



International Student Handbook 2023



PRINCIPAL'S MESSAGE

Rosmini College is a Year 7-13 Catholic boys' school in Takapuna. The school was founded to provide a secondary Catholic education for the boys of Auckland's North Shore.

At Rosmini College we aim to ensure our International Students feel part of a kind and caring environment in the Rosminian tradition. We ensure our International students are given every opportunity to do well in all aspects of school life, and as a result enrolment at the college is highly sought after. In 2008 we introduced Japanese into our curriculum in response to parental requests.

We welcome you to be part of the Rosmini Community and to realise your fullest potential in academic, social, cultural, spiritual and sporting activities. Our motto is – 'Charity fulfils the Law', which means that the important virtue of kindness should be reflected in every school activity.

Mr Nixon Cooper, Headmaster



WELCOME

Welcome to Rosmini College. We hope that you will soon feel that you belong to our community. This may take some time and you are sure to have many questions, especially at first. There are people here to help you, so ask if you have a problem. Problems can be small or large, such as where to catch the bus or that you are finding it difficult to make friends. You can talk to your EAL Teacher, your Form Teacher, Head of EAL Mrs Sian Waite, International Student Coordinator Mrs Christina Hodder, or International Student Director Mrs Misook Rylev.


One way to settle in and to make friends is to join a sporting or activity group. You are strongly recommended to do this. There is a list of these activities in this handbook. We also hold regular masses on Thursday lunchtimes in the school chapel.

You will be given an **emergency contact by Mrs Rylev (027 542 6890)**. It is very important to keep this with you at all times, in case there is an emergency that you cannot deal with.

You will also be given a school enrolment number (user name) that will enable you to use the computers in the IT rooms. This number is also needed for taking books out of the school library. Students joining at the beginning of the year will be able to get a student ID card, which is useful for getting student prices for buses, cinemas and other activities.

Your safety is very important and so there are several things that you need to know about keeping the school informed.

KEY PERSONNEL

 <p>Mrs Misook Rylev International Student Director</p>	 <p>Mrs Christina Hodder International Student Coordinator</p>	 <p>Mrs Sian Waite Head of EAL</p>
 <p>Mr Chris Caruana Guidance Counsellor</p>	 <p>Mr Roger Latch Careers Advisor</p>	 <p>Ms Wendy Riley Receptionist</p>

Year	Dean	Senior Leader
Year 7	Ms Dee Knight	Mr Paul Hodgkinson Mr Dave Pearce
Year 8	Mr Mitchell Powlesland	Mr Paul Hodgkinson Mr Dave Pearce
Year 9	Mr Peter Keeling	Mr Dave Pearce
Year 10	Mr Justin Manuel	Mr Dave Pearce
Year 11	Mr Mike Broome	Mrs Rachel Peak
Year 12	Mr Vince Pygott	Mrs Rachel Peak
Year 13	Mr Jon Dale	Mrs Rachel Peak
International	Mr Nixon Cooper	Mr Nixon Cooper

IMPORTANT INFORMATION

Absences

Illness or Accident

If you are sick or cannot attend school your caregiver may email Mrs Dena Pryde at Student Services dpryde@rosmi.school. They should give **your name, form class and the reason** why you are absent.

On the day you return to school you should bring **a note signed by your caregiver to the Attendance Office at Student Services** explaining why you were absent. Be sure to give the dates as well as your full name.

If you feel ill or have an accident when you are at school you should tell a teacher and report to **Student Services *then*** to the receptionist Ms Wendy Riley, who will make arrangements if you need medical help or you need to go home. **NEVER just go home! A Dean must always give permission for you to leave the school and you must sign out properly** at the Attendance Office at Student Services.

Planned Absences

If you know that you will need to be absent for a good reason, such as a medical appointment, you must **let the school know beforehand**. Bring a letter from your caregiver to the **Attendance Office at Student Services** and let Mrs Hodder know where you will be. Your caregiver may email Student Services absentees@rosmi.school.nz if you are going to be late or leaving early from school for an appointment

If you wish to have time out of school for travelling to your country or visiting relatives, you **must ask for permission for leave from your Dean**. Make sure that your request is in writing and that you have let all your teachers and Mrs Hodder know about your plans. If you are absent from school without permission or we do not know where you are, we have to let New Zealand Immigration know, and this may affect your visa.

Lateness

If you are late to school, you must **sign-in on the VisTab electronic sign-in system at Student Services**. Give the time that you arrived and the reason, such as a late bus. If you are often late your form teacher, Dean or Mrs Hodder will be talking to your caregiver or parents about the reasons why.

Discipline

The rules of the school are listed in this book. They are about respect for yourselves and each other. They are also to help keep you safe and healthy, such as no smoking or bullying. If you break the rules you may be given detention. If this is a Wednesday after school, this will go on your record. We will also need to tell your parents. The International Director, Mrs Rylev, will be notified of any concerns

over discipline. If you have a problem that is getting you into trouble you should talk to one of the Key Personnel listed below. Serious offences could mean that you lose your place in this school and the Immigration Services would be told of this.

Alcohol and Tobacco Laws

It is illegal for students under the age of 18 to buy alcohol or tobacco. Alcohol, cigarettes and vapes are not allowed on the school grounds or to be used by students in school uniform. Rosmini College is a smoke-free college and there should be no smoking by any person within the school grounds.

Homestays and Contact Details

Mrs Hodder will visit your home and speak with you regularly about your home situation. She will help you sort out any problems or confusion. You can speak with her about homestay problems. **You mustn't make any changes to your living situation without talking to Mrs Hodder. The school must approve of where you are living and be kept up to date with the contact details of your family.** You also need to inform Mrs Hodder if you are travelling outside Auckland during the holidays.

Cars and Driving

Rosmini International students are not allowed to drive while you are studying at Rosmini College.

Medical and Travel Insurance

This is compulsory. **All International students must have medical and travel insurance** while studying in New Zealand.

Immigration

Full details of visa and permit requirements are available through the New Zealand Immigration Service and can be viewed on their website at: www.immigration.govt.nz

If you have any concerns over visas you can see Mrs Rylev or Mrs Hodder.

Code of Practice

Rosmini College has agreed to observe and to follow the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. A summary of the code and an outline of grievance procedures for this college are included in this booklet. A full copy of the code and further information can be obtained from the Ministry of Education website at:

www.minedu.govt.nz/goto/international

Dealing with Problems – Who to go to?

There are several people you can go to. Who you choose will depend on the type of problem or just who you feel comfortable talking to. Friends may be able to help, or you may speak with **Mrs Hodder**, as well as the **School Counsellor Mr Chris Caruana**, or **Mrs Rylev**.

Of course, talking about problems early on can stop small problems from becoming BIG problems.

Class Work or Homework

The first person to ask is your **subject teacher**. If you are still not happy, talk to your **EAL Teacher**.

Subject or Career Choices

If you are worried about which options or subjects to choose or think you have chosen the wrong ones, talk to **Mr Dave Pearce**. He will also help you sort out any timetable problems.

Regarding career choices, **Mr Roger Latch**, the Career Advisor, is the man to see.

Curriculum, NCEA & Assessment

A booklet explaining the English language curriculum, all subject course outlines and how NCEA works is handed to all students at the beginning of Years 11, 12 and 13.

In addition, students receive a detailed booklet explaining academic procedures, including internal assessment, grading, assignments and examinations. If you have any questions about NCEA or subject choices, please contact the International Student Director, **Mrs Rylev**.

Homestay

Mrs Hodder will be speaking with you regularly, and you may make an appointment to see her about any problems with your homestay situation.

Unhappy?

If you are sad or angry about the way you are being treated by anyone in the school, you can speak with your **EAL Teacher**, the **International Student Coordinator Mrs Hodder**, the **International Director Mrs Rylev**, or the **School Counsellor Mr Caruana**. Your problem may be that you are unhappy with your course, that you are feeling homesick or that you do not like the way that someone is treating you. Bullying is treated very seriously in this school.

If your complaint is a serious one and you do not feel that it is resolved, you can take your grievance to **Mrs Hodder** or **Mrs Rylev**. There are systems in place to protect International Students in schools, and if you have a really serious complaint, it can be taken to the **International Education Appeal Authority**. See the chart later in this booklet, which gives you the grievance procedure.

ACTIVITIES

There are several special interest groups in the college and it is important to listen to the **school notices** for opportunities to take part in school productions or cultural activities. Opportunities to join the choir, take part in music groups or learn a musical instrument can be found through the **Music Department**. There are also a variety of other interests, from Taekwondo and Badminton to the Stock Market Challenge and Debating. Talk to your **EAL Teacher** about what groups you can join.

Sports Programme

All International students are welcome to participate in the Rosmini Sports Programme. All ability levels are welcome, from recreational beginners to highly competitive players. However, students must be aware that being a member of a team is a privilege and carries with it some obligations or responsibilities. For example, all members of a team must attend and participate in all scheduled practices and games.

SPORT	YEAR LEVEL
Athletics (Track and Field) Teams are chosen from school Sports Day results	7-8, 9-13
Badminton	7-8, 9-13
Basketball	7-8 (Miniball), 9-13
Bowls	9-13
Cricket	9-13
Cross Country Running	7-8 (Sports Day only), 9-13
Rugby	7-8 (Sports Day only), 9-13
Running Club	Mon & Wed 8am. Open for all years.
Soccer	7-8 (Sports Day only), 9-13
Swimming	Teams selected from trials
Table Tennis	7-8, 9-13
Tennis	9-13
Touch Rugby	7-8 (Sports Day only) 9-10
Hockey	7-8, 9-13
Waterpolo	7-10

Years 7 & 8 students are selected to represent their school at a North Shore Schools Sports Day. Membership of these teams is competitive and, although an effort is made to give all students a chance, Rosmini always tries to present a competitive team. Students can play Water Polo and Basketball (Miniball) all year round. For all other sports, years 7 & 8 students usually join a club outside of school.

At **years 9 -13 students** attend meetings for organisation purposes. You need to check daily notices (read in class or at assembly) or read the notice board announcements. Teams are organised based on experience, competitiveness and numbers. It is important to attend all these meetings and to make sure that practice and game times do not clash with other school activities.

Any questions about the Sports Programme should be directed to **Mr Rhys Edwards** (Sports Director) or individual sports coordinators and coaches.

IMPORTANT CONTACTS

CONTACT	PHONE NUMBER / ADDRESS
Rosmini College <div>Phone (64 9) 489 5417</div> <div>Mail mrylev@rosmini.school.nz</div>	
Emergency Contacts 24/7 <div>Mrs Rylev</div> <div>Mobile: 021 542 6890</div> <div>School: 09 489 5417 ext 280</div> <div>DDI: 09 488 3754</div> <div>Fire (Emergency) 111</div> <div>Police (Emergency) 111</div> <div>Ambulance (Emergency) 111</div> <div>North Shore Hospital 09 486 1491</div> <div>Taxi 09 479 1300</div>	
Information and Help <div>New Zealand Immigration Service</div> <div>Ministry of Education</div> <div>Counselling Services (Inc)</div> <div>International Student Services Centre (ISS)</div> <div>Level 12, 155 Queen Street</div> <div>Auckland City</div> <div>Monday-Friday; 10:30 am – 3:30 pm</div>	<div>www.immigration.govt.nz</div> <div>www.minedu.govt.nz/goto/international</div> <div>09 522 2999 (24 hours)</div> <div>lifeline@lifeline.org.nz</div> <div>09 309 3478</div> <div>cab.iss@xtra.co.nz</div>

ROSMINI COLLEGE SCHOOL RULES

This is a community where people are expected to show respect for themselves and others at all times.

Appearance

- Correct school uniform must be worn to school. (Must have separate clothes for Physical Education)
- Must be clean and tidy.
- Hairstyles and colours should not be extreme.
- No Jewellery to be worn.

Attendance and Punctuality

- Must attend school every day unless there is a genuine reason for absence.
- Caregivers should telephone the school on the first day of absence.
- Students absent due to illness should bring a doctor's certificate or note from the caregiver explaining the absence when they return to school.
- Students should attend school for the entire school year. Special permission to be absent should be asked for in writing beforehand.
- Students should arrive at school on time. Latecomers should report and sign-in on the VisTab electronic sign-in system at Student Services.
- If students feel ill whilst at school, they should report to the Attendance Office at Student Services then to the receptionist. They should not go home without permission. Caregivers will be telephoned if students need to return home or need urgent medical attention.

Behaviour

- Students are expected to support the Catholic character of the College. They are expected to participate in the liturgies, prayers, Religious Education lessons, retreats and charitable activities of the school life.
- Absolutely no smoking, vaping, drugs, alcohol or weapons are allowed in school.
- Bullying or fighting with other students is a serious offence.
- Students must not leave the school grounds during school hours without permission from a Dean.

- Personal devices and cell phones are not allowed in lessons unless permission is granted by the teacher. The school will not accept responsibility for their loss or damage.

Harassment

The Rosmini College environment should be a place where everyone feels safe and comfortable, able to work free from offensive behaviour.

Harassment occurs when you are receiving unwelcome behaviour which affects your wellbeing. This could be verbal, physical, electronic or racial.

If you feel you are being harassed then you must immediately contact one of the following

1. Class teacher
2. Form teacher
3. International Dean
4. Any member of the EAL Department
5. Any of the Assistant Principals

What do you do if you have a grievance?

We want you to be happy at Rosmini College. There are times however, when things do not go as smoothly or as well as we may like. Here are some ideas of what you can do about it.

Problems with a teacher

Make time to talk to your classroom teacher about your concerns. If your concern is the classroom teacher, make time to talk to **Mrs Hodder**. After a few days, if you do not think the problem has been solved by your classroom teacher or by **Mrs Hodder**, talk to **Mrs Rylev**. If, after a few days, after you have spoken to **Mrs Rylev** and the problem is still there, talk to the Headmaster, **Mr Nixon Cooper**.

Problems with school friends

1. Take the time to talk to your class teacher quietly about your concern.
2. You can also speak with **Mrs Hodder**, **Mrs Rylev** or your form teacher. They can be very helpful, especially with broken friendships.

Problems with your homestay or caregiver

Make time to talk to **Mrs Rylev**. She will discuss the concerns with you and do her best to sort things out. If necessary, he will contact the Headmaster on the matter and/or your parents.

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

If, after all the above have been tried, it is felt that your problem has not been resolved, then the student/parents may contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority C/- Ministry of Education Private Bag 92644 Symonds Street Auckland New Zealand	Phone: (64 9) 632 9513 Fax: (64 9) 632 9456 Email: info.ieaa@minedu.govt.nz
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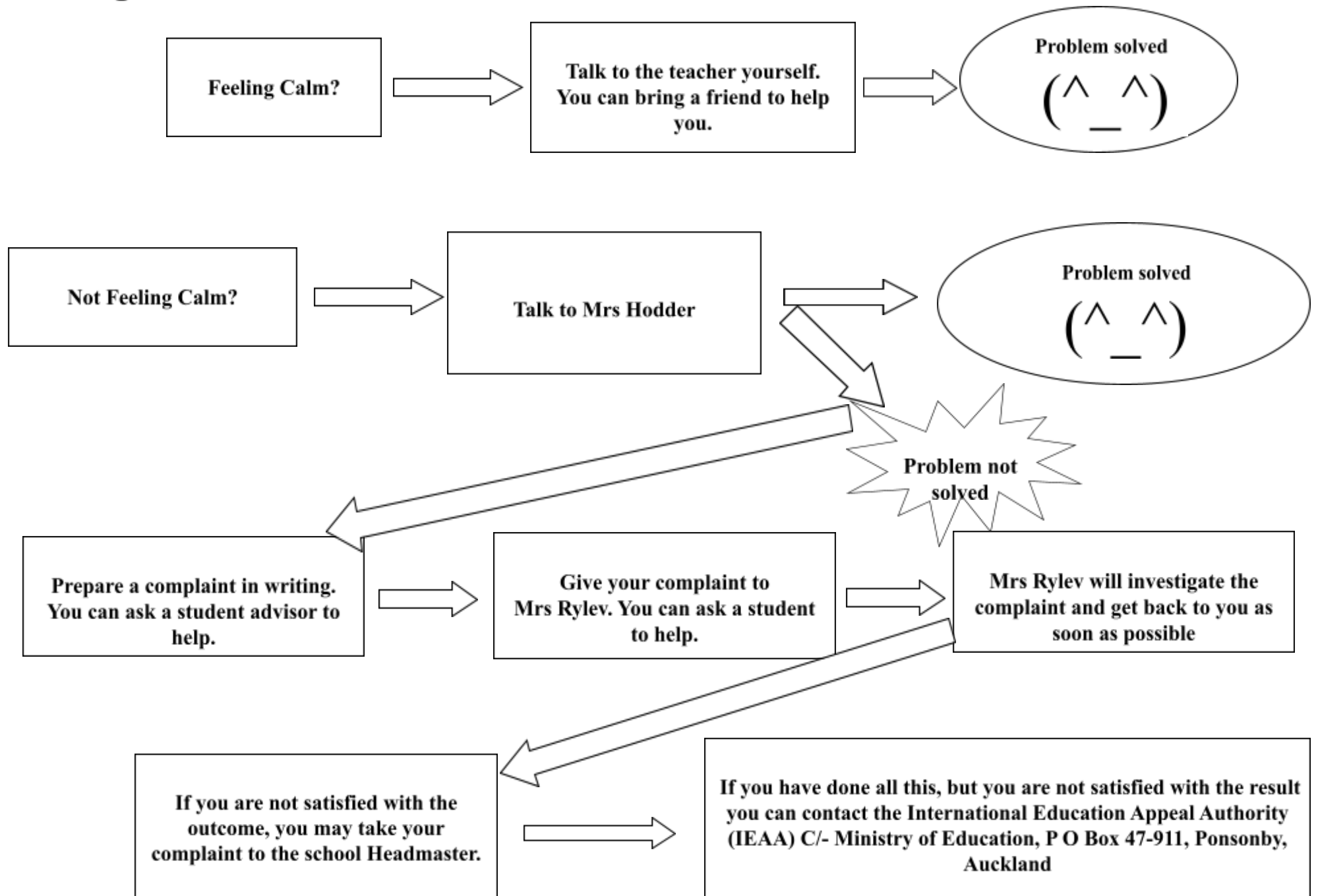
You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

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 Rosmini is a happy one.

PS: There might be staff changes from time to time. We will inform you as soon as any changes occur.

Dealing with PROBLEMS?



Summary Code of Practice for the Pastoral Care of International Students

Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe and properly cared for. New Zealand educational providers have an important responsibility for international students' welfare.

This 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 the provider.

What is the Code?

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that is 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.

When does the Code apply?

The Code commenced on 31 March 2002. Educational providers then had six months to sign the Code between the 31 March and 30 September 2002. You will need to check with the Ministry of Education if your provider is a signatory to the Code.

Who does the Code apply to?

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

What is an "international student"?

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

How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand education provider. The Code is also available online from www.minedu.govt.nz/toto/international.

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

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

What do I do if something goes wrong?

If you have concerns about your treatment by your educational provider, or by an agent of the provider, the first thing you must do is contact the Headmaster, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to

go through these internal processes before you can take the complaint any further. If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority.

The Code sets standards for educational providers to ensure that:

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

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

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

What will the IEAA do?

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

The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel. The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

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

What is the international Education Appeal Authority (IEAA)?

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

You can write to the IEAA at:

The International Education Appeal Authority

P O Box 12083

Wellington

New Zealand

Email: info.ieaa@minedu.govt.nz

Term Dates 2024

Terms	Start	End
1	31 January	6 April
2	24 April	30 June
3	17 July	27 September
4	9 October	11 December

Bell Times

Our school operates a 6-period day and bell times are as follows:

Please note that the Tuesday Form Class for International Students will be held in Room A4.

Monday to Thursday		Friday	
Form	8:55 - 9:10	Form	9:10 - 9:30
Period 1	9:10 - 10:00	Assembly	9:30 - 10:00
Period 2	10:00 - 10:50	Period 2	10:00 - 10:50
Morning Break	10:50 - 11:10	Morning Break	10:50 - 11:10
Period 3	11:10 - 12:00	Period 3	11:10 - 12:00
Period 4	12:00 - 12:50	Period 4	12:00 - 12:50
Lunch	12:50 - 1:30	Lunch	12:50 - 1:30
Period 5	1:30 - 2:20	Period 5	1:30 - 2:20
Period 6	2:20 - 3:10	Period 6	2:20 - 3:10

UNIFORM

Please [visit the school website](#) for more information and to purchase the right uniform according to your year level. All school uniform items can be purchased from our suppliers:

Jan Bells Shop 7, 408 Beach Road, Mairangi Bay.

Yarntons, 18-22 Mokoia Road, Birkenhead,

Yarntons, 77-79 Victoria Road, Devonport.

SUBJECTS CURRENTLY AVAILABLE (compulsory subjects)

SUBJECT	YEAR 7	YEAR 8	YEAR 9 (choose 3 subjects)	YEAR 10 (choose 3 subjects)	YEAR 11 (choose 3 subjects)	YEAR 12 (choose 4 subjects)	YEAR 13 (choose 5 subjects)
ENGLISH	ENGLISH (EAL)	ENGLISH (EAL)	ENGLISH (EAL) MEDIA STUDIES	ENGLISH (EAL) MEDIA STUDIES	ENGLISH (EAL)	ENGLISH (EAL)	ENGLISH ENGLISH VISUAL (EAL)
MATHS	MATHS	MATHS	MATHS	MATHS	MATHS	MATHS CALCULUS GENERAL MATHS	MATHS STATISTICS CALCULUS GENERAL MATHS
SCIENCE	SCIENCE	SCIENCE	SCIENCE	SCIENCE	SCIENCE PHYSICS/EARTH SPACE BIO/CHEM	EARTH AND SPACE PHYSICS CHEMISTRY BIOLOGY	EARTH AND SPACE PHYSICS CHEMISTRY BIOLOGY
SOCIAL SCIENCES	SOCIAL STUDIES	SOCIAL STUDIES	SOCIAL STUDIES	SOCIAL STUDIES	HISTORY GEOGRAPHY	HISTORY GEOGRAPHY CLASSICAL STUDIES	HISTORY GEOGRAPHY CLASSICAL STUDIES
LANGUAGES			MAORI FRENCH JAPANESE	MAORI FRENCH JAPANESE	MAORI FRENCH JAPANESE	MAORI FRENCH JAPANESE	MAORI FRENCH JAPANESE
COMMERCE				BUSINESS STUDIES	COMMERCE	ECONOMICS ACCOUNTING	ECONOMICS ACCOUNTING BUSINESS STUDIES
DESIGN & VISUAL COMMUNICATION			DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION
DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY
TECHNOLOGY	TECHNOLOGY	TECHNOLOGY	TECHNOLOGY	TECHNOLOGY	TECHNOLOGY (WOOD) MECHANICAL ENGINEERING	TECHNOLOGY (WOOD) MECHANICAL ENGINEERING	TECHNOLOGY (WOOD) MECHANICAL ENGINEERING
HOSPITALITY	FOOD TECHNOLOGY	FOOD TECHNOLOGY	FOOD TECHNOLOGY	FOOD TECHNOLOGY	FOOD TECHNOLOGY	FOOD TECHNOLOGY	FOOD TECHNOLOGY
MUSIC	MUSIC	MUSIC	MUSIC	MUSIC	MUSIC	MUSIC	MUSIC
PHYSICAL ED RELIGIOUS ED	PHYSICAL ED RELIGIOUS ED	PHYSICAL ED RELIGIOUS ED	PHYSICAL ED RELIGIOUS ED	PHYSICAL ED RELIGIOUS ED	PHYSICAL ED RELIGIOUS ED	PHYSICAL ED RELIGIOUS ED	PHYSICAL ED RELIGIOUS ED
ACADEMIC PHYSICAL ED				SPORTS SCIENCE	ACADEMIC PE OUTDOOR ED	ACADEMIC PE OUTDOOR ED	ACADEMIC PE OUTDOOR ED
ART	ART	ART	ART	ART	ART	ART	ART
DRAMA			DRAMA	DRAMA	DRAMA	DRAMA	DRAMA
LEARNING ENHANCEMENT	ROTATION OF LANGUAGES, LITERACY, NUMERACY, SCIENCE.					GATEWAY	GATEWAY

MAP OF ROSMINI COLLEGE

