as long as they attend for a minimum of one term (three months), they will receive a report covering their progress and achievement at Fossil Bay School.

6.3 Pathways for Future Learning

Transition between home country school and Fossil Bay School

Fossil Bay School is inspired by a curriculum based on the internationally recognised Steiner/Waldorf education movement. Our experience has been that children attending Fossil Bay School from a Steiner school elsewhere in the world generally have a smooth transition into our school, with regards to their learning and settling into school life in general. Similarly, a transition back to school in a student's home country tends to be smooth. One point to note is that, as the school year in New Zealand runs from February - December, it is not always straightforward to determine which is the most suitable class for a child who's home country school runs, for example, from September - May. Close discussions between Fossil Bay teachers and any prospective student and their family is the best way to determine the most suitable class placement for a prospective student.

Once a child completes their education at Fossil Bay School their choices are to transition to one of the local state-run schools on Waiheke Island or to commute via ferry to a school in Auckland city. There are 2 other primary schools on Waiheke (Waiheke Primary and Te Huruhi) and one high school (Waiheke High School). For students who wish to continue their Steiner education there are two Steiner schools in Auckland that both go through to the end of high school ; the largest and closest is Michael Park School in Ellerslie, Auckland. There is also a smaller Steiner school in Titirangi, west Auckland. Many Waiheke children commute each day to different high schools around Auckland city, including to Michael Park School.

Michael Park School is the only Steiner school in central Auckland and is the only practical option for children who wish to continue their Steiner education beyond Fossil Bay School whilst remaining living on Waiheke Island. Michael Park School has a roll of approximately 390 students between Classes 1 and 12. Most families wait until their child is in Class 6 or 7 before considering commuting from Waiheke to Michael Park School as an option.

The commute to Michael Park School is a big consideration as it requires (approximately) a 35 minute ferry ride to downtown Auckland, followed by a 5 minute walk to Britomart train station, a 20 minute train ride to Ellerslie, and a 10-15 minute walk. There are usually up to around 10 students who commute from Waiheke to Michael Park School each day. They catch the 7am ferry from Waiheke, returning on the 4pm ferry from Auckland city.

If you are interested in your child attending Michael Park School in the future we strongly recommend submitting an 'Expression of Interest' form to get your child on their waiting list as early as possible.

For further information about Michael Park School call +64 9 579 3083 or visit their website at: www.michaelpark.school.org

Other schools on Waiheke Island

- Waiheke High School is a state-run school and is the only high school on Waiheke Island. The school has a roll of approximately 450 students catering for Years 7 -13 (Classes 6-12). See their website for more information: www.waihekehigh.school.nz
- Waiheke Primary School is a state-run school catering for Years 1-8 (ages 5-13). It is a zoned school which means that you need to live within a defined boundary on Waiheke to be eligible to enrol. See their website for more information: www.waiheke.school.nz
- Te Huruhi School is a state-run school catering for Years 1-6 (ages 5-11). See their website for more information: tehuruhi.school.nz

7. Orientation Programme

Orientation is not a one-off presentation – it is a programme that can run from before a student arrives, through the first weeks, and possibly even months after arrival. There is a natural flow-on from the orientation period into the advice and support that Fossil Bay School provides for the ongoing safety and well-being of students.

International Students are likely to need some information before they arrive, so they can learn about what life and study will be like in New Zealand, and learn about the unique aspects of our school, location, and community.

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 Class Teacher.

We also encourage International Students and their parents/legal guardians to ask if they ever have any questions or concerns. Fossil Bay School has an “open door” policy and welcomes enquiries and the opportunity to discuss concerns at the earliest opportunity.

The Orientation Programme includes:

- The student and parents/legal guardians will meet initially with the General Manager/Principal and Class Teacher via video-conference. There is a checklist of items and topics for the General Manager to share and discuss with the parents, as well as an opportunity for questions. Information shared and discussed at this stage includes:
 - School policies and procedures, including (but not limited to):
 - International Students Policy
 - Health and Safety policies and procedures
 - Complaints Policy and procedures
 - Information for termination of enrolment (see Tuition Agreement)
 - Fee Protection Policy
 - Information and advice on the services, support, and facilities that Fossil Bay School and our wider Waiheke community offers (e.g. health and youth support services, sports, extra-curricular, religious, arts, music and cultural clubs).
 - Information supplied in the student’s Application to Enrol as an International Student will help inform the type of information that is needed.
 - Fossil Bay School will be available for questions via email, and a further video-conference or a telephone call if required.
 - Upon confirmation of enrolment, or at any time as requested earlier by the student or parents, Fossil Bay School will provide:
 - the names and contact details of designated staff members responsible for international student support;
 - appropriate information relating to health and safety of international students;
 - information about grievance procedures for international students, both internal and external;
 - information about the termination of enrolment; and
 - information about the student’s rights and entitlements, including any entitlement to a fee refund, if the student voluntarily withdraws from the educational instruction.
- Upon arrival to Waiheke/New Zealand, the General Manager/Principal and Class Teacher will meet with the parents and student to show them around the school, outline the rules and regulations, support systems and resources available.
- On the student’s first day, the student will be met by the Class Teacher and shown to their classroom.
- The Class Teacher will be responsible for ensuring the new student has a buddy group consisting of two or more other students whose role is to help the new student with daily routines, timetables, and activities during the breaks. The Class Teacher will also ensure the student knows where to find first aid assistance, toilets etc.

- Information on banking, local travel systems, familiarisation with New Zealand laws, culture and learning will be provided for parents.
- The Class Teacher will continue to monitor the student during the first few weeks while the student settles into the class and the school. The General Manager/Principal will also be available for support of the student, the Class Teacher, and the parents/s (or legal guardian).
- Once the initial period is over and the student has settled into the school, the Class Teacher will continue to monitor the student and his/her progress through informal meetings and where necessary through formal meetings with the student, the General Manager/Principal, and/or the parent/s (or legal guardian).
- Parent/s and students need to know that Fossil Bay School has an 'Open Door' policy. At any time they may make an appointment to see the Class Teacher, or the General Manager/Principal to discuss any queries or concerns.

8. Student Wellbeing

8.1 Student Support Services

The following staff members are available for assistance and support:

- General Manager: Iris Richter, iris@fossilbay.co.nz, Tel: +64 27 495 2951
- Teaching Principal: Donna Smith, donna@fossilbay.co.nz

8.2 Student Welfare

- 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. This may be in the form of family support provided by a buddy family contacted by the school.
- Information will be given regarding travel options to and from school. This is to ensure that students and their families know there is a public bus service available, how to contact other families to organise car pooling, and know and understand basic pedestrian safety.
- Students are encouraged to seek advice from the teachers or General Manager/Principal on welfare issues, including personal health problems. Referral information will be given and a referral made to the appropriate support agency if necessary.
- All Schools in New Zealand are smoke free.

9. Life in New Zealand

9.1 Adjusting to Life in New Zealand

Adjusting to life in any new country can be a steep learning curve, and New Zealand is no exception. Each country has its own laws, rules and ways of doing things. People have their own accent and their own everyday language, even if they speak the same language as you. Even if you are not expecting it, a degree of 'culture shock' is likely to affect you at some point. A good website, with information covering culture shock, settling in for children and parents, how to meet people, and understanding Māori culture is:

<https://www.newzealandnow.govt.nz/living-in-nz/settling-in>

At Fossil Bay we have regular community meetings, working bees and there are endless opportunities for assisting the school (for example to accompany class field trips and walks to the beach). We hope that this, along with our welcoming, supportive community will help you and your family settle into life on Waiheke Island and in New Zealand.

There is also a wealth of options for extra-curricular activities for your children (see Section 9.2 Costs to Study and Live on Waiheke Island).

9.2 Costs to Study and Live on Waiheke Island

Tuition: See *Fee Schedule for International Students* for current tuition fees at Fossil Bay.

Medical & Travel Insurance: (parents responsibility to organise this): NZ\$500 (12 months approx)

Food: People visiting NZ from overseas often find food costs here high. The average food bill for a family of 4 in NZ is approximately NZ\$400 per week.

Petrol: You can expect to pay a premium of 40c compared to elsewhere in NZ [CardLink PriceWatch provides a snapshot of the fuel transaction prices throughout New Zealand](#). Alternatively, be part of the electric revolution happening on Waiheke! Waiheke's goal is to be fully electric - possibly the first residential island in the world to do so - by 2030.

Ferry: There are two ferry options. **Fullers** is the main ferry which runs a passenger service between downtown Auckland and Waiheke. **Sealink** operates a car and passenger ferry that runs between Half Moon Bay in Howick, East Auckland and Waiheke. Sealink also runs occasional sailings from downtown Auckland city during peak travel periods. For regular commuters into Auckland city the cost of an adult's Fullers monthly pass, which allows unlimited travel between Waiheke and downtown Auckland city is NZ\$403 (2023 pricing). For a full list of all ferry ticket options, timetable and costs visit:

<https://www.fullers.co.nz/timetables-and-fares/?from=WAIH&to=AUCK> (Fullers)

<https://www.fullers.co.nz/commuter-hub/commuter-ticket-types/> (Fullers for regular commuters)

<https://www.sealink.co.nz/timetables-fares/waiheke/half-moon-bay-waiheke> (Sealink)

Extra-curricular activities: there are many extra-curricular options for children on Waiheke Island and costs for each vary. As examples: football (soccer) costs \$80-\$160 per season (runs April-Sept); cricket costs \$60-\$120 per season (runs Sep-Mar); private music lessons tend to cost approximately \$35 per half hour. For an extensive list of sporting options on Waiheke visit: <https://waihekesports.wixsite.com/mysite>

9.3 Accommodation

There is often a shortage of rental accommodation on Waiheke. We strongly advise to organise accommodation as early as possible, especially if you are planning to be here over the peak summer period in January - February. Rental costs vary depending on quality and location. On average, you could expect to pay between NZ\$650 - \$900 per week for a 3-bedroom house on Waiheke. There often is a shortage of rental accommodation on Waiheke. It is advised that you organise accommodation as early as possible, especially if you are planning to be here over the peak summer period in January - February.

Parents are expected to arrange their own accommodation for themselves and their child while in New Zealand. The school can help by advertising in the school newsletter for accommodation for families.

Waiheke has an excellent local community newspaper called the Gulf News. We recommend subscribing to their online weekly newspaper, to feel the flavour of living on Waiheke Island before you arrive. It can also be a useful place to look for, or advertise for, rental accommodation. www.waihekegulfnews.co.nz

There are local Facebook pages to help people find accommodation on Waiheke (currently two Facebook pages are: Waiheke Accommodation and Waiheke Accommodation Listings).

Local property rental agencies include:

- Waiheke Property Co.(email rentals@waihekepropertyco.co.nz)
- Waiheke Best Rentals & Property Management Ltd (email nelly@waihekebestrentals.co.nz)
- Auckland Property Management, Waiheke (email: donna.matthes@aucklandproperty.net)

Other useful websites to search for accommodation include:

- <https://www.trademe.co.nz/property/residential-property-to-rent/auckland/waiheke-island/view-list>
- <https://www.realestate.co.nz/residential/>

9.4 Travel

Fossil Bay School encourages car pooling and using public transport where possible. Upon request you will be provided with contact details of families living in your area on Waiheke to arrange the sharing of transport. There is a good public bus network on Waiheke, with a 10 minute walk from Oneroa village to school (either along the road or the beach).

9.5 Legal Rights and Obligations

In New Zealand, the Citizens Advice Bureau (CAB) offers information and services about legal rights and obligations and can be a good starting point for seeking advice to do with any issues that arise during your time in New Zealand. They cover a wide variety of topics including: employment and business; family and personal; government and law; health and wellbeing; housing, land and environment; money; travel and transport.

We have a local office on Waiheke (141 Oceanview Road, Oneroa). Or see the Citizens Advice Bureau website for more information: <https://www.cab.org.nz>

9.6 Useful websites to keep you safe during your stay in New Zealand

- Visitors to NZ Police Safety Guide:
 - <https://www.police.govt.nz/advice/personal-community/keeping-safe/visitors-safety-guide>
- New Zealand Road Rules:
 - <https://www.newzealand.com/int/driving-in-new-zealand/>
 - <https://www.drivingtests.co.nz/roadcode/tourist/>
- Alcohol - Laws and Penalties:
 - <https://www.police.govt.nz/advice/drugs-and-alcohol/alcohol-laws-and-penalties>
- Smoke-Free Environments in New Zealand:
 - [https://www.health.govt.nz/our-work/preventative-health-wellness/tobaccocontrol/smokefree-environments-legislation](https://www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/smokefree-environments-legislation)
- Swimming Safely in New Zealand
 - <https://www.newzealandnow.govt.nz/resources/stay-water-safe>
- Sun Safety in New Zealand
 - <https://www.sunsmart.org.nz/>

10. Emergency Contacts

The school will have a 24/7 emergency phone number available. It will be held by the Principal/General Manager with the class teacher as a back-up.

In New Zealand, the number to call if you need Fire, Police or an ambulance in an emergency is 111.

Calling 111 is free. You can call this number from a mobile phone, even if you have no credit left. The operator will ask you which service you need and connect you to the right one. If you are not sure if it is an emergency but you are still worried, call 111 and ask the operator. They will help you decide what to do.

11. School Rules

11.1 General

Once at school, all children must stay at school and not leave the school grounds until the end of the school day unless they have a note from their parents / legal guardian, or designated caregiver. After school, while waiting to be picked up by parents, children must wait to be collected from inside the school grounds.

11.2 Breaks and Playground supervision

The first 10 minutes of breaks are supervised eating time with the class teachers. The children are then encouraged to be outside the classroom for fresh air unless there are obvious reasons for being inside. In the winter term children need to wear shoes outside. Teachers are rostered to do playground supervision.

11.3 School Behaviour

For safety reasons, the teachers work closely together to ensure consistent and safe supervision. Fair play is encouraged at all times.

Games encouraged at Fossil Bay School are ones that engage the hands, heart and head e.g. ball games, skipping rope games, the endless number of imaginative games made up by the children. At school the children are exposed to a lot of co-operative circle games within the classroom which come out in play times. Out of school team sports are encouraged for Class 3 onward. There are many options on Waiheke for sporting activities.

11.4 Positive Behaviour Guidelines at Fossil Bay School

All children are regularly made aware of the school's behaviour guidelines to promote positive behaviour:

- Be kind and considerate - treat others as you would like to be treated yourself
- Be respectful of others and the environment
- No acts or threats of violence
- Mind your language - words can hurt or heal
- Tell an adult immediately if you suffer or if you are aware of someone else suffering because of:
 - teasing, or feeling teased
 - threats or intimidation
 - being frightened or having hurt feelings
 - physical harm.

12. Disciplinary Action and the Principles of Natural Justice

In the case of any disciplinary action that needs to be taken with regards to a student's behaviour, Fossil Bay School is committed that it be taken in accordance with the principles of natural justice.

Natural justice would typically include expectations that a person will have adequate notice of a situation that may affect them, they will have an opportunity to be heard and respond, and that a decision will be made by an unbiased decision maker.

12.1 If a student withdraws from school:

1. It must be in writing by the parents prior to the 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.
2. The *Fee Protection Policy for International Students* shall apply.

12.2 If a student is not attending school:

In the case of absences, the parent/caregiver must follow the normal school procedure of notifying the school in the morning of the first day of the absence:

1. 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.
2. If the child is sick the school is to be notified by text to the school mobile phone on: 021 174 2445 or by calling the School Office on 372 2152.
3. Where the student is absent for no reason then the parents will initially be contacted by the school for an explanation. Where a student is being truant from school, the school will have a meeting with the parents to aim to rectify the situation. If the truancy continues then a family meeting will be held and contingencies put in place. If this does not rectify the situation then the enrolment will be terminated and the Immigration NZ notified.
4. 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.
5. If the student is withdrawn from or ceases to attend the school the General Manager/Principal will notify Immigration New Zealand.

12.3 Termination of Tuition

Fossil Bay School reserves the right to terminate a student's enrolment in any of the following situations:

1. In the event of a student's continued or unexplained absenteeism.
2. If a student's behaviour is of an unacceptable level, then a meeting with the student, the parents/legal guardian and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents warning of the danger of termination of the enrolment. If there is no further improvement, the parents and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. If this occurs there will be no refund of fees paid for the current period. (Refer: *Fossil Bay International Student Fee Protection Policy*)
 - a. In the case of any disciplinary action taken, Fossil Bay School is committed that it be taken in accordance with the principles of natural justice.
 - b. Natural justice would typically include expectations that a person will have adequate notice of a situation that may affect them, they will have an opportunity to be heard and respond, and that a decision will be made by an unbiased decision maker.
 - c. An 'acceptable level of behaviour' would be seen as following the *School Rules* (see above).
3. Provision of false or misleading information by the student's parent(s) or legal guardian(s) on enrolment.
4. The exclusion or expulsion of the student in accordance with the Education (Stand-down, Suspension, Exclusion and Expulsion) Rules 1999.
5. Failure by the student's parents or legal guardians to pay fees.
6. In the event of criminal behaviour by the student (including such behaviour outside the school's premises).

Upon termination of enrolment, Immigration NZ will be immediately notified.

13. Summary Code of Practice for the Pastoral Care of International Students

13.1 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 section 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.

13.2 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.

13.3 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.

13.4 What is an "international student"?

An "international student" is a foreign student studying in New Zealand.

13.5 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: <https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>.

13.6 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 Designated Principal, the international student code signatory, 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).

13.7 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.

14. Complaints & Dispute Resolution Scheme

We hope your stay at Fossil Bay School is a happy one. However, we understand that there can be times when things may not go as smoothly as we may like. Here are some ideas about what you can do if you have a problem:

For problems with a teacher or any thing to do with the education of your child:

- 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 General Manager/Principal.

For problems with school friends:

- Take the time to talk to your teacher about your concern.
- If you feel that your problem isn't being addressed please speak to the General Manager/Principal.

For other problems

Any problems that you feel haven't, or can't, be addressed by your teacher, please talk to the General Manager/Principal. If your problem is with the General Manager/Principal contact the Chair of the Trust (Waiheke Island Rudolf Steiner Education Trust).

At all the above meetings, notes will be taken of your concerns and of the solutions put in place.

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.

Fossil Bay School & Kindergarten has a policy and step-by-step procedures to help inform and guide any member of the school community or public who wish to raise a concern or complaint. Copies of the following documents are available at the office, or can be provided electronically by emailing the office (info@fossilbay.co.nz).

1. Fossil Bay Complaints Policy
2. Fossil Bay Complaints Procedure Flowchart (for simple overview of the steps to follow)
3. Fossil Bay Procedure for Raising Concerns and for Making a Formal Complaint (step-by-step procedure for raising an initial concern or complaint and for making a formal complaint)

If, after all the above have been tried, it is felt that your problem has not been resolved, then the student/parent may contact iStudent Complaints.

14.1 iStudent Complaints

iStudent Complaints is an independent dispute resolution scheme established by the New Zealand Government. Their objective is to encourage swift settlement of contractual and financial disputes between international students and their providers in New Zealand.

Making a Complaint with iStudent Complaints

You should raise the issue with your provider first and give them an opportunity to resolve it.

Once you and your provider have reached the end of the provider's complaint process and you are not happy with the outcome, iStudent Complaints may be able to help. If we can't help with your complaint, we will help you find someone who can.

iStudent Complaints resolves your contractual and financial disputes against your provider in New Zealand. We will direct any complaints about Code breaches to NZQA.

iStudent Complaints may decline to accept a complaint for one or more of the following reasons:

- The provider has not been given an opportunity to resolve the issue raised by the dispute.
- The dispute has been previously dealt with by iStudent Complaints.
- The claim is frivolous or vexatious.
- Given the age of the dispute, it is no longer feasible to gather sufficient evidence or other information for resolution of the dispute.

How much will it cost?

Nothing. The service is fully funded by the Export Education Levy.

Accessing an interpreter

If you require further help or information in another language, we can arrange an interpreter. Please contact us to let us know and we will arrange a professional interpreter in the language you want.

Website	https://www.istudent.org.nz/
Email	complaints@istudent.org.nz
Free phone	0800 00 66 75
International calls	If you are calling from outside New Zealand, call +64 4 918 4975
Mail	PO Box 2272, Wellington 6140, New Zealand
WeChat ID	istudent_complaints 
Facebook	https://www.facebook.com/istudent.complaints/
Instagram	https://www.instagram.com/istudentnz/?hl=en

14.2 NZQA Complaints

An International Student (or someone representing an International Student) may also make a complaint directly to NZQA (New Zealand Qualifications Authority). NZQA receives and investigates International Student complaints relating to an alleged breach of the Code. Information on how to make a complaint can be found on NZQA's website. NZQA has also developed a student-focused brochure with contact information.

15. In Summary

We hope this booklet provides the information you need to help you make an informed decision about whether applying to enrol at Fossil Bay School might be the right move for your child(ren) and family. Please do contact us at any time for further questions, or for feedback on other information that would be useful to include here. Please email us at:

info@fossilbay.co.nz

We look forward to hearing from you!