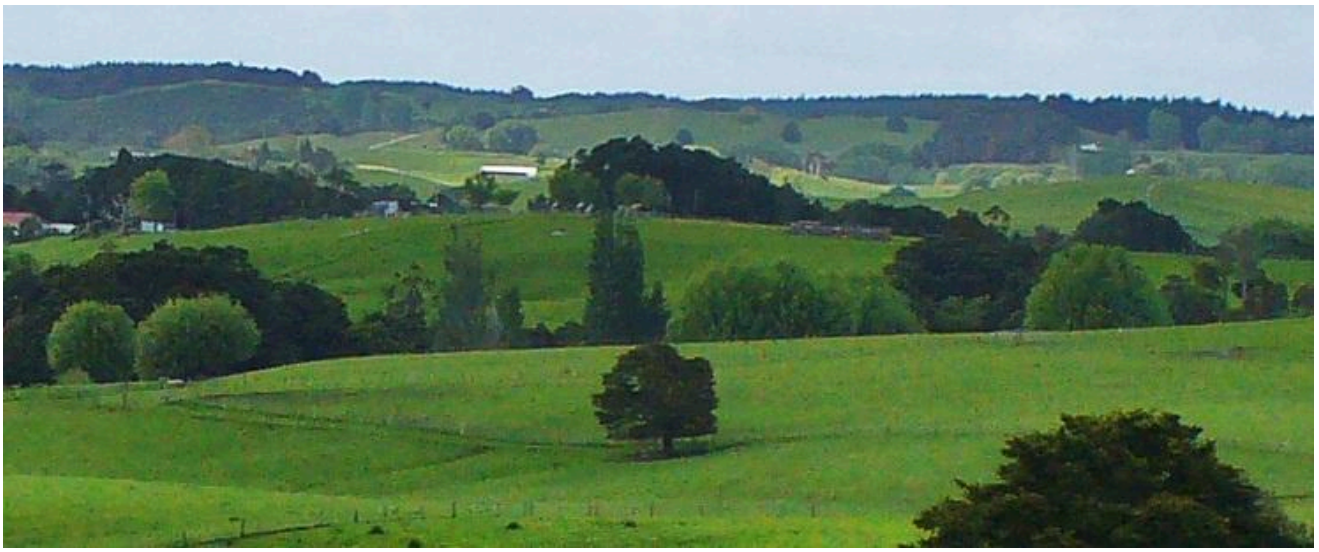
98 Hurndall Street
Maungaturoto
Phone/fax: 09 4318487
otamateachristianschool@gmail.com
https://www.otamateachristianschool.com



Maungaturoto
Northland, New Zealand

Student: _____

Course Start Date:_____

International Student Orientation Booklet 2022

FROM THE PRINCIPAL

Kia ora te whānau - Greetings everyone,

Our school has a mission and a purpose that is integral to the way in which we live our daily lives. We are a school that seeks to guide our students to continually improve both spiritually and academically. We believe that what you feed the mind leads the steps in the journey of each student and which path they will go on.

Building healthy relationships is an integral part of that journey to do this we need to know who we are in God and seek the truth, we need to have a servant heart and value others more highly than ourselves.

Each teacher in this school is placed by God to serve those families that choose Christian Education. Each student is here to achieve excellence not only academically but also spiritually so that it can outwork into all they do in life.

The world is comprised of many peoples from many cultures. Building relationships with each other is one of the pivotal foundations of Christianity. We welcome whole heartedly our international brothers and sisters into our school. The staff and students look forward to forming strong life long bonds and relationships that cut across distance, culture and ethnicity.

Our teaching staff look forward to providing the A.C.E education program combined with an English Language program too those who have chosen Otamatea Christian School as an educational destination. I believe that your association with us will be uplifting and rewarding throughout your stay.

Mark Bell

Welcome to Otamatea Christian School

Who we are

We are a co-educational Christian school for students from Years 1-13. Our school was founded in 1987 and was the vision conceived of the Maungaturoto Congregational Church. We are committed to meeting academic, physical, spiritual, and social needs of all our students.

We are a private school, operating with a 'special character' which supports Christian values and morals. Our purpose is to serve and work with parents who are involved in their children's education.

The school structure allows the students a smooth transition through their school years. From early learning foundations to outstanding qualifications in academic achievement, the School strives to establish progress for all. In the Senior Learning Centre students are given the opportunity to gain Accelerated Christian Education Qualifications recognised as being equivalent to the National Qualifications of the three NCEA levels.

The school is committed to offering students a wide range of school and community-based sporting and cultural activities based in the wider Northland Community, as well as maintaining an emphasis on academic achievement. A feature of the school is its safe, secure environment and small classes. The school makes an effort to meet each student's educational needs using its individualise system of learning.

Vision Statement

GRACE AND TRUTH WISDOM AND FAITH

Tomorrow's Community Leaders for Life

Mission Statement

Otamatea Christian School has a threefold mission

1. To affirm basic Christian values by training up students in the way they should go.
2. To equip students adequately so they can lead others to Christ.
3. To provide an education that fosters spiritual and academic growth as well as releasing the talents of each student for God's service.

International Staff

Principal	Mr Mark Bell	**Senior School Leader**	Mrs Lynette Bell
International Director	Mrs Lynette Bell	**Senior School**	Mr Mark Bell
Homestay coordinator	Mrs Lynette Bell	**Pastor**	Mr Paul Chambers
ESOL Teacher	Mrs Lynette Bell	**Office Manager**	
Board of Trustees Chairperson	Mr Paul Chambers		

Orientation Programme

All new students are expected to attend the orientation programme. Students enrolled and starting at the beginning of the year are expected to attend Orientation Day on the first day of the college year, along with all returning students.
Students joining later in the year will be given orientation as they join.
The topics covered at orientation are as follows but is not limited to:

- Testing and placement
- Timetables and course information
- School rules
- School map
- Living with another family
- Kiwi Culture – sporting activities, recreational opportunities, cultural experience / protocol
- Expectations
- Communication with parents
- NZ road traffic safety. Transport options
- Health and Safety In and Out of School
- Health Services – accessing support
- Emergency procedures
- Making a complaint

On arrival at Otamatea Christian School the International Student Director will meet with you and then introduce you to your Senior Student Mentor. You will then be introduced to our students and get the opportunity to meet the teachers.
All students will be diagnostically tested to place them on their correct academic level of learning during class time and then will have their senior student mentor show them around the school. You can go to your student mentor and ask them questions and they will do their best to answer these. They will also come with you if you need support in any area of your schooling.
Apart from your International Director and Learning Centre Teacher, who will look after academic, administrational and pastoral needs, the school also has a Church Pastor and a Public Health Nurse who you can visit and talk to if the need arises. We can also employ (at the cost to the student) outside counsellors.
Enrolments

The school should now have the following documents from you:

- tuition contract
- parent contract
- and the enrolment form

If you have not already had your passport photocopied and your Medical and Travel insurance details recorded by the school please do this now.

Testing and Placement

If your first language is English you may be given all of the diagnostic tests that we give to our students in our school.

Mathematics, English, Social Studies, Science, Literature, and Word Building

When you have completed these you will be given an Individual Education Plan which will address any learning gaps that you may have. You will then be placed on your diagnosed level of learning.

If your first language is NOT English you will be given our English and Word Building Diagnostics
as well as well as using an Oral Language observation sheet (SOLOM oral language observation sheet).

When you have completed these you will be given an Individual Education Plan which will address any learning gaps that you may have.

You will also be given 4 hours of ESOL tuition a week based on your needs. These classes will be after school hours. The ACE ESOL program may be used for some of your lessons.

If you have a long-term placement you will be placed on the ACE system as soon as you have a good understanding of the phonetic system that ACE is based on.

My Individual Education Plan

(Please glue in when it is given to you)

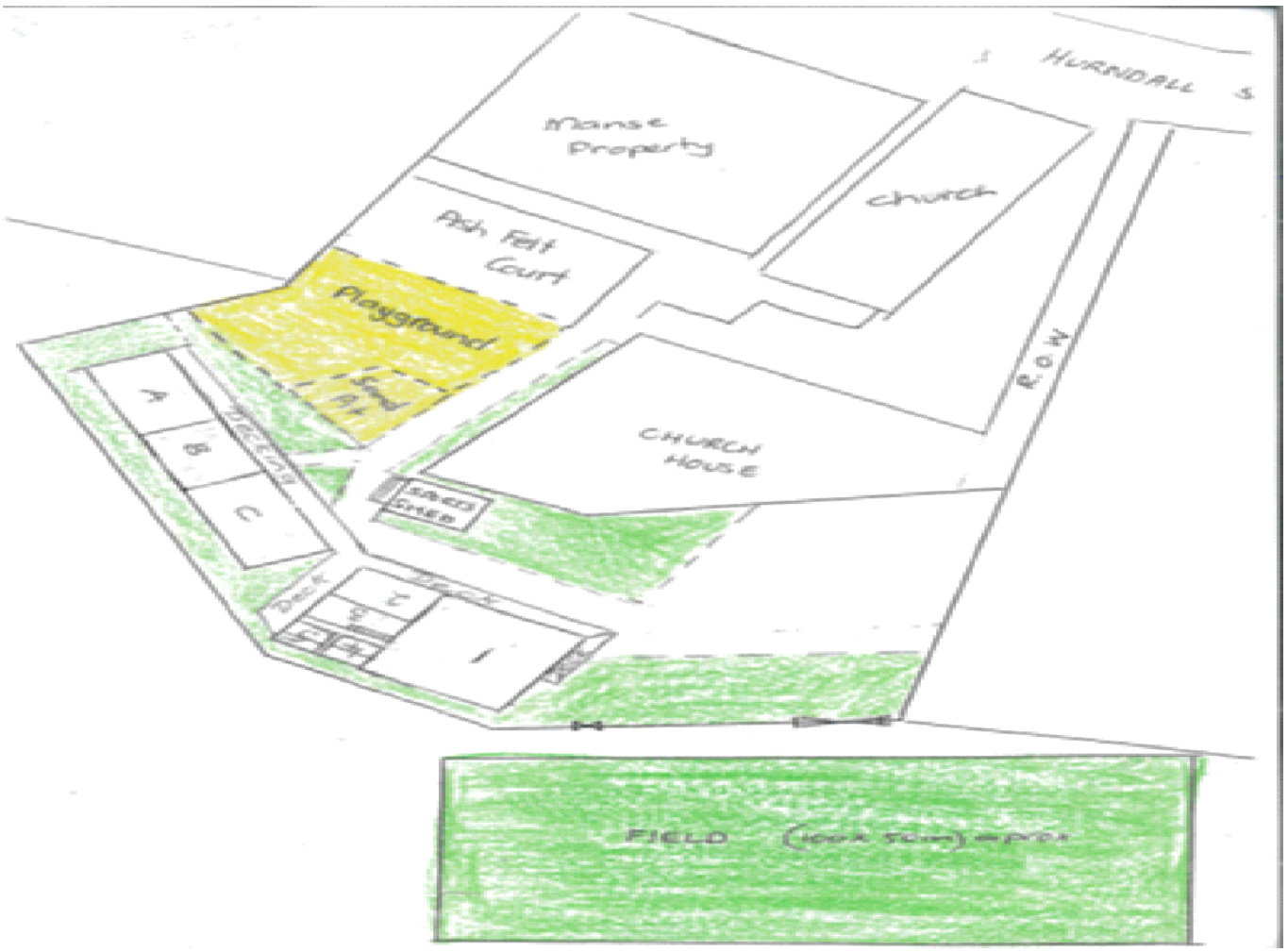
Otamatea Christian School Site Plan

Main Building

Lower Level: 1. Open Plan Classroom for ACE classes 2. Office, 3. Store Room, 4. Changing Rooms and 5. Toilets.

Upper Level: Senior Library, New Entrants Classroom, Staff Room, Staff Toilet and Principal's Office.

Other School Buildings: A. Junior School Afternoon Room, B. Multi-Purpose Room and C. Junior School Afternoon Room .



School Events Calendar

PLEASE NOTE: It is a condition of acceptance at Otamatea Christian School that all students will stay at school until the Prize giving.

Term One	Term Two	Term Three	Term Four
January School Summer Holidays	**April** Last Day Mufti Day Day Camp Good Friday School Holidays Easter Monday Anzac Day School Starts Term Two	**July** Last day of Term 2 Mufti day week 5 & 10 Term 3 starts	**October** Term 4 Starts Summer Uniform Labour Day Mufti Day Week 5 & 10 **Cross Country** Sept **Pet day to be decided**
February Senior School starts Waitangi Day Junior School starts Shared Lunch Maungaturoto Swim School Starts	**May** Paparoa Speech Contest Museum Photography Trip Convention Meeting Christian Renewal Production Mufti Day Cross Country at Excellere	**August** Mufti Days	**November** Pet day
March Mufti Day (week Athletics Day	**June** Queens Birthday Board Meeting 40hr Famine Barn Dance	**September** Start of Singing Competitions Student Convention International Student Self Review attestations in. 27th End of Term 3	**December** Prize Giving December

MAIN SCHOOL RULES

Rule **Use appropriate language**

Reason
We are made in God's image and our language should honour Him.
We respect other people
We respect our self

Interpretation
We use people's given names when talking to and about them.
We avoid using names that may cause an individual to feel uncomfortable.
We don't use obscene words, or blasphemy
If we accidentally use an inappropriate word, we apologise immediately.

Rule **No electronic media including cell phones without permission.**

Reason Could disrupt the class learning
Could disrupt your learning
Could disrupt the teacher teaching

Interpretation
If electronic media is brought to school it must be handed into the office before 8:50 and collected after 3pm.
Teachers must pre approve the use of electronic media in their classrooms.
Music media must be approved by a teacher before it can be played at school.

Rule **Follow instructions**

Reason We can learn effectively
You and others are safe
We can complete our work
The teacher can teach

Interpretation
We reply when a question is directed to us
We understand and work to the guidelines in the classrooms
We follow these school rules

Rule **Respect property**

Reason
Your belongings are not damaged or taken without your permission
Other people's belongings are not damaged or taken without their permission
School property is not damaged or taken without permission

Interpretation
We only use our own property
We look after all equipment, materials and buildings at school
We report any damage as soon as we can

If we have permission to use another person's property we return it in good working condition or replace it with a new one.
If we have permission to use school property we return it in good working condition or pay a replacement fee or arrange to work for the school to remove the debt.

We hang up our bags, zip or close them, leave our shoes in a row.

Rule **Respect other people**

Reason Everyone has the right to be safe when at school
We want a bully free environment
We use manners and respect so we get a positive response from other people

Interpretation
We are kind and courteous to other people, and that includes visitors.
We don't pressure other people into doing things they don't want to do or say
We do not touch anyone inappropriately, and that includes during contact activities such as: Bull- Rush, Play-Fighting, Scragging.
We don't play any contact activities unless an adult referees the activity

Rule **No alcohol, smoking, weapons, pornography or illegal drugs**

Reason Everyone has the right to be safe when at school
Alcohol, smoking and illegal drugs can affect our learning
Some things are harmful to our well-being

Interpretation
We do not bring anything that advertises any of these products to school
We do not bring any of these things to school
We hand in any form of medication to the office before school. Asthma Inhalers may be held onto for your use, but not to be shared.
We tell a staff member if someone else is in possession of any of these things

Rule **Follow the Uniform Code**

Reason We want the School to look tidy
The school community agreed all students will wear the correct uniform for their level

Interpretation
We wear the school PE uniform for PE and Sports times.
We only wear hats outside; Sunhats must be worn in summer
Hair must be off the face and can be tied back with hair ties.
A stud earrings, can have a school colour stone of blue or white.
No necklaces apart from a cross.
We wear, uniform only, items at school

Rule **Walk when indoors and when under the instruction of a staff member**

Reason Everyone has the right to move safely around the school
Noise levels are kept low
We do not distract other students' learning
We do not distract staff members who are working

Interpretation
We walk in single file when moving around with a teacher as a class group
We do not distract classes as we walk past them

Rule **All students will eat lunch in their designated areas, and will be supervised by a volunteer parent, monitor or teacher**

Interpretation
If it is wet or too cold, the teacher will allow students to eat their lunch in the classroom

Students will be released at 12.30 when all litter has been placed in your lunch boxes.

Rule **Stay in the Designated Areas**

Reason Staff need to know where people are at all times during the school day in case there is an emergency

Parents expect their children will be at school in case they need to contact them.

Interpretation

We keep to our classrooms and the learning center in which we are receiving instruction.

We keep away from the following areas unless we are with a staff member: Car parks, School Office, Staffroom, Teachers' Spaces, Cleaners' cupboards, Fish and Chip shop and other local shops during school hours.

If we have a parental note to leave the grounds we show it to our teacher and sign the leave book before going to the doctor or to meet our parent, and sign again when we return to school. Having others sign you out and in is not acceptable.

Rule **Care for the environment**

Reason We want our school to be litter free

We want our school to look clean and attractive

Rubbish can be unhealthy

Interpretation

We put our rubbish in the nearest bin

We pick up any rubbish we see

We leave any gum products at home

We use the concrete paths and walkways for travel

We report any damage we cause to growing things

Rule **Talk when allowed**

Reason Everyone has the right to be heard when at school

Noisy environments can disrupt learning

Noisy environments can disrupt teaching

Interpretation

We wait for permission before we speak

We take turns talking

We listen to others when they are speaking

We are silent during assembly

If we need to interrupt a conversation between adults, we start by saying "Excuse me please" and wait for a response.

The School Expects International Students to:

Notification of changes in circumstances (7.6)

All International students are required to notify **IMMEDIATELY**, the signatory, Otamatea Christian's school Director of International Studies – Lynette Bell, of any changes in

- Contact details
- Accommodation type
- Residential Address
- Immigration Status

- To use the sign IN and sign OUT book at the main office when late to school or leaving school during school time and returning to school during school time.
- To attend school on a daily basis
- To notify of any absence or intention of absence .
- Make sure your visa and passport is current. Your passport will need to be renewed if it has less than 3 months left to the expiry date. Your visa needs to be renewed at least a month before it expires.
- Regularly attend a local Christian church with their family.
- Follow the conditions of agreement with their International Students Agent and Home-stay Parents
- Work hard at school and do their homework
- Practise their English as much as possible
- Be involved in sports and other cultural activities
- Tell a trusted adult or staff member if you need help or a problem is worrying you
- Abide by the School's International Students' Rules:

    * no driving
    * no drinking alcohol, smoking or drugs to be taken at any time
    * no overnight stays with friends during the week. Students must give details of any outings with friends to their home-stay family, including destination; expected time home; means of travel; and contact names/phone numbers.
    * phone your home-stay family if you will be late home
    * be at home at night during the week unless you are at a school or family function
    * ask permission of the home-stay parents and agent to go out of the Northland region.
    * pay for all international phone calls/cell phone calls.
    * not to lend or borrow money, credit cards or cell phones
    * tell the School of any problems
    * follow the School's rules regarding hours of attendance, work completion, behaviour, providing absence notes, uniform and leaving the school grounds
    * do all homework and personal study.

These rules are provided for your safety. They are the same rules we set for our families and we expect you to follow them.

Breaking the School's or home-stay rules could result in students being sent home with no refund of fees.

Living with another family

When you come to New Zealand you will be living with your parents, a designated caregiver or living in a homestay in Maungaturoto, New Zealand. We hope your stay is an enjoyable and pleasant experience. You will find Maungaturoto and the surrounding district a beautiful place to live in. If you are blessed to be in a homestay you will get to experience the lifestyle, food and culture that is truly New-Zealand as you get to know your "Kiwi" family.

Private Arrangement (Designated Care)

Please note: a Designated Caregiver cannot be the agent representing the family

Where parents wish a student to live with a family member, or a friend who has known the student since birth, the parent must provide a letter to the School including:

1. The name, address and contact phone numbers of the designated caregiver.
2. A statement that the parents take full responsibility for the placement of the student with the designated caregiver.
3. A signed document (and proof by way of a family register if applicable) stating that the designated caregiver is either:
    - A natural blood relative of the student
    - Is a friend that has known the student since birth.
1. An undertaking that the student will not move from this accommodation unless it is to a home approved by Otamatea Christian School.

In order to be approved, a designated caregiver must:

- agree to be interviewed.
- agree to police vetting of all members of the household 18 years of age and over
- agree to an initial house inspection to make sure the house meets the minimum standards as outlined in the
  Code of Practice for The Care of International Students
- agree to house visits at least twice per year to ensure the welfare of the student. This is required by the
  Code of Practice for the Care of International Students under New Zealand law.
- No designated caregiver will be approved unless there is an adult member of the household who is able to
  communicate in English.
- Students may not live in rented flats or apartments or in any circumstances not approved by the School. Should this occur, Otamatea Christian School will terminate the enrolment of the student.

Otamatea Christian School Home Stay

Homestay Expectations of International Students

Otamatea Christian School expects you to do your best to fit into NZ life.

In a homestay the school expects you to:

- Obey the hosts' household Rules.
- Keep yourself, your clothes, your room, your linens, and the bathroom clean. When you move out, you will leave your room tidy and clean.
- Put your laundry out to be washed.
- You will be expected to be on time to homestay meals and events and you will be expected to help clean up after homestay dinners and when hosts ask for help.
- If you break something, even if by accident, you will be expected to pay your host to replace or repair it.

- Be respectful of time limits and water usage limits set by the host family. (Some families rely on rain water for their water supply)
- Eat with the family and do not, unless acceptable with the family, take food in to your bedroom.
- You must ask permission to use the phone and note the calls made in the books provided. You are responsible for paying your host family the cost of any telephone calls.
- Endeavour to be patient and understanding with your new family. You need to respect the culture and religion of your family. You need to strive to communicate with your new family and work toward resolving any misunderstandings or conflicts that may arise. Do not spend excessive amounts of time in your bedroom.
- You must turn off the light when you leave the room or go to bed. If you need a light on during the night buy yourself a nightlight

- Be smoke, drug and alcohol free as otherwise your Homestay will be terminated.
- You must at all times make sure your host family knows where you are and with whom. Even if you leaving the house for a short time leave a note or inform them. Keep their phone number on you so you can call should the need arise. If you have a cell phone make sure your host parents have your number
- If you are leaving town without your host parents you need to provide the Name, Address, and contact details of the person you are visiting to the Director at least 1 week before you plan to leave. You will not be allowed to go if the Director does not approve or does not have these details. If you go without approval you may have your enrollment terminated as you put yourself at risk and the school.

- You must be in bed and asleep by 11.00pm every day. Exceptions may be made for Fridays and Saturdays. Do not sleep after school, as this will spoil your sleeping pattern. An half hour rest is ok.
- Tell your Homestay parents if I you are not feeling well so that they can care for you as they would their own children.
- Tell your Homestay parents if you are homesick so that they can make arrangements for you to Skype, email or ring your family.
- Ask if you can invite a guest over if you wish a friend to come and visit and you will not have members of the opposite sex in your bedroom.

- If you wish to leave school at lunchtime for any reason you must ask the host parent to write you a note as to the reason. You will take the note to your class teacher and get permission before you can leave school. You must remember to sign out in the sign out book at the main office before leaving school between 8.30am and 3.25pm – if returning please sign back in again.
- You **must do your homework and study your work**
- You must give two weeks advance notice to the homestay and also notify the Internal Director if you will not be at your homestay for a week or more. A default payment of two weeks will apply otherwise.
- You are welcome to discuss any problems that arise with either your homestay parents or in school with your Homestay coordinator. This is the only way we can help you. (After hours phone: 09 4318768 or text 022 408 8153)

Changing Home Stay

If a student needs to change home stay for good reasons there is no extra charge for this. However if a student has to change home stay more than once because of his/her unreasonable demands or misbehaviour a further placement charge will be made.

THINGS YOU MAY NEED TO KNOW:

Vocabulary:

Toilet: Is what internationally is known as the bathroom.
Bathroom: Is a room where bathing and showering takes place.
Dairy or 4 Square: Are small shops where you can buy food and other grocery items locally.

Internet Usage: Many homes in Maungaturoto do not have uncapped internet, please be mindful of this and respect the family you are staying with by asking how much internet

you can use and when you can use it. If additional time is needed then it may be that you can arrange to pay extra money for more internet provision. If you are using Skype you need to ask when and how long will be appropriate.

Content: Content of what you access online should be in accordance with Biblical principles. Please discuss with your host family criteria for telephone and internet usage.

Telephone Calls: Maungaturoto has a very small exchange, calls within the Maungaturoto area are free but other calls just outside of the area may have charges. Please limit local calls to not more than 20 minutes.

If you wish to make long distance telephone calls then you must use a phone card.

In New Zealand it is considered impolite to phone after 9.00 pm. You can make arrangements with your host family if you wish to call your friends or family later.

Curfew: (Lights Out)
It is reasonable to expect light to be out by 9 pm at the latest for younger students and 11 pm at the latest for older students. Please ask your homestay parent at what time they wish your lights to be out.

After lights out: There is to be no computer usage.

Homework Policy: All homework is to be done at home and comes under the supervision of the Home Stay caregivers. If homework is not completed a note from a Homestay caregiver is required explaining the reasons for homework that is not done or completed.

Kiwi Culture



Be prepared for a major shift in outlook and a whole lot of fun while you appreciate life at a mellower pace. New Zealanders, also known as 'Kiwis', are seriously good for taking care of your well-being.

Laid-back, Kiwis tend to approach life with a 'let's just get on with it' attitude. Before they kick started the economy with cutting edge agriculture and high tech ideas, New Zealand life was all about making do with what you had, resulting in a culture based on 'kiwi ingenuity' and a can-do attitude.

Kiwis have drive but recognize that everything has its place in time, and, well, if it doesn't quite happen this week, you know they'll soldier on – and the job will get done using a bit of ingenuity, a sizable dose of common sense and in good humor.

New Zealand culture is a fusion of many – including indigenous Maori, Pacific Island, European and, more recently, Asian. With a population of just over four million, Kiwis live on a couple of islands in the South Pacific surrounded by an incredibly diverse, unspoiled landscape

Kiwi Etiquette

General New Zealand Etiquette

You will find that New Zealanders are generally very friendly, obliging and polite. In turn, it is expected that visitors behave in kind. Rude or demanding behaviour is not appreciated.

Dining Out in New Zealand

Tipping

It is not conventional to tip in New Zealand and restaurants do not add service charges to their bills. In the case of exceptional service a tip may be warranted, though it is not generally expected.

Dress

New Zealanders are generally laid back when it comes to dining. Most restaurants require tidy dress, but few require suits and ties.

Maori & Marae Protocol

As a tourist you may wish to visit and take photos of Maori landmarks or buildings. This is generally acceptable, as long as you first consult with the community and elders associated with the landmark or building.

Always remember:

- Many Maori sites are *Tapu* (sacred). Areas such as burial grounds are particularly *Tapu* and not to be touched.
- It is not acceptable to sit on surfaces used for eating or food preparation.
- Food is not consumed inside the meeting house (*Wharenui*).
- Footwear is always removed before entering the meeting house.
- *Marae* (meeting grounds) are not tourist attractions - they are a vital and extremely sacred part of Maori life. Always ask permission before entering a marae.

Marae Protocol

Another great option whilst in New Zealand is to partake in an organised *Marae* visit. Here you will experience a traditional welcome (*powhiri*) and learn about Maori protocols, culture and mythology.

A marae visit follows this structure:

Powhiri (Formal Welcome)

The formal welcome begins with a *wero* (challenge). During the *wero* a host warrior will challenge the guests (*manuhiri*). Carrying a spear (*taiaha*), the warrior will lay down a token for the guests to pick up - indicating they come in peace.

A group of host *kuia* (women) then perform a *karanga* (chant) of welcome. Women from the group of guests in turn respond as they move onto the *marae*.

Whaikorero (Speeches of Welcome)

Once inside the *wharenui* (meeting house), *mihimihi* (greetings) and *whaikorero* (speeches) are made. *Waiata* (songs) may also be sung.

After greeting the hosts with a *hongi* (traditional touching of noses) the guests will then present a *koha* (gift) to the hosts.

After the formal greetings *kai* (food) is shared.

Kiwi Language

Like most former British colonies, New Zealanders speak English – albeit with a uniquely kiwi twist. New Zealand actually has two official languages – Maori and English – though the use of Maori as a first language is not widespread. Even so, many place names are Maori in origin (try tongue-twisters such as Paekakariki, Turangawaewae or Ngaruawahia!), and most government agencies have bilingual names.

New Zealand English is, in itself, a unique language full of many colloquialisms foreigners will find challenging at times to decipher.

So, if you don't know how to rattle your dags, no worries mate – she'll be right!

Guide to Kiwi Slang

Some common Kiwi colloquialisms you may encounter on your visit:

bach	holiday home	**mate**	buddy, friend
brassed off	annoyed	**no worries**	no need to worry
choice	very good	**pakeha**	non-Maori New Zealander
crikey	wow!	**rattle your dags**	hurry up
crook	unwell	**she'll be right**	not a problem
cuppa	cup of tea, coffee	**stubby**	small bottle of beer
dairy	corner store	**stuffed**	really tired
dunny	toilet	**suss**	to figure out
fizzy drink	soda pop	**ta**	thanks
flash	looking good	**tata**	goodbye
good on ya, mate!	well done	**take-aways**	fast food
good as gold	affirmative answer	**take a hike**	go away!
hard yakka	hard work	**tea**	dinner
hunky dory	everything's fine	**tiki tour**	scenic tour, roundabout way
jandal	thongs, flip-flops	**tramping**	hiking
jersey	sweater	**tomato sauce**	ketchup
lift	elevator	**wellies**	gumboots
lolly	candy	**wop-wops**	out of the way location
loo	toilet	**yonks**	forever

Maori Language

Many Maori words have been absorbed into day-to-day use, and are commonly used in conversation.

Aotearoa	New Zealand: “Land of the Long White Cloud”	**Tangata Whenua**	Original people, people belonging to the land
Aroha	Love, compassion	**Tangi**	Funeral, mourn
E noho ra	Goodbye (from person leaving)	**Taonga**	Treasured possession, anything precious
E haere ra	Goodbye (from person staying)	**Tapu**	Sacred, not to be touched
Haere mai!	Welcome!	**Tena koe**	Formal greeting to one person
Haka	War dance, challenge	**Tena koutou**	Formal greeting to many people
Hapu	Clan, sub-tribe	**Tena tatou katoa**	Formal inclusive greeting to everyone
Hui	Gathering, meeting	**Turangawaewae**	A place to stand, home
Iwi	People, tribe	**Wahine**	Woman
Kaumatua	Elders	**Waiata**	Song
Kia Ora!	Hi!	**Waka**	Canoe
Mana	Authority, power	**Whakapapa**	Genealogy
Marae	Meeting house complex	**Whanau**	Extended family
Pakeha	Non-Maori, European	**Whare nui**	Meeting house
Pounamu	Greenstone, Jade	**Whare Whakairo**	Carved meeting house
Tamariki	Children	**Whenua**	Land, homeland, country
Tane	Man		

Maori Pronunciation

Maori consists of five vowels: a e i o u

- ‘**a**' as in ‘far’
- ‘**e**’ as in ‘egg’
- '**i**' like the ‘ee’ in ‘fee’
- '**o**' sounds like "or"
- ‘**u'** like an ‘o’ in ‘to’

The consonant ‘wh’ sounds similar to the English ‘f’.

The ‘ng’ sound is similar to the ‘ng’ sound in a word like ‘sing’.

CHRISTIAN CULTURE

Relating to another student or adult with a Christian Culture if you are not a Christian:

What Christians Believe In:

1. God (YHWH) is the only one true God. (Yah-weh)
2. God is the Father, Son and Holy Spirit – they are all part of each other.
3. The 'Bible' is the Word of God and in it are contained the secrets of life and the way to walk here on this Earth.
4. Jesus is the son of God.
5. Jesus was sent down to the Earth to light the way in which men are to go.
6. Jesus paid for our sin upon his shoulders and died so that we may live.
7. If the unsaved confess with our mouths that Jesus is Lord, and confess theirr sins then they will be given Eternal Life.
8. Jesus gave his followers a commission to preach the Gospel throughout the world.

Follow Your Dreams

New Zealand Welcomes You .... but be prepared for the natural "U Curve" of Adjustment





Leaving Home

- Nervous
- Excited
- Happy
- Sad
- Full of Hope

Arrival in New Zealand



- Confused
- Tired
- Still Happy
- Adventurous
- Everything is new
- Everything is different

Culture Shock

- Lonely
- New Food
- New Language
- Difficult to study
- Foreign environment
- Frightened
- Hard to make friends
- Tired from speaking English all the time.
- Nothing seems right



What Have I Done?

- Extremely homesick missing family, friends, shops, food and pets.
- Miserable
- Was I right to come to New Zealand?
- Does anybody like me?
- Hopelessness
- Everything is terrible
- Want to sleep all the time



Settling In



- Enjoying Study
- Making friends
- Beginning to adapt to new culture
- Things are not so bad
- Getting involved in school activities
- Enjoying different food.
- Understanding English
- My homestay feels like home



New Zealand's Grea

- Now feeling confident, successful and happy
- Hope for the future caree
- A definite purpose to bei NZ
- Looking forward to unive

Road traffic safety, including pedestrian and cycling safety

Pedestrian safety information should include:

- Advice that cars won't always stop for pedestrians
- Use of controlled crossing points (pedestrian crossings, pedestrian traffic lights) where possible
- Using the kerb drill to cross the road:
  1. Find a safe place to cross
  2. Stop one step back from the kerb (practise this by walking to the kerb and taking one step back)
  3. Look and listen for traffic wherever it may come from (Look right, look left, look right again).
  4. If there is traffic coming wait until it has passed, then look and listen for traffic again.
  5. When there is no traffic coming walk quickly straight across the road, looking each way for traffic.
- Local councils often have bylaws about where you are allowed to use skateboards. Areas where you may not use usually sign posted, but you are not permitted to skateboard on the road, and generally you will not be permitted use skateboards on busy footpaths.

Cyclists safety information should include:

- Cyclists are required by law to wear a properly-fitted, standards-approved bicycle helmet, when riding a bicycle or road. Cyclists should ride on the road not on the footpath
- The LTSA and New Zealand Police recommend that children under 10 years old ride on the road only when accompanied by a responsible older person.

Passenger safety information should include:

- Private cars
  Drivers and passengers are legally required to wear safety belts and can be fined for not wearing safety belts
- School and public buses
  a) Wait for the bus at the bus stop
  b) Get on the bus carefully
  c) Sit back in your seat quietly on the bus and don't distract the driver
  d) Get off the bus carefully and wait until the bus has driven away before crossing the road.

What if something goes wrong?

Problems with Homestay:
If you have a problem with your home stay, you should contact the Homestay Coordinator immediately. She will discuss the issue with you and if not resolved immediately, will arrange a meeting with your home stay family and yourself. Where necessary the concerns will be brought to the attention of the Principal and parents will be contacted. If you are still not happy, it may be necessary to change your home stay family.

Problems with a teacher:
Make a time to talk to the classroom teacher about concerns. All classroom teachers will be made aware that international students require additional assistance to settle into the school routines. If the concern is with the student's classroom teacher, the student should approach the School Pastor.

Problems with other students.
If any other student is annoying you or bullying you about your English language ability or "putting you down" about your culture, discuss the problem with your teacher who will help to solve this problem. If a satisfactory outcome is not reached, the student should then talk, to the Principal.

There will be regular meetings with the students and opportunities for them to talk about any problems and concerns. These meetings will be part of the pastoral care programme offered by the school and conducted by the School Pastor.

The Human Rights Act 1993 prescribes prohibited grounds of discrimination for the purposes of the Act, and discrimination in the form of sexual and racial harassment. No teacher or student has a right to discriminate against you or harass you. If you think you are being discriminated against you can view The Human Rights Act 1993 and the Harassment Act 1997 online at www.legislation.govt.nz.

If you have a problem at school, you should first speak to the duty teacher or your learning centre teacher. If the matter is not resolved then you need to speak to the International Student Director who will refer it to the School Principal or Pastor. If they cannot resolve the concern, meetings will be made with yourself and the School Board.

Concerns and Complaints

Definitions
A **concern** is anything a person wishes to raise with the school. This can be done in an informal and confidential way. The matter may just require clarification, or some modification of school procedures.
If the matter cannot be resolved at this level, the person with the concern may make a formal **complaint**.

Advice for Students, Parents and Authorised Agents on Raising Concerns

If you would like to make a formal complaint because the matter is a serious one, please see the Procedure for Making a Formal Complaint. If you would like to discuss a concern more generally, and perhaps seek information and assistance about it, please follow the advice below.
Once your concern has been discussed with the International Director, and positions clarified, some action may be taken. If you are not satisfied with the outcomes, you may wish to take your concern further. Please refer to the International Student Information Book for Grievance Procedures.

Where your concern is about assessment in Years 11,12 or 13 you should approach firstly the senior teacher, then the Board of Governors, then SCEE New Zealand. (Southern Cross Educational Enterprises, then NZQA its self.

I am not happy……..



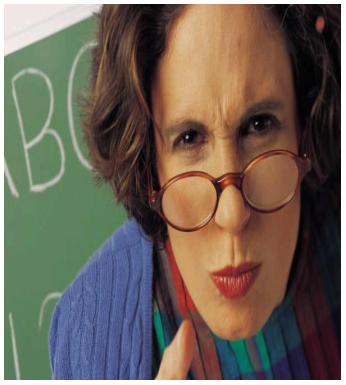
Bullying



Exclusion



Homestay



Teacher





International Students





PASTOR

When I talk to someone I can take….



A Friend
Mother



My Language Teacher



My Homestay



My Homestay
Father



My Homestay
Sister



My Homestay
Brother

If you wish to make a formal complaint please refer to the International Student Handbook: Procedures For Making A Formal Complaint

Pastoral Care and 24 Hour Emergency Contact (7.2.1)

Lynette Bell Phone (64 9) 4318487 (work); (64 9) 4318768 (home);(64 9) 022 408 8153 (cell phone)
email: principal@otamateachristian.school.nz
Paul Chambers: School Board Chairman, School Pastor *(Spiritual Welfare and Christian Counselling)*

Phone (64 9) 4318172 (work); (64 9) 0274713889 (cell phone)

Other School Personal Contact Numbers

Lynette Bell: Dean of girls welfare, Director of international Studies, Homestay Co-ordinator and Pastoral Care, New Entrants/Special Needs and E.S.O.L/ Senior and Junior School Teacher.

Phone (64 9) 4318487 (work); (64 9) 4318768 (home); (64 9) 022 408 8153(cell phone)
E-mail lynettebellteach@gmail.com

Mark Bell: Principal, Senior/Junior School Teacher, Boys Welfare
Phone (64 9) 4318487 (work); (64 9) 4318768 (home); (64 9) 0211809813 (cell phone)
E-mail markbellteach@gmail.com or ocsprincipal87@gmail.com

Internal Support Services

The International Director is available to help you with any issues you may be facing. In the absence of the International Director you may approach your learning centre teacher, the Principal or the School Pastor.

First language support is available 24/7 by contacting The International Director.

External support services

Citizens' Advice Bureau	71 Bank Street, Whangarei	(09) 377 3314 Multi-lingual help
Maungaturtoto 'Good News' Church (Congregational Church)	Bickerstaffe Road, Maungaturoto	09 4318 172
Linking Hands Incorporated (Professional Counselling)	131 Hurndall Street East, Maungaturoto	09 4318969
Dept of Internal Affairs	www.dia.govt.nz	0800257887
Asian Health Support Service	Takapuna	(09) 486 8314
Maungaturoto Medical Centre	Bush Road, Kamo	(09) 4350692
Human Rights Commission		0800 496 877
NZQA		www.nzqa.govt.nz
Ethnic Affair Language line		0800 656 656
Maungaturoto Medical Centre Doctor: GP	Hurndall St Maungaturoto	431 8576
Coast to Coast Health Care 8am-8pm Emergency and After Hours Care 24/7	220 Rodney Street, Wellsford	(09) 423 8086
Mental Health Foundation After Hours Service: Auckland		www.mentalhealth.org.nz 0800800717
Psychiatric Emergency Services		0800920092

National helplines

Lifeline – 0800 543 354 or (09) 5222 999 within Auckland

Suicide Crisis Helpline – 0508 828 865 (0508 TAUTOKO)

Healthline – 0800 611 116

Samaritans – 0800 726 666 (for callers from the Lower North Island, Christchurch and West Coast) or 0800 211 211 or (04) 473 9739 For callers from all other regions

Depression-specific helplines

Depression Helpline – 0800 111 757

www.depression.org.nz – includes The Journal online help service

SPARX.org.nz – online e-therapy tool provided by the University of Auckland that helps young people learn skills to deal with feeling down, depressed or stressed

Sexuality or gender identity helpline

OUTLine NZ – 0800 688 5463 (OUTLINE) provides confidential telephone support

Helplines for children and young people

Youthline – 0800 376 633, free text 234 or email talk@youthline.co.nz

thelowdown.co.nz – or email team@thelowdown.co.nz or free text 5626 (emails and text messages will be responded to between 12 noon and 12 midnight)

What's Up – 0800 942 8787 (for 5–18 year olds; 1 pm to 11 pm) For five to 18 year-olds, 1pm to 11pm daily

Kidsline – 0800 54 37 54 (0800 kidsline) aimed at children up to 14 years of age; 4pm to 6pm weekdays

Help for parents, family and friends

commonground.org.nz – a website hub providing parents, family, whānau and friends with access to information, tools and support to help a young person who is struggling

Parent Help – 0800 568 856

Family Services 211 Helpline – 0800 211 211 for help finding (and direct transfer to) community based health and social support services in your area

Other specialist helplines

Alcohol and Drug Helpline – 0800 787 797

Are You OK – 0800 456 450 family violence helpline

Chinese Helpline – 0800 888 880

Gambling Helpline – 0800 654 655

Phobic Phone Line – 0800 14 269 4389 (0800 ANXIETY)

Shine – 0508 744 633 confidential domestic abuse helpline

Quit Line – 0800 778 778 smoking cessation help

Vagus Line – 0800 56 76 666 (Mon, Wed, Fri 12 noon – 2pm). Promote family harmony among Chinese, enhance parenting skills, decrease conflict among family members (couple, parent-child, in-laws) and stop family violence

Auckland Central 0508 927 654 or 0508 WARMLINE (8pm to midnight, seven nights)

- Consultations with any of the above support services will be treated as confidential.
- Scripts can be taken to the local pharmacy in Hurndall St, Maungaturoto Shopping Centre.
- G.P appointments need to be booked in advance unless it is an emergency with the nurse at reception.
- For any treatment you will need to ensure you have your health insurance cover with you.

Sexuality Education, Health Promotion and Sexual and Reproductive Health Services
As a Christian School we believe that the Parents have the prime responsibility of Sexual Education of their children. As a Christian School we promote remaining sexually inactive until marriage. In our age appropriate Health program which is taught to all students we do address issues such as relationships, healthy boundaries, puberty, and respect of others. We also do not promote sexual relationships because of the possibility of contracting sexually transmitted infections, pregnancy, depression from broken relationships and possible consequential academic failure. For students that need to access Sexual and Reproductive Health Services while staying in New Zealand consent in written form will need to be given by your parents in keeping with the special character of our school. If you are in need of any of these health services then please speak with the Dean for Girls Welfare: Lynette Bell or the Dean for Boys Welfare: Mark Bell.

Drugs, including Tobacco and Alcohol

As a Christian School we do not promote the taking of any of these substances by our students as their brain is not fully developed, brain impairment may be long term and the body is a temple of the Holy Spirit.

Law and penalties
The sale of alcohol in New Zealand is governed by the Sale of Liquor Act 1989. The act covers things like how old someone must be to buy alcohol, where and when it can be bought, and who can sell it. It also covers 'host responsibility' – rules about selling alcohol responsibly and ensuring people drink safely.
New Zealand does not have a legal 'drinking age', for alcohol. Instead, we have a legal 'purchasing age'. A person must be at least 18-years-old to buy alcohol, although someone who is younger than 18 can have alcohol supplied to them by their parent or legal guardian.

People under 18 can drink alcohol on some licensed premises when supervised by their parent or legal guardian. These include licensed restaurants, bars and pubs with supervised areas for under 18s and their parents or guardians .
It is illegal to allow someone to become intoxicated (drunk) at a licensed premise or to sell alcohol to an intoxicated person.
Penalties for contravening the Sale of Liquor Act include:

FOR INDIVIDUALS	
Offence	**Penalty**
Under 18 buying alcohol	Fine of up to $200
Under 18 illegally being in licensed premises	Fine of up to $2000
Under 18 drinking in a public place or possessing alcohol in a public place (without parent or legal guardian)	Fine of up to $300
Buying or acquiring alcohol from a licensed premise with the purpose of supplying it to someone under 18 years old	Fine of up to $2000
Using fake identification or someone else's identification	There are heavy penalities for committing fraud

Termination of Enrolment

Natural Disasters

Assessment of Risk and Critical Incident Response

Otamatea Christian School is responsible for international students who are not living with parents, at all times. Therefore if an international student is involved in an accident or emergency situation at any time, the International Student Director (who is also in charge of pastoral care) will be available 24 hours per day, 7 days per week, to deal with the situation.

The following disasters may happen in our area

Storms – most likely cause of flooding and damage to buildings, tornadoes are known in the Northland area and strong winds and rain. Maungaturoto has had some damage but not major damage inflicted by these types of events.

Earth Quake – Occasionally minor tremors may be felt, Maungaturoto is not on a major fault line. Earthquake Drill

Tsunami – Visits to East Coast Beaches, students need to be aware of procedures should a warning siren go off if they are visiting these areas.

Fire- May also occur in the Homestay or the School.

What Do I Do?

Fire

This checklist outlines what to do in the event of fire.

	Response actions (as appropriate)
Discovery of a fire	Ring the fire alarm.
	Call 111
On hearing the alarm	Go to the tennis courts as practised in 'Fire Drill'
	Walk calmly and quickly and avoid panic.
	Remain at the evacuation point until clearance to leave is given.
Returning to the building(s)	Do not return to the building(s) until given the all clear by the Fire Service.

Earthquake

This checklist outlines what to do in the event of an emergency.

	Response actions (as appropriate)
During an earthquake	□ If indoors: ● Drop, take cover under a desk or table and to hold onto the legs until the shaking stops ● Keep away from shelves containing heavy objects and other large items of furniture ● Keep away from windows ● Stay indoors until the shaking stops and it's safe to go outside
	□ If outside: ● Students to stay in the school grounds until a teacher comes to get them. ● Keep away from buildings and power lines
When the shaking stops	□ Ensure your personal safety first
	□ Check those around you and offer help if necessary.
	□ If anyone requires medical assistance, call 111 and/or administer first aid.
	□ Evacuate if required or instructed by your teacher.
	□ Keep away from dangerous areas
	□ If you are near the coast line (sea) or a large body of inland water, be aware of the possible risk of Tsunami
	□ Listen to the radio for instructions from Civil Defence.

Tsunami (This will only apply if you are near the ocean or a large body of water)

Don't wait to be told to evacuate if a strong earthquake occurs and you are located in an area at risk of a tsunami (e.g. near the sea, rivers or large body of water).

Evacuate if instructed to by Civil Defence. A Siren will normally sound but may not.

If you see the sea go out a longer way than normal or a strong earthquake has occurred then look for higher ground and remove yourself to about 1km inland.

Volcanic eruption and ash fall

	Response actions (as appropriate)
Large eruption	□ Evacuation: If the school is in the path of potential lava flows, pyroclastic flows, surges or lahars be prepared to evacuate when asked to by controlling authorities (i.e. police, civil defence etc).
Ash Fall	□ Stay indoors. Put on dust masks available. Wait for further instructions.

Flooding

Flooding can happen quickly and have serious impacts. Flooding may be caused by heavy rain, overflowing creeks and rivers and high tides or tsunamis in coastal and low-lying areas.

Floods within a building can also be caused by normal wear and tear failures of pipe joints, vandalism, or be the result of earthquakes.

	Response actions (as appropriate)
Flooding reported or sighted	□ Evacuate if instructed/required (and get to higher ground)