



Glen Eden Intermediate School

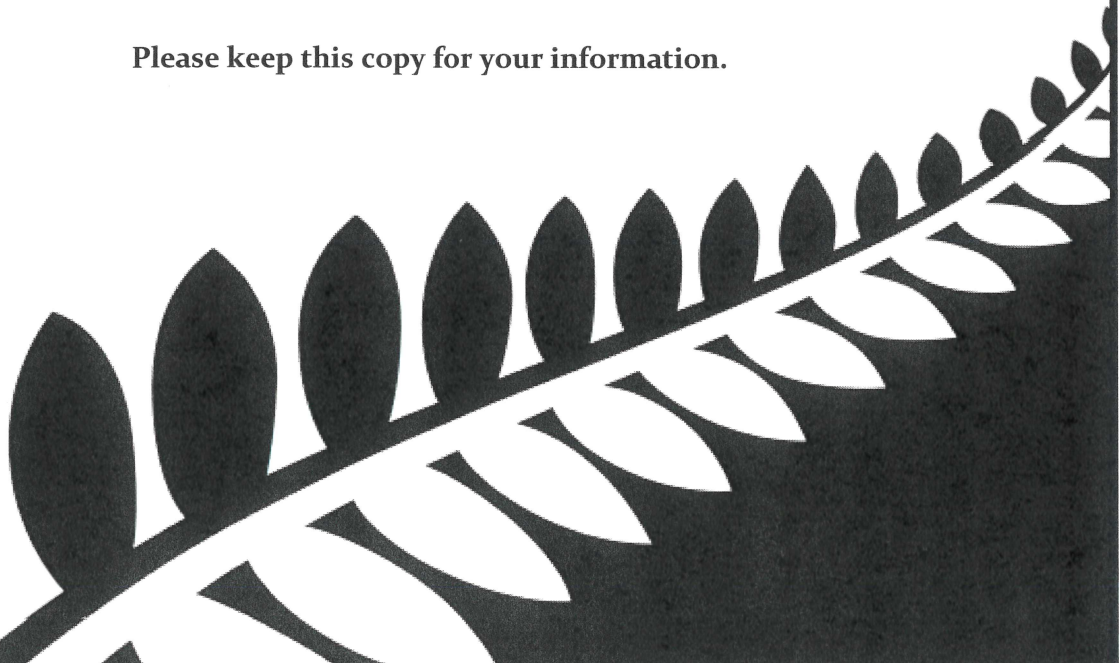
empowering learners for the future



GEIS International Student Enrolment Information

Please keep this copy for your information.

Updated
August 2020





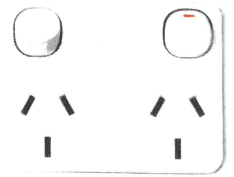
Before I leave home for GEIS



Checklist before leaving your home country to come and study at GEIS

- Student Profile has been completed and sent to the school
- Homestay Questionnaire has been completed and sent to the school
- I have notified the school if I have any allergies
- Any medication I have is labelled with correct dosage, what it is for & why I am taking it
- I have been in contact with my Host Family
- I have arranged Medical/Travel Insurance that covers me from the day I leave my home country until the day I return
- I have arranged to hire a school owned device when I arrive
- I am bringing my own Chromebook and know how to switch screens from my first language to English?
- I have looked at the GEIS website and read through the International Section
- I have researched about Auckland and what there is to do
- I have learned as much as I can about my Host Country, New Zealand
- I know as much as I can about what is considered polite or rude in New Zealand
- I have prepared myself for some of the differences between New Zealand and my home country
- I have packed the gear I need for swimming - swimsuit, goggles
- I have sufficient warm clothes, especially if I have come from a tropical/warm climate
- I have packed a sweater/jacket

- I have packed sports shoes
- I have a photocopy of my passport and any important documents with me
- I have sufficient New Zealand cash
- I have a travel adaptor if needed
- I have packed something to do in my spare time e.g a book to read
- I am taking my musical instrument with me to practise
- I have taken something from home that comforts me
- I am ready for my new experience, studying and living in another country.





G.E.I.S - INTERNET/wifi Acceptable Use Policy & B.Y.O.D POLICY



Dear parents/caregivers & students,
Please go through this policy together to ensure it is fully understood.

*****PLEASE KEEP THIS DOCUMENT IN A SAFE PLACE AT HOME*****

Digital Technology and Internet access/wifi, is a privilege available to students at G.E.I.S. These guidelines are provided so that students & families are aware of the responsibilities when using devices for learning and internet/wifi.



Internet/wifi & Device Use:

1. My use of G.E.I.S digital technology resources, including the internet/wifi & my Google account must be used **only for learning**.
2. Students should have **no expectation of computer privacy at school**, as the school monitors all internet use at school and at home when using your school Google account.
3. I will report immediately any digital technology use that makes me uncomfortable or students using another students' computer.
4. I will only use the internet/wifi at school with teacher supervision.
5. I will not attempt to gain unauthorised access, use VPN's or Hotspots to bypass filtering.

Responsibility with Digital Technology



1. I understand that all internet devices are for learning only.

2. I will only use my real name for all school accounts and websites including class quizzes.
3. I will use only my personal accounts (not school) to sign up for any web services unrelated to learning at home.
4. I will respect all school devices and use them with care.
5. I will not access **sites unrelated to my learning inc. gaming/streaming/social media etc. during school hours without permission**.
6. I will only listen to music that is downloaded to my device (not youtube) with **permission** from the classroom teacher in charge.

Digital Citizenship:



1. I will keep private on the Internet, all personal information such as my full name, phone number of me or other students & staff.
2. I will keep my own passwords private and I will not share passwords with anyone except a teacher or parent.
3. Offensive messages that **originate outside of school**, but disrupt the school's educational process may be subject to school consequences e.g Instagram, Tik Tok, Snapchat etc.
4. Any videos/photos that I take and post publicly on social media will not be in GEIS school uniform

E-Mail & Messaging/Communication



1. I will use any personal instant messaging, email communication, private document commenting and chat rooms only at home, not school.
2. I will use appropriate language by not using profanity or insulting language on any app, site, email or communication platform.
3. I understand GEIS filters and monitors school provided student email accounts at all times, and that students cannot email out of school or receive emails from outside GEIS during school hours.



Mobile Phones

1. I will only use my phone during school hours with the prior permission of a teacher.
2. My phone will be locked in the class safe during the day.
3. I will not send or receive any text messages or phone calls during school hours **including from my caregiver/parent**, or use my mobile phone network (3G or 4G) to access the internet e.g use social media.
4. If I am found using my phone without teacher permission during the day or not locking it in the safe, it can be confiscated and handed to the office for collection by parents/caregiver.
5. I understand that I must not record any images or video of other students or staff during school hours and post these on social media platforms.



B.Y.O.D - Bringing Your Own Device

1. All devices brought to school are the student's own responsibility and the insurance for the device is the parent/caregiver's responsibility.
2. Students & families agree to be responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. Teachers will provide a locked cupboard in which my child may place their device when not in use. The school holds no responsibility for any loss or damage that might occur either accidentally or intentional.
4. All devices must arrive at school each day **fully charged**.
5. Devices are to be used only under adult supervision between **8:30am and 3pm**.
6. Devices brought to school are specifically for the use of my child only.
7. Students are not able to use devices during break times (*unless supervised by staff.*)
8. School Staff retain the right to collect and examine any device that is suspected of being in breach of any aspect of this BYOD and internet/wifi policy.
9. Devices must be in silent mode and put away when asked by teachers.
10. Students agree to download and update apps at home only, unless directed by the teacher..
11. Violations of any Internet/Wifi use or BYOD GEIS policies, may result in the loss of use of the device at school.



GEIS provides filtered access to the Internet on all devices while on our network. Parents can choose to purchase a family zone pack to monitor their child's internet use when on mobile networks or at home for \$48.40 (6 licences). For more information please visit www.familyzone.com/geis-school-nz

INTERNET/WIFI USE & BYOD

User Agreement Violations and Consequences

*G.E.I.S supports the **positive use of technology** for the purpose of enhancing and supporting learning.*

Failure to comply with **any** rule described in this policy can result in the following consequences.



- **1st Occasion** - User will be banned from using devices/wifi (whether school or personal) for between **1 day and 1 week** depending on the severity of the offence. This can be decided by the classroom teacher or Senior Staff.
- **2nd Occasion** - 3 week user ban from using devices/wifi (whether school or personal)
- **3rd Occasion** - Full year ban from using devices/wifi (whether school or personal)

Thank you for taking the time to read through these guidelines with your child and supporting positive learning through digital technology at G.E.I.S.

BYOD (Bring your own device)

- GEIS is a Google School & all teachers regularly utilise devices for interactive, creative & collaborative online learning.
- You will be required to have a Chromebook computer. You may bring this from home, or hire one for the duration of your stay. This can be done through the International Department - see below specifications.
- Minimum screen size: 10"
- Storage Capacity: 16GB+
- RAM: 4GB or higher.
- Operating system: Google Chrome OS.
- WiFi: 802.11g or higher.
- Minimum Battery Life: 6+ hours.
- You will also need a protective case/cover and over-ear style Headphones for video lessons.



At GEIS we value Respect, Integrity, Excellence and Resilience



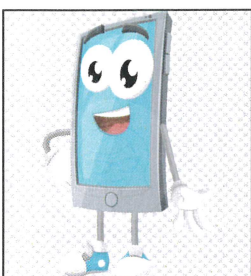
Uniform

- If you are a long term student you will need to wear the full GEIS school uniform.
- If you are a short term student you may wear the school uniform from your home country or you may wear part of our GEIS uniform, i.e white school polo with your own skirt or shorts.
- All clothing must be named.
- Caps/Hats are compulsory during Terms 1 & 4. These must be plain black.
- School shoes must be plain black leather.
- You will need the GEIS Physical Education uniform + sports shoes. If you are a short term student you may wish to bring your own Physical Education gear (t-shirt and sports shorts) + sports shoes.
- The only jewellery allowed is a watch and one pair of plain gold or silver stud earrings.
- No makeup, coloured lip gloss or nail polish is allowed.
- No chewing gum.



Money, Mobile Devices and Valuables

- Mobile phones can be brought to school. These must be handed to your class teacher at 8:40am to store in the classroom safe. They can be collected at 3pm.
- If you need a SIM card for your phone this can be arranged through your Homestay, Mrs King or your Agent.
- Passports and important documents need to be kept safe. These documents can be given to your Homestay/Agent or we can keep these in the school safe.
- Talk to your Parent/Agent about receiving weekly pocket money.
- Only bring to school sufficient money needed for that school day.
- You should not need more than \$10 cash at school as the tuckshop is really the only place to spend money.





How Much Will It Cost to Study at GEIS?

	Per Year	Per Term
Tuition		
Fees	\$11,570.00	\$3,142.50
Government Tax	\$430.00	\$107.50
Administration Fee	\$1,000.00	\$250.00
TOTAL TUITION (incl GST)	\$13,000.00	\$3,500.00
Insurance		
Southern Cross International Student Travel Insurance (12 months)	\$633.00	
Homestay Costs		
Placement Fee	\$350.00	
Placement Fee	\$300.00	
Weekly Fee	\$285.00	
School Uniform - compulsory for 1 term or more		
This includes; 2 Polo Shirts, Shorts/Skort/Culottes, PE Uniform, Cap, Jacket/Sweatshirt, Socks	\$272.00	
Short Term Courses / Organised Groups (8 weeks or less)		
	Per Week	
Tuition	\$359.00	
Government Tax	\$11.00	
Administration Fee (includes Pastoral Care)	\$30.00	
TOTAL TUITION (incl GST)	\$400.00	
Organised Group - Cultural Exchange Activity fee per student	\$100 Activity fee per student	
Extra Expenses (dependent on when tuition starts/ends)		
	Per Year	Per Term
Maths Buddy (Year 7/8)	\$20.00	\$10.00
Device Hire if required (Chromebook) - \$50 per term or part thereof		\$50.00
Camp (Year 8)	\$350.00	
Class Trips (Approx \$25 per term)	\$100.00	\$25.00
Music Lessons (per 1/2 hour, these are optional)	\$29 per 1/2 hour	
Pocket Money (per week)	\$20 per week	
Afterschool Tutoring or Activities	POA	
Additional Information		

1. All fees are in NZ Dollars & are valid as of 27th July 2020. These may be subject to change.
2. When paying fees please allow for bank charges and currency exchange rate
3. Fees hold a place in the school for the student.
4. **Payment of Fees:** ASB Bank 12-3051-0274793-00
5. When paying fees please allow for bank charges & currency exchange rate.

Refunds will only be made under exceptional circumstances such as a family crisis and must be applied for in writing to the Board of Trustees (see Refund Policy) Please note Administration Fee is non-refundable.

What to do if you have a problem at GEIS

If something is making you unhappy, talk to someone to help solve the problem. Students and staff at GEIS are all here to help.

Problems with:
Other students?
Host family?
Caregivers?
Teachers?
Other staff?
Schoolwork?
Agents?

Have you spoken to
your class teacher,
Mrs King? Mrs
Robinson or Mrs
Peach?

**See the
International
Student Director**
Mrs Lesley King
lesleyk@geis.school.nz



**No Resolution?
Talk to the
Principal**
Mrs Maree Stavert
marees@geis.school.nz



**Still no
Resolution?**
See the GEIS Board
of Trustees



**School not
helping?**
If you think the
school has not
found a satisfactory
solution & is in
breach of the Code
contact NZQA
www.nzqa.govt.nz
email:
risk@nzqa.govt.nz

or phone NZQA on:
0800 697 296
If your complaint is about
fees, contact iStudent
Complaints:
www.istudent.org.nz

Mobile: +64 272 244 058
LINE
Kakao Talk
WeChat
WhatsApp

or call them on:
0800 00 66 75



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GEIS Term Dates -2021, 2022

2021

- Term 1:** Tuesday 9th February - Friday 16th April
(*Waitangi Day - Monday 8th February, Good Friday - 2nd April, Easter Monday & Tuesday - 5th & 6th April*)
- Term 2:** Monday 3rd May – Friday 9th July
- Term 3:** Monday 26th July – Friday 1st October
- Term 4:** Monday 18th October – Friday 17th December
(*Monday 20th December - Teacher Only Day*)

2022

- Term 1:** Tuesday 8th February - Thursday 14th April
(*Waitangi Day is Monday 7th February & Easter begins Friday 15th April*)
- Term 2:** Monday 2nd May – Friday 8th July
- Term 3:** Monday 25th July – Friday 30th September
- Term 4:** Monday 17th October – Friday 16th December
(*Labour Day is Monday 24th October*)
(*19th & 20th December - Teacher Only Days*)



NZQA Education Code of Practice for International Students

GEIS has agreed to observe and be bound by The Education (Pastoral Care of International Students) Code of Practice 2016. The link to the Code is <http://www.nzqa.govt.nz>. You are encouraged to read the Code, which is available on the NZQA website in several languages.

If there are concerns about a student, under the terms of the Code, the Director of International Students should be contacted in the first instance so that the school's Grievance procedures can be implemented. If you feel your problem is not being solved you can contact the New Zealand Qualifications Authority (NZQA) Phone 0800 697 296 or risk@nzqa.govt.nz. If it is a financial or contractual dispute, you can contact iStudent Complaints: www.istudent.org.nz or 0800 00 66 75. Please note 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.

Immigration: Full details of Immigration requirements, advice on rights to employment in NZ while studying, and reporting requirements are available through the NZ 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 NZ. If you receive medical treatment during your visit, you may be liable for the full costs of the treatment. Full details on publicly funded health services are available through the Ministry of Health and can be viewed on their website at <http://www.moh.govt.nz>. The Accident Compensation Corporation provides accident insurance for all NZ citizens, residents, and temporary visitors to NZ, but you may still be liable for all other medical related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

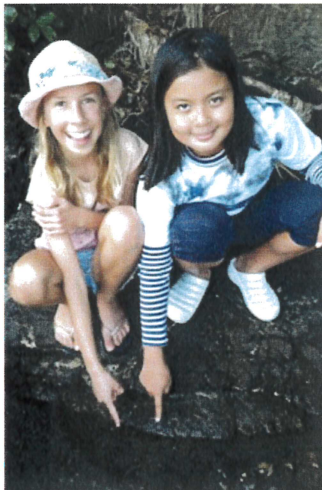
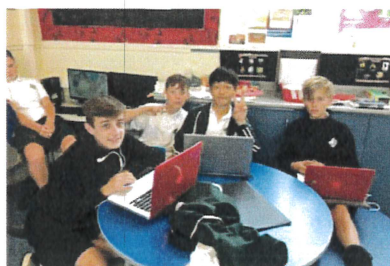
Medical & Travel Insurance: It is a requirement that all International Students must have appropriate & current medical and travel insurance while studying in NZ. Students can either have cover arranged by GEIS through Southern Cross or insurance cover from another company that meets the Code requirement. This must be provided in English.

GEIS Contact Details: Mrs Lesley King, Director of International Students: lesleyk@geis.school.nz School Website: www.geis.school.nz



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