



# International Students

## Information Booklet





## Message from the Principal

Tēnā koutou, nau mai, haere mai, ki te kura nei. It is my pleasure to welcome you to Avonhead School - Rakipaoa. We are a full-primary school catering for children from 5 years of age up to 13 years (Year 1 – Year 8).

We have large, attractive grounds, a heated swimming pool, and modern spaces and classrooms. We have highly committed staff and delightful students who are all focussed on quality learning.

Avonhead children are strong Cantabrians who are respectful, responsible and strive for excellence in all areas. Our uniform proudly displays the colours of our province - red and black - mā pango mā where. Avonhead is culturally rich and diverse, and we take real pride in the 52 different nationalities we have as part of our extended whānau. Our inclusive approach and the way in which we value diversity, adds to the richness of our school culture.

We have a clear collective vision for our school with the aim of Growing Excellence Together - Piki ngātahi te tihi. Our approach to education is about developing a sense of pride in learning, utilising innovation, and encouraging on-going improvement, risk-taking and creativity. We promote high standards and help children to become thinkers and learners for life.

There are so many opportunities both in and out of the classroom for all of our tamariki. We have strong sporting, musical and cultural programmes that provide opportunities for Avonhead students to participate in many events that will nurture strengths, promote talents and develop leadership skills, whilst fostering community spirit.

We value strong communication between home and school and I welcome, and encourage, your partnership with Avonhead. Your involvement in school life, your participation in the learning programmes and your support in the activities of your child will enrich the primary school experience. I look forward to meeting you and sharing our wonderful school.

**Micah Hocquard**  
Principal



# Enrolling as an International Student

To enrol at Avonhead School, International Students **must** live with at least one parent or legal guardian for the entire time they are enrolled at Avonhead.

## Definition of "legal guardian":

- "with legal right and responsibility to provide for the care (including education and health) of an International Student and appointed by a New Zealand or foreign court; and
- usually providing for the care of the student in the student's home country."
- Documentation in English is required.

All New Zealand children enrolled at a State School are entitled to a 'free education'. State schools are funded by the Government and teachers are paid by a Central Government pay service. International students do not qualify for 'free' education and are required to pay a fee.

The fee set by the Avonhead Board of Trustees includes:

- The cost of employing extra staff
- ESOL (English experience lessons for children who have English as their Second or Other Language)
- A portion of the school's operational cost
- Administration (this includes the annual cost to the school for being a Signatory to the Code of Practice for the Pastoral Care of International Students and GST
- (Goods and Service Tax, a Government tax amounting to 15% of the total fee)
- Government Levy (A charge imposed by the Government for the use of a state owned facility; including a component for Export Education and System Support)

## FEES FOR INTERNATIONAL STUDENTS AT AVONHEAD SCHOOL

Calculations for Fee Paying Students: All Fees are GST Inclusive

Annual Fee Calculations ratified by the Board of Trustees for the 2025 school year are:

	Fee Cost per year
1. Administration fee (Non Refundable)	\$500
2. International Student Fee covering teaching and operating costs (GST inclusive)	\$11,500
3. Total Fee (incl GST)	\$12,000

A cost for Technology for Senior Students in Year 7 and 8 of \$140.00 per term is additional to the above fee.

## Other charges you will have to meet include:

Cost of uniform

Cost of stationery

Payments for extra curricular activities such as school excursions, camps, cultural activities, transport for sport, etc. This charge will be issued each term to all parents and prompt payment is expected.

# Enrolling as an International Student

## **Other charges you may have to meet (but only if required) include:**

- The cost of dental treatment
- Specialist Support Services eg. Speech Therapy, Occupational Therapy, Psychological Services or any other additional learning support
- Truancy Service in case of prolonged, unexplained periods of absence from school

## **VISAS AND PERMITS**

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>

## **ENROLMENT PROCEDURE**

1. The International Student's parent/s completes the Application for Enrolment form.
2. The application is submitted to the Principal for approval. A decision will be made within three working days and they will consider:
  - a) if there is a place for your child at Avonhead School and
  - b) if they feel that the school can address your child's needs and
  - c) if they feel that the school can fulfil your expectations as parents.
3. Once the application has been approved, a letter advising you that your application has been successful will be issued along with an account for the fee is forwarded to the student.
4. Once payment of the International Fee has been made, and evidence of the compulsory Insurance policy has been obtained (see below), a receipt is issued as well as a formal letter offering your child a place at Avonhead School.
5. Parents of the student can now apply to the Immigration Office for a Student Visa, showing the receipt and the formal letter offering a place at the school. The visa or permit must be endorsed with the name of the school at which the student is seeking to enrol.
6. The parents must visit the school where an enrolment pack along with a more detailed enrolment form will be issued and you will be required to fill this and other forms out.
7. Once the appropriate Visa is obtained, the Student is in a position to commence studies at Avonhead School.

# Completing study and Refunds

## UPON COMPLETING A COURSE OF STUDY AT AVONHEAD SCHOOL

Students returning to their home country will receive a letter from the school to explain the study course, or Year of Schooling completed, plus a copy of their School Records.

Students who leave Avonhead Primary School to attend another school in New Zealand will be provided with a Transfer Notice with all school records forwarded to the new school when requested.

## REFUNDS

The minimum period of enrolment for a refund is for twelve weeks. International students who leave Avonhead School after attending for more than the minimum period will be refunded for the portion of the unused fee (less the non-refundable administration fee).

Refunds will only be made in the following circumstances:

- Failure to obtain a Student Permit (full refund less Administration Fee)
- Change of residency status (full refund of fees for subsequent terms)
- Withdrawal of enrolment prior to the student commencing attendance at school (A full refund less Administration Fee will be paid)
- Withdrawal of student after commencing school. A partial refund of 70% of fees for subsequent terms will be paid. The 30% is retained to cover:
  - costs to the school already incurred for tuition;
  - components of the fee already committed for the duration of the course including appropriate proportions of salaries of teachers and support staff;
  - costs already incurred for the use of facilities and resources.
- Compassionate Refunds – In exceptional circumstances, refunds for subsequent terms may be granted on compassionate grounds (e.g. death of close family member, serious illness, accident).

All such refunds will be at the discretion of the Board of Trustees.

### **The Board of Trustees will make no refund:**

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- No refund will be made to a student who has breached the terms of their contract with the school
- The Board of Trustees will not make a refund to a student who is expelled/suspended from the school or whose tuition is terminated by the school.

An application for refund of fees must be made to the Principal.

Any dispute about the payment of a refund must be made in writing to the Board of Trustees.

# Fee Protection and Insurance

## FEE PROTECTION

All fees paid for international students will be lodged in the school's bank account system with all entries and use detailed in a separate ledger. Money will be drawn down for use as detailed in the fee calculations.

The Board will always have sufficient reserves to be able to return to students their fees in the event of a student refund being required, or because the school is unable to continue to provide tuition.

## HEALTH AND TRAVEL INSURANCE

- International Students are not entitled to publicly funded health services while in New Zealand unless they are:
  - A resident or Citizen of Australia; or
  - A national of the United Kingdom in New Zealand; or
  - The holder of a temporary permit that is valid for two years or more.
- 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: [www.moh.govt.nz](http://www.moh.govt.nz)
- If you do not qualify for publicly funded health services, Students must have appropriate and current medical and travel insurance while studying in New Zealand.
- 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: [www.acc.co.nz](http://www.acc.co.nz).

It is strongly recommended that you obtain insurance cover for:

- a sum insured of \$1,000,000
- emergency evacuation / repatriation
- transportation insurance for an accompanying relative
- Insurance cover for personal effects
- Personal liability cover

All insurance policies will be verified against international standard accrediting agencies by the administration staff at the time of enrolment. The insurance policy you give us, must be in English.

## WITHDRAWING FROM THE SCHOOL

Parents who are withdrawing their child from the school prior to the completion of the enrolment period are required to inform the school in writing, stating the date of withdrawal and where the student will be going eg; another school, leaving the country etc; This information is required for the New Zealand Immigration Service

# Student Welfare and Support

## STUDENT WELFARE

Avonhead School, as a signatory to the Code of Practice has a number of obligations relating to the welfare of international students.

## ORIENTATION PROGRAMME & SUPPORT SERVICES:

- Students will be placed, where possible, in a class with another student who speaks the same language.
- The class teacher will be responsible for the initial orientation of the student. Other pupils in the class will provide support during orientation. Orientation will include explanation of the classroom and class programme, toilet and Health Room facilities, behavioural expectations before and after school, routines for interval and lunch and appropriate play areas.
- The ESOL teacher will support this process by introducing the child to the key areas beyond the immediate classroom and incorporating conversational English in the ESOL programme.
- The class teacher and ESOL teacher will share responsibility for the pastoral care of the student, provide advice and guidance and take appropriate action when issues of concern arise including the contact of parents.
- Where appropriate a speaker of the student's native language will be used to translate when clarification is needed or issues of concern arise. Non-English speaking parents and legal guardians will be encouraged to bring a translator to parent-teacher interviews.
- Ministry of Education advisors (Team Solutions) will be called upon for guidance/support when access to first language counselling or cross cultural training for staff is required.

## IMPORTANT INFORMATION HELD BY THE SCHOOL

Avonhead School will hold current information for each international student at all times. As well as the information required on the enrolment form, copies of the passport and permits will be included. Full names and current addresses of parents must be obtained.

The liaison person to whom pastoral care issues should be addressed is the Principal. They or the class teacher will be the first point of contact for an international student facing difficulties adapting to the new cultural environment.

Further information will include particulars about your child's health and any requirements for special needs the school may have to address.

Past experience with the English language for ESOL will also be sought. On a separate form you will be asked to provide the school with information about your child's previous schooling and levels of achievement. This information will assist teachers with class placement. More comprehensive diagnostic tests are conducted once your child has settled into Avonhead School and will include an assessment of proficiency in the English language.

All the information you provide for the school will remain confidential.

If any of the details you provide at the time of enrolment change, it is your responsibility to notify the school of the change.

# Student Welfare and Support

At the time of enrolment you will also be required to sign the school's 'Computer and Internet "Use" Agreement'. An explanation of this agreement is included in your Information Pack.

A copy of the school's policy on 'Dealing With Parental Concerns' is also included in the pack to outline procedures for dealing with grievances should they arise.

Where parents or caregivers have concerns about any aspect of an international student's schooling, they should follow the procedures in the school policy 'Dealing with Parental Concerns'.

Where parents or caregivers have concerns that there have been breaches of the Code, advocacy procedures are outlined in Summary of the Code of Practice for the Pastoral Care of International Students. – see below.

Upon enrolment, students will be informed of the school code of rights and responsibilities. If they have concerns about an aspect of their education or treatment within the school, they should inform one of the following:

- The classroom teacher
- The school international student liaison person – Mrs Karen Honeybone
- The ESOL tutor
- Their parent or caregiver
- Their 'buddy' student

As part of the enrolment procedures, school personnel must have contact with the parents of an international student prior to or at the time of enrolment to establish communication arrangements in the case of an emergency.

If you as a parent cannot speak English very well and we want to talk to you about supporting your child with learning or behaviour it is recommended that you bring a support person whom you have confidence in who can understand and interpret for you. If you are not able to do this, the school may be able to arrange an interpreter for you.

If school personnel are concerned that an international student has been, or is likely to be, ill treated, harmed, abused or neglected they are obliged to notify the Children's Young Person's and Families Service or the New Zealand Police, in accordance with the "Breaking the Cycle" CYFS reporting protocol.

The Education Rules 1999 (Stand -down, Suspension, Exclusion and Expulsion) apply to all students including international students enrolled at Avonhead School and those Rules must be complied with.

# Student Welfare and Support

## CIRCUMSTANCES IN WHICH TUITION MAY BE TERMINATED

Where a child is absent or consistently truanting from school then the signatory will terminate enrolment.

If a child's behaviour is of an unacceptable level, then a meeting with the child, the parent(s), and the school will be arranged. If the behaviour does not improve, written notification will be given to the parent(s) warning of the danger of termination of the enrolment. If there is no further improvement, the parent(s) 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. There will be no refund of fees paid if this occurs. Please refer to the school's 'Refund Conditions for International Students' Appendix A.

An 'acceptable level of behaviour' is set out in the school's Student Management Plan.

If an enrolment application is found to be inaccurate in any way, including false or misleading information given at the time of enrolment, the contract may be terminated at the school's discretion.

Upon termination of enrolment, the Immigration Service will be notified as required.



# Avonhead Staff

<b>Principal</b>	Micah Hocquard: BSc, GradDipTchLn
<b>Deputy Principal</b>	Vicki Lewis: BEd, DipTchg
<b>Assistant Principal</b>	Nikki Ollis: BTchgLng (also in charge of ESOL)

**SENCO:** Michelle Robinson

## ESOL Teacher Aides:

Sue Cropley	Sugeetha Sarath
Selina Chai	Charleen Voon

## Board of Trustees 2025:

<b>Chairperson</b>	Lauren Wilton	
	Jay Grubb	Ari Segaran
	Deirdre McLachlan	Ruby Rose
<b>Principal</b>	Micah Hocquard	
<b>Staff Representative</b>	Bruce Rodger	

For a full list of staff please see our website

## Support and Training for International Student Staff

In order that the highest level of service is available for international students enrolled at Avonhead School staff working with them will be offered suitable professional development opportunities. These will be linked to their personal appraisal programmes.

The latest Education Review Office Report on Avonhead School is available at [www.ero.govt.nz](http://www.ero.govt.nz). The Education Review Office is an independent body contracted by the Ministry of Education to evaluate and report on the performance of all schools.



# Our School Values

Our Avonhead values play a very important role within our school. They help to guide and support our students every day.

We have three values:

Respect - Whakaute

Responsibility - Takohanga

Excellence - Hiranga



Our values are interwoven into everything we do from classroom lessons to sports games, kapahaka to team hui. We strive to ensure that through our values, tamariki can develop into caring, kind, motivated individuals who excel in all areas of their schooling and life.

We hold Values Assemblies every second week and take the time to acknowledge students across the school who are trying their very best to live by our school values and who show the Avonhead Attitude. Our students also use, and keep evidence of, our Learner Capabilities as they progress through our school.



## How the School got its name - Avonhead - Rakipaoa

You may be aware that there are three natural springs not far from the school that are regarded as the source (or the head) of the Avon river (known by Maori as Te Ōtākaro Awa).

In 2024 we were gifted Rakipaoa by mana whenua. Rakipaoa is one of the tributaries for the Avon river and was an important feature for the local people as it provided numerous resources.

Avonhead - Rakipaoa is built on land that sits at the head of Te Ōtākaro Awa. It is here the natural springs bubble out of the ground and start their way to the sea - just like our tamariki who begin their journey with us - full of vitality, enthusiasm and a passion for learning.

Finally emerging as Positive Achievers, Thinkers, Creators, Communicators and Contributors - skills that are needed for the exciting future ahead of them.

Our school houses are represented by the four native trees; Kahikatea, Kowhai, Matai and Rimu. These four whanau groups are an important part of our school culture. Like our native trees, our tamariki (children) need to be nurtured so they too can grow strong, tall and proud.



Rakipaoa links in with our school logo, a river and the idea of a journey. Our logo also symbolises the partnership between teachers and students as well as parents and their children. It represents our tuakana-teina model (an older student looking after a younger child), which is something we treasure and foster in our full primary school. Our older tamariki are our role models and our expectation is that they always lead by example.

# General Information

## School Attendance Times

Children should arrive at school between 8.30am and 8.50am. Children who arrive before 8.30am are to wait under the hall veranda if it is wet. We have a before school programme that parents can sign-up for that is run by CASPA which begins at 7.00am each day.

## School times are as follows:

8.50am School starts for all students

11.00am -11.30am Interval - 30 minutes

1.00pm -1.45pm Lunch for all Teams

3.00pm End of school day

3.20pm All children must leave the playground unless supervised by an adult

Children are expected to leave for home as quickly as possible at 3.00pm and use the patrolled road crossings. All children must have left the school by 3.20pm

Research tells us that the early morning time-slot can be considered to be optimum learning time. For this reason, we have adopted '**uninterrupted time**' between 8.50am and 11.00am. This means, children **must be** at school, in the classroom in time for the 8.50am start and it would be really appreciated that parents arrange appointments **outside this** time. We are planning any other optional activities at school such as music tuition to be outside of this time as

## 2025 - Terms and Holidays

Term dates and holidays are set by the Ministry of Education and vary from year to year. Our School terms are:

### Term 1 - 29 January to 11 April

27 and 28 January: Teacher Only Days

29 and 30 January: Kanohi ki te kanohi - Face to face conferences

31 January: School commences

6 February: Holiday - Waitangi Day

7 March: Ministry Teacher Only Day

### Term 2 - 29 April to 5 July

2 June: Holiday - King's Birthday

20 June: Holiday - Matariki

### Term 3 - 22 July to 27 September

### Term 4 - 14 October to 13 December

27 October: Holiday (Labour day)

15 November: Holiday (Canterbury Show Day)

12 December: School finishes at midday (1.00pm)



## Reporting Absences or Late Arrivals

Reporting



Absences



We use an electronic attendance system at the school and as part of the process, if a child doesn't turn up to school by 8.50am, we will mark them absent if we haven't been advised of the reason. We will text or call you to make sure that they are safe. If we can't get hold of you, we will ring or text the emergency numbers you have provided.

If your child arrives after 8.50am, they must report in to the office to get a late pass so the teacher knows that they have been marked present at the office. If your child is going to be absent or late for school on any day, it saves a lot of time if parents email ([absences@avonhead.school.nz](mailto:absences@avonhead.school.nz)), ring and leave a message (348-7361, then press 0) or use the @school App. We have an answerphone that can take your absence notices 24 hours a day. **Note** - It is a legal requirement for students to attend school everyday and that we record when your child is late or absent and why.

Parents can download the @school App, which is a fast way to receive communications and notify the school of absences. The @school App can be downloaded from both the [Apple Store](#) and Google Play

	<b>@ School Parent App</b>  Scan QR Code to see a video of how to use the parent app to access school and your child's information	
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## Overseas travel or Holidays during school time:

A parent is required to advise the school, in writing, of any leave from school their child will be undertaking. It is important to advise the school of this leave. The letter should include the day/s the child will be away and the date that they will be returning.

Parents who take their children out of school for an extended period of time (more than a week) to travel overseas or go on holiday, cannot expect their child's teacher to provide a "take away" classroom programme of work. Parents must make their own arrangements for the schooling needs of their children during this time. It is strongly recommended that you develop a daily learning programme for your child that will support your child's learning during this time. Some ideas that could be helpful include:

- Visit the classroom website/blog regularly to keep up to date.
- Establish a classroom buddy system to exchange learning.
- Keep a written (or digital) diary of daily events or highlights on your trip that could be emailed back to your class
- Utilise the MOE's [website](#) for supporting your child's learning

Teachers are always willing to discuss their future classroom curriculum focus to give parents information in respect to the scope of the learning that will be taught during your child's absence. It must be noted that children who are absent from their regular schooling at Avonhead School for more than 15 consecutive weeks will be taken off the school roll (as per the Ministry of Education requirements) and that the school's enrolment policy would then apply upon re-enrolment.

## Health

The School Health Nurse visits the school occasionally and any specific health problems can be relayed to her. Specialist services are available to parents if required - this includes speech therapy, educational psychology, and health services such as hearing, vision testing and general health checks.

Dental treatment is free and provided on a regular basis at the Avonhead School in the new mobile van. Contact is 0800 846 983 and the base for the dental unit is 1 Hei Hei Road in Hornby.

If children are unwell at school, parents are contacted and a request made that the children be collected and taken home. An emergency contact person is important to stand in when we cannot contact parents in such circumstances.

If children have medication that has been prescribed, could parents please contact school and sign a permission form that allows us to administer the medication. The medication must be held in the school office, to be administered by office staff as prescribed. It is recommended that medication such as bee sting pills also be kept in the school office for emergencies. Inhalers are kept in classrooms so children have ready access to them.

## Sun Hats

Avonhead has a Sun Safety Policy which **requires** all children to wear a red or black school sunhat in terms 1 and 4. The compulsory sunhats are sold as part of the school uniform and are rated SP50+. You can either buy them at 'Mainland Uniforms@Ilam' or at our library for \$10.

## Peanut-free school

We have a number of children who have severe allergies to peanuts and can end up having an anaphylactic response requiring insulin injections and medical attention. Two of these children only have to touch something with peanuts in it!!! We know it is difficult to completely eliminate food with peanuts in it, but we specially ask parents not to send food to school containing peanuts and we also urge parents to remind children that they shouldn't be sharing food or drink at school.



## Lunch at school

It is possible to buy lunches for children but it requires parents to go online and order and pay from a range of selections of goodies and they will be delivered to the school before 12.30pm.

We have two providers:

**Lunch on line** – [www.lunchonline.co.nz](http://www.lunchonline.co.nz) (They only deliver on Wednesday, Thursday and Friday)

At lunchtime, your child goes to the office and collects his/her lunch.

## Road Safety - Transport

Parents who transport children to and from school by car must not stop on yellow broken lines or double park on Avonhead Road. Driving into the school ground to drop children off or to collect them is also not permitted. **Only families that have a Disabled Parking Permit may park in the disabled carparks by the hall.**

We have two supervised crossings. The pedestrian crossing on Avonhead Road is patrolled by teachers and senior students before school from 8.30am to 8.55am and again after school from 3.00pm to 3.15pm. The Kea Crossing on Nortons Road operates after school only.

## Bicycles and Scooters

The Bicycle stands and Scooter parks are located behind Rooms 1-4. Bikes and scooters should be locked and named. Children must walk their bicycles and scooters in and out of the school grounds. Skateboards are not allowed at school.

## Newsletters and Notices

We send home a newsletter once a fortnight to let you know what is happening at school and to share important information and reminders. This information is also available on the school's webpage calendar and [website](#).

You can subscribe to our newsletters via our website. Just click on the Sign Up! button at the bottom of the website.

Teams will also send you home notifications and message to advise of other information that you might need relating to team events.



### Sign Up!

Subscribe to our updates and receive the latest news and notifications direct to your inbox.



## Kelly Club Avonhead

We have an on-site, before and after-school programme available at school. Their programmes are filled with plenty of activities to keep your kids encouraged, educated and entertained during their time with us. They pack their programmes with sports, cooking and art and craft. They provide flexible payment plans so you can enjoy same-day booking and cancellation without penalty.

Kelly Club Avonhead  
mob: 021 310 432  
Email: [avonhead@kellyclub.co.nz](mailto:avonhead@kellyclub.co.nz)  
website: <https://kellyclub.co.nz/avonhead>

## Reporting To Parents

Teachers report formally on the progress made by individual children twice during the year. As well as this teachers meet with all parents and individual students at the beginning of each year in our Face-to-Face "Kāhōhi ki te Kāhōhi" meetings. Throughout the year our students also share their progress with whānau (families) through Learning Celebrations in each team, as well as digital platforms such as Seesaw and Google Drive in the senior school.

Parent - Teacher Interviews are held at the beginning and middle of the year. Written reports go home with children in the middle and end of the year also. Students in Yr 5 - 8 also share their learning regularly with parents via our Spotlight app.

Parents of New Entrants have an interview with their class teacher after children have been at school for approximately 6 weeks. Each child's home room teacher will arrange this with each family and at this meeting each child's progress and early assessment results will be shared as well as setting goals moving forward.

In addition to the arranged interview and reports, parents are encouraged to keep in regular contact with their child's home room teacher through-out the year too. If you have a concern, parents are encouraged to contact the home room teacher first. Face to face meetings are best and you can speak to the teacher to arrange a time to discuss the matter or email the teacher (email addresses of all our teachers are available on our website).

All information relating to your child or family is held in confidence by the school and you as parents or guardians. A copy of our school's Privacy Policy is available on our school website under 'Policies'.

## Student Management

Teachers and staff at Avonhead School maintain a high standard of acceptable student behaviour. Positive restorative behaviour management is viewed as a shared responsibility between the school, home and the wider school community and we use our three values of **Respect, Responsibility and Excellence** and 'live' and model these values in everything we do. We talk about someone having the '**Avonhead Attitude**' when students are displaying the three values. Our role as teachers is to facilitate the restoration of the relationship between students when things go wrong. This is called restorative practice.

## Children who have English as their Second Language

Avonhead School provides special support for children who have English as their Second Language. Children will receive English tuition on a 'one to one' or small group basis during afternoon school and subject specific support during the morning.

**Important note:** International research shows that the first language children will learn is 'social language'. This means they will develop words and phrases to communicate with their friends. It is through this 'social language', that students will gain the 'learning language'. If possible, we will try and place your child in a classroom with at least one other student who can speak your language and can help your child with their learning and communicating with the teachers and other children. Please be aware that the this social language needs to occur first, before the learning language takes place and this can take up to at least ten weeks! (even longer) but this is a normal process.

Inclusion for ESOL support is automatic for children who are from new immigrant families and will continue until the teachers recommend total immersion into the regular classroom programme without support.

## Technology Training

Students from Year 7 and 8 travel to the Kirkwood Technology Training Centre once a week for instruction in sewing, cooking, electronics, robotics, metals work, wood work and plastics. A fee for the cost of materials that your child uses is charged to parents and is payable directly to Kirkwood Intermediate. The Board of Trustees pays for tuition and the Ministry of Education provides free bus transport to and from the centre. Our Technology day is Tuesday.

## Music Tuition

Avonhead School enjoys a high profile in music and we have excellent tutors working with our musical groups at school. We have two choirs, chorale, ensemble and individual instrument and vocal tuition available at the school. Darelle Busfield is the teacher in charge of co-ordinating the music programme within the school and any inquiries can be directed to Darelle. As your children get older, you will find more music opportunities will become available to be involved.



## Stationery

At the end of each year children will be issued with a list of requirements for their present class. Follow the instructions on the stationery form or see the school website for more information.

All New Entrant children will be given a stationery list when they are enrolled. As most of the stationery items are quite specialised in the junior classes, we ask that these are purchased from school by the third pre-entry visit so children can have their books when they start school.

## School Library/Learning Centre

We have the state of the art 'Library Learning Centre' It's a place where children can go to read, borrow books and use technology. It's a great place to relax and unwind with a good book! A lot of children choose to go to the library at lunchtime where they can read, play board or card games or quietly chat.

## Student Council

Each year a Student Council is elected by the student body with candidates nominated from Year 7 and 8. The Student Council is responsible for overseeing various monitorial duties throughout the school, organising social events and taking a minor role in fundraising.



## House System

When children are enrolled at school, they are placed in one of four houses: **Kowhai**, **Kahikatea**, **Matai** or **Rimu** house. Children in the same family are in the same colour house. The house system is used for sports, duties, weekly competitions and other activities throughout the school.

## Homework

Where appropriate, teachers may set class and individual homework that reinforces learning. Work will be a relevant, appropriate and meaningful addition to classroom programmes. Homework expectations vary depending on the children's' age and are best discussed with class teachers. Regular reading should be a part of all students homework.

## Swimming

We have a heated swimming pool at school and although an outside pool, the temperature is set at 26 degrees Celsius! Teachers will let children know what days they should bring their togs/swimsuits.

**“The Canterbury Health Board strongly advises parents that if your child has diarrhoea or an upset tummy, they should wait for TWO WEEKS before using the pool as they could make other people sick”.** This is despite the fact that the pool is well-filtered and has chlorine added to it daily.

Teams also arrange for swimming lessons for all the children offsite where children get the benefit of professional training and tuition at their level of expertise. In NZ, we live not far from beaches and rivers and it is important that all children learn to swim competently as drowning is the third highest cause of accidental death in New Zealand – after motor vehicle accidents and falls.

Please send a note if your child is unable to participate on any day and remember to name swim wear and towels clearly.

## Sports

Children from Year 5 to 8 compete regularly with other Christchurch schools in a variety of sports including summer sports, swimming, athletics, cross country and winter sports. Sports uniforms are issued to Avonhead School team members when they represent the school at major sporting events or tournaments but all students from Year 5-8 must have their own PE and sports tee-shirt available only from the Library for \$35.00



## Website

We have a great website that will provide you with lots of information as well as having important notices and copies of the latest newsletters.

You will also find the links in our webpage to Board documents, strategic and annual plan, and school policies. As well as archived newsletters and a daily diary that is kept up-to-date.



# Avonhead School Uniform

## Summer Uniform - Girls

 <p>Short Sleeve Polo</p>	 <p>Sweatshirt</p>	 <p>Plain Black Culottes</p>	 <p>Red/White Gingham Dress (optional)</p>
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## Winter Uniform - Girls

 <p>Long Sleeve Polo</p>	 <p>Sweatshirt</p>	 <p>Polar Fleece</p>	 <p>Plain Black Track Pants</p>
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### Optional items - Girls

- Winter gingham pinafore
- Winter black tights

### Additional Items - Girls




- **Shoes** - Tidy sports shoes
- **Socks** - Short white/black sports
- **Bucket Hat** - Red or Black (Terms 1 & 4 compulsory)
  - Available from our school library (\$10)
- **Sports shirt** - Year 5-8 only
  - Available from school library only (\$32 or \$35)

Jewellery is not permitted (only studs or sleepers in the ear), neither is nail polish and long hair should be groomed and tied back.

**Suppliers:**    **The Warehouse, 265 Blenheim Road, Upper Riccarton Christchurch**  
**Mainland Uniform (Ilam shop), 376 Ilam Road, Ilam, Christchurch**

# Avonhead School Uniform

## Summer Uniform - Boys

		
Plain Black Drill Shorts	Short Sleeve Polo	Sweatshirt

## Winter Uniform - Boys

			
Schooltex Avonhead Long Sleeve Polo	Schooltex Avonhead Sweatshirt	Polar Fleece	Plain Black Track Pants

### Additional Items - Boys

- **Shoes** - Tidy sports shoes
- **Socks** - Short white/black sports
- **Bucket Hat** - Red or Black (Terms 1 & 4 compulsory)
  - Available from our school library (\$10)
- **Sports shirt** - Year 5-8 only
  - Available from school library only (\$32 or \$35)

Jewellery is not permitted (only studs or sleepers in the ear).  
Long hair should be groomed and tied back.

**Suppliers:**    **The Warehouse, 265 Blenheim Road, Upper Riccarton Christchurch**  
                         **Mainland Uniform (Ilam shop), 376 Ilam Road, Ilam, Christchurch**







Email:

[admin@avonhead.school.nz](mailto:admin@avonhead.school.nz)

[principal@avonhead.school.nz](mailto:principal@avonhead.school.nz)

Phone: +64 3 348 7361

Location:

55 Avonhead Rd, Avonhead, Christchurch 8042, New Zealand