

OTAMATEA HIGH SCHOOL

NEW ZEALAND



PRE ARRIVAL GUIDE



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WELCOME TO OTAMATEA HIGH SCHOOL

Kia ora,

Otamatea High School provides students with many opportunities to develop leadership, personal independence and practical life skills. We provide lessons that go beyond academic classes to engage our students with life skills, cooking, engineering, hospitality, theatre and a range of sports not normally available to city schools.

Our school is a very supportive place to study, some of the teachers and support staff attended the school as students many years ago, and they have either returned to serve their community, or are part of long-established families living in the area. As such, they have a deep knowledge of the students, their families, the area and the school itself.

Otamatea High School principal, Mr Todd Malcolm, is a warm and friendly leader who is seeking to raise the standard for all. His goal is to expand our school horizons to foster a global outlook in our students, our school motto is 'Ready for the World' – *Kia mataara ki te Ao!* This means that, as an international student, you are a part of our journey – just as our school motto says - He Waka Eke Noa - **We Are All in This Together!**

Otamatea High School is located in a beautiful, sunny area of New Zealand, close to many wonderful beaches and lush farmland. There are plenty of unique local cultural experiences to enjoy each and every weekend with your friendly homestay family. We look forward to welcoming you and we hope you enjoy your time with us on our shared international journey.

We look forward to meeting you soon!

Miranda Jane Tindill

International Student Manager

MEET OUR INTERNATIONAL STAFF



Mr Todd Malcom
Principal
todd.malcolm@otamatea.school.nz



Ms Miranda Tindill
International Student Manager
international@otamatea.school.nz



Mrs Laxmita Kumar
Head of ESOL
laxmita.kumar@otamatea.school.nz



Ms Traci Moring
Enrollments/Pastoral
traci.moring@otamatea.school.nz



Ms Juliet Clark
Receptionist
juliet.clark@otamatea.school.nz



Mrs Imogen McLeod
Librarian/Student Liaison
imogen.mcleod@otamatea.school.nz

PREPARING FOR YOUR DEPARTURE

- If you are travelling independently, you must email your flight details to international@otamatea.school.nz to ensure we have arranged your airport pickup at the right time of day.
- Make email contact with your host family – introduce yourself and ask any questions you need answered before you leave.
- Bring your passport with its current visa to study in NZ.
- Travel/Medical Insurance certificate (unless you have taken out insurance through your agent).
- You will need to bring a computer device such as a laptop to use each day in class.
- If you bring electrical items, you will need the appropriate adapter plug. The New Zealand power system is 240 volts, 50 Hertz. You can buy an adaptor at most airports.
- Small amount of NZ cash and a bank card/WISE card or other electronic payment.
- Medication: If you take prescribed medication you may need a prescription or letter from you doctor (in English) to prove that the drugs have been prescribed for you.
- A few personal belongings to help your room feel like home, bring your favourite soft toy or a photo of your pets.
- If you are bringing anything valuable (i.e. camera, phone, laptop, glasses etc), you **MUST** have copies of the purchase receipt. You will not be able to claim for insurance if you don't have proof of the purchase price.



PREPARING FOR YOUR ARRIVAL

MONEY AND BANKING

Many shops accept both cash and card, with most preferring to use electronic payments.

- You can bring your country's cash into New Zealand. Exchange facilities will be available on arrival at the airport.
- Coins have values of 10, 20, 50 cents, \$1 and \$2
Notes have values of \$5, \$10, \$20, \$50, \$100
- New Zealand banks are open from 9.30am to 4.30pm Monday to Friday. Automated Teller Machines (ATM) are available on main shopping streets. International credit cards and debit cards will work if you have a four-digit pin. Please check with your bank before leaving home.
- A helpful website to convert currency is: www.xe.com/currencyconverter

MOBILE PHONE

- You need to bring your mobile phone, you can buy a sim card here or we can supply you with one when you arrive with a \$5 credit.
<https://one.nz/mobile/>
- For more information also see other companies:
<https://www.skinny.co.nz> & <https://www.2degrees.co.nz>

CUSTOMS AND IMPORTS

Many food items are not allowed to be brought into New Zealand - we recommend that you **DO NOT bring any food items as gifts or snacks.** You can be fined instantly at the airport if you carry any of the following items:

- . Meat
- . Eggs
- . Dairy Products
- . Dried mushroom and fungi
- . Honey and honey products
- . Seeds for human consumption and processing into food
- . Nuts, spices, herbs
- . Dried, cooked or preserved fruit and vegetables
- . Fresh fruit or vegetables

ARRIVING AT THE AIRPORT

- Before your flight departs complete the online New Zealand Traveller Declaration www.travellerdeclaration.govt.nz

If you don't complete it online, you can complete a Paper Arrival Declaration on board the flight or when you arrive in New Zealand.

➤ **YOU MUST DECLARE ANY FOOD YOU BRING WITH YOU.**

If you do not declare your items, you will be fined around \$400 and the items will be taken from you.

- Give your Paper Traveller Declaration to the Immigration Officer at **Passport Control.**



- The officer will check your passport, visa and Traveller Declaration. They may ask you questions, for example:
 - Where are you going to be staying? -Where was your last destination?
 - Do you have any food with you? -Have you visited New Zealand before?



- After your passport and visa has been checked you will get an Immigration New Zealand stamp in your passport and your passport will be returned to you.



- Collect your bags from the **baggage claim area.**
- Your bags will go through an x-ray machine and **Customs inspectors** might look in your bags. Sometimes specially trained dogs will also be present, they are trained to smell for food or anything illegally brought into NZ.



- Once you have cleared **Customs** you will walk through the arrival doors.



- Your **airport pick up** will have been pre-arranged so please follow instructions given to you prior to arrival...



WELCOME TO NEW ZEALAND !!

LIVING IN NEW ZEALAND

LIVING COSTS

General information website: www.studyinnewzealand.govt.nz/live-work/cost-of-living

- Meal at a restaurant: \$25-50
- Café lunch: \$15-25
- Monthly phone cost: \$20-40
- Drink/snack: \$3-10
- Movie Ticket: \$15-25
- Souvenir: \$15-150



GETTING TO SCHOOL

- After the first day, if you are close enough, you might walk or your family might drive to school.
- A school bus is available, and it used by most of our students, your homestay family will show you what to do and how to catch the right one.
- Cars drive on the **left side of the road**, so if you are crossing a road you need to be very careful! Make sure you look both ways - Look right, then left, then right **again**...then cross the road.

VISITING FRIENDS

- In New Zealand many students visit their friends after school and on the weekends. Make sure you inform your homestay family before you do this.
- If you wish to go and visit a friend in another part of New Zealand, you will first need to ask your homestay parents and then seek permission from the school at least one week prior.
- If you would like a friend to visit you, please ask your homestay parent first and then organise a day and time that suits everyone.

WEATHER AND WHAT TO WEAR

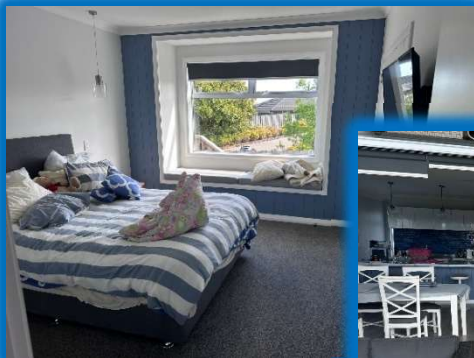
We can have 'four seasons in one day' in most seasons in New Zealand. But the effects of UV rays from the sun is the most important one to pay attention to. It is strongly advised that you wear sunscreen and have a sun hat on especially in the summer months as our sunlight is much stronger here than in the rest of the world – sun umbrellas are not suitable due to the wind. In summer, it can be cool when the sun goes down, so bring clothes for all weather!

- September – November is our **Spring**, temperatures range from 9-19 degrees
- December - February is **Summer**, from 15-30 degrees
- March - April our **Autumn**, 12-21 degrees
- June - August our **Winter** months, 4-14 degrees

HOMESTAY GUIDELINES

We have local homestay families who are happy to open their doors to a young adventurer and will welcome you in as part of their family. They will make sure you can experience many unique and exciting activities after school and on the weekends. Please follow your homestay family house rules.

1. You will have your own room with a desk – Please do not go and sit in your room after school or immediately after dinner, make sure you try to socialise with your host family as much as possible. If you have homework and want to do this at your desk in your room, leave the door open. Your homestay will decide if you and your homestay siblings should work together in the living room instead.
2. Please ensure you keep your room clean and tidy; your homestay family will tell you where to put your laundry and will show you how to vacuum and how to change your bedding which is provided to you.
3. Laundry will be taken care of by your homestay family, please be considerate when showering as some homes are on tank water supply, 5 minutes maximum for a shower.
4. You will be provided with three meals a day. Food in New Zealand will be different from your diet at home. Most families eat at a dinner table, share conversation, and please and thank you for the food is always appreciated. If you would like to cook your own food, please ensure that you ask your homestay family and don't forget that you will need to clean up any mess.
5. Help around the house may be expected, making an effort to do chores will help you to fit in with your New Zealand family, just ask if you don't know how to do something!
6. You must let your homestay family know if you are going out and who you are going with. If you are traveling or visiting, you will need to discuss details with your homestay family.
7. Buying or consuming alcohol is not permitted whilst you are on a student visa.



SCHOOL LIFE

Learning at our school will be different than your school at home. We encourage you to participate and ask questions so people around you can support you with your lessons. If you don't ask they don't know! If you are worried about your classes, please reach out to the International Student team. They are there to support you and help you every step of your journey while you are here.

WHANAU CLASS

Whanau (pronounced: far-no) is the Maori word for extended family. We have whanau classes and you will be placed in one. By being in a whanau class you will become part of a group who are there to give you support, and just like in a family everyone is not the same age, you will have students from different grades and ages, juniors and seniors. This is your first class of the day, to check uniform, attendance and to hear about notices and events.



BUDDIES

Buddies are students who will be part of your learning journey and help for everyday activities. They will share their timetable with you, and you will share your timetable with them. Your buddy will show you to classes and support you while you are studying with us. If you have any issues with your buddy, please see the international student department.

ATTENDANCE

As a holder of a student visa the condition of study require you to attend school every day. If you are unwell, your homestay will notify the school so it can be recorded. If we are not notified about your absence, you will be marked absent. Any appointments you have during school time will also need to be recorded by your homestay with either a note or a phone call to us.

MOBILE PHONES

We are a phone-free school; therefore, you cannot use your phones in the classroom or around the school. Your phones will be confiscated if you are found using it. If taken you can collect from the student services office after school. If taken three times, your homestay caregiver will need to collect it on your behalf.

ORIENTATION



ORIENTATION DAY

- Get basic stationary list and weekly timetable. Get a WIFI account and log in access.
- Bring your passport so we can make a copy.
- Meet your class buddy, follow them to their classes, or give them a copy of your timetable.

FIRST WEEK

- Get a complete uniform and PE clothes.
- Talk to each of your subject teachers to see what you need for their class.
- Make any timetable changes if needed (no changes after the first week).
- Tell the International Manager your mobile phone number.
- If you have your own timetable your buddy will bring you to your classes for the first week.

SECOND WEEK

- Check in with the International team. Now is the time to ask if you are unsure about anything, remember the sooner the better for sorting out any problems!

UNIFORM

- We have a range of uniform options to choose from and you may purchase these by placing an order, or you can borrow items if available.
- Please do your best to wear it properly and choose the correct items, such as P.E clothes, winter or summer footwear.

STUDENT ID CARD

- Long stay students can request to have an ID card issued. You can use your card for a range of discounts, for example at the cinema or on public transport.

BYOD – BRING YOUR OWN DEVICE

Every student must have their own laptop or other device such as an electronic dictionary (not a phone) to use in class. You will be issued with a username and password so that you can access the school WIFI. **Mobile phones must be turned off during the school day and are NOT allowed to be used for study.**

LUNCH TIME

Your homestay family will provide you with lunch. You can also purchase your own lunch or snacks at the school café during interval and lunch break. If you want to avoid waiting in line, you can place your order before the start of school in the morning.

EXAMS

ALL International Students will be expected to take internal exams, even if they are not taking NCEA exam. This helps monitor your progress and will enable us to create a report on your achievements. NCEA is the New Zealand High School qualification system.

MAKING FRIENDS

Your first circle of friends is likely to be the other International Students who have started school along with you, or your buddy's friends at school. Remember that

speaking English as much as you can makes you more likely to meet more people and start a new friendship.

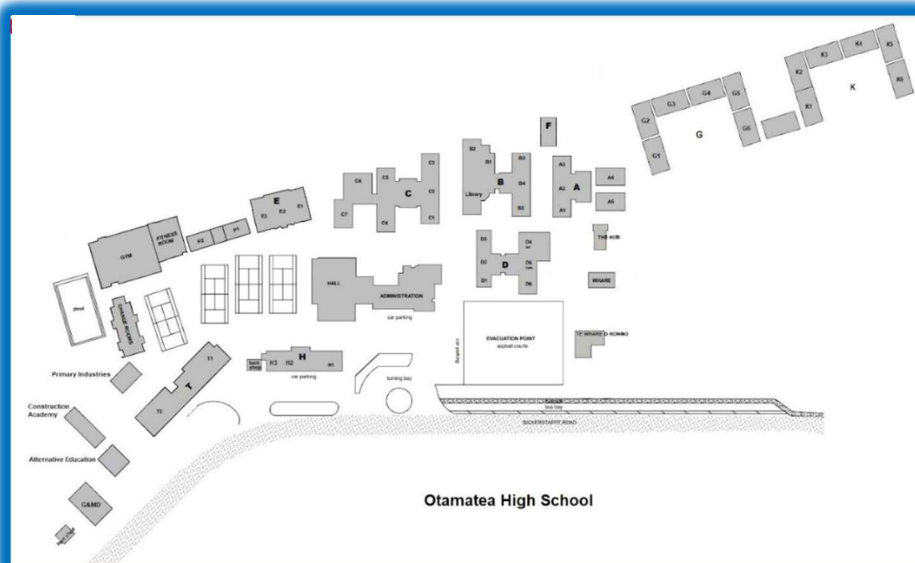
Introduce yourself to other students every day, tell them where you are from and your name, and how to pronounce it correctly.

Make sure you tell them about where you are from, they will be very interested about your school routine and home life in your country, it might be very different and our students want to learn about your culture, exchange ideas and hear your stories!



DAILY SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:50	Whanau Time	Whanau Time	Whanau Time School Assembly	Whanau Time	Whanau Time
9:10	PERIOD 1	PERIOD 1	PERIOD 1 9:20	PERIOD 1	PERIOD 1
10:10	PERIOD 2	PERIOD 2	PERIOD 2 10:20	PERIOD 2	PERIOD 2
11:10	LUNCH	LUNCH	LUNCH 11:20	LUNCH	LUNCH
11:25	INTERVAL	INTERVAL	INTERVAL 11:35	INTERVAL	INTERVAL
12:00	PERIOD 3	PERIOD 3	PERIOD 3	PERIOD 3	PERIOD 3
13:00	PERIOD 4	PERIOD 4	PERIOD 4	PERIOD 4	PERIOD 4
14:00	INTERVAL	INTERVAL	HOME TIME IF TAKING THE BUS	INTERVAL	INTERVAL
14:35	PERIOD 5	PERIOD 5	⊕EXTRA CLASS	PERIOD 5	PERIOD 5
15:35	HOME TIME	HOME TIME	HOME TIME	HOME TIME	HOME TIME



Term 1: 26 January – 2 April

Term 2: 20 April – 3 July

Term 3: 20 July – 25 September

Term 4: 12 October – 10 December

AUCKLAND CITY

MAUNGATUROTO & MANGAWHAI



Auckland City is New Zealand's largest city. This is where you will arrive at the international airport. You may return to Auckland for weekend outings, events or shopping trips with your homestay family.

Otamatea High School is in **Maungaturoto** township, a small rural town in the North Island of New Zealand, 90minutes drive from Auckland airport. It is a well-equipped town with medical center, shops and cafes which has long been a focus for farming families. It is perfectly located a short distance from both the east and west coastlines of the North Island, this makes it easy to enjoy many outdoor activities. Most people drive cars to get around and your homestay family will be happy to take you to and from your activities after school and on the weekends.



Mangawhai is a popular beach town located just 26 kilometers from the school. Many students live in the area between Maungaturoto and Mangawhai, and so students take the bus to school, which takes about 30 minutes. This coastal town offers many beautiful places to enjoy swimming, fishing, kayaking, surfing, and paddleboarding. Mangawhai has two weekend markets, festivals and a skate/bike activity park.

SUPPORT & EMERGENCY SERVICES

HEALTH & SAFETY

Student Services: Go there if...

- Seeing a school counsellor
- You're late to school
- You have an appointment outside of the school grounds - You must sign out.

Emergency

Every International student has access to the school's emergency number **021-715-1955**.

This is manned 24 hours a day, 7 days a week - only use this phone in an emergency or if you need immediate emergency assistance.

In serious situations you should always call the relevant emergency service first.

The national emergency numbers are:

- **111** Police, Fire and Ambulance
- **105** Police non-emergency – for non-urgent matters

Health and Safety

School Emergency Procedures:

- The school has emergency evacuation bells. The school rings a continuous alarm to indicate a fire or drill. When this occurs, you must leave your classroom and make your way to the front of the school in the ball courts. You must then find your classmates and the roll will be taken.
- The school has lockdown bells. During a lockdown drill a bell will ring intermittently (on and off). All students must be in a classroom, sit on the floor away from doors and windows.

The Education Code of Practice

- Otamatea High School has agreed to observe and be bound by the "Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021" (the code). Information on the Code is available from the school or from New Zealand Qualifications Authority at: www2.nzqa.govt.nz/tertiary/the-code
- Students and parents may experience problems and difficulties in adjusting to life in New Zealand. Schools and teachers are very good at caring for students. Please talk any members of the international team and view the complaints procedure chart.



Otamatea High School - International Students

What to do if you have a problem or a complaint?

**+ Problems
with host
family?**



**= Talk to the
International
Student Director**



International Student
Manager: [Ms Miranda Tindill](#)
Room: B 2: behind the library
Phone: 022 0866 440
Email:
international@otamatea.school.nz



**+ Problems
with other
students?**



First, speak to your
class teacher.
If you are still having
a problem - Talk to
the International
Student Manager



**No solution?
= Talk to the
Principal**

School Principal:
[Mr Todd Malcolm](#)
Phone: 0800 682 628
Email:
todd.malcolm@otamatea.school.nz



**School not helping
you? = Contact NZQA**



Contact NZQA

*If you are not satisfied by the outcome
of our complaints process, you may
notify the New Zealand Qualifications
Authority (NZQA).*

*Please refer to the [NZQA website](#) for
more information on their role and
process.*

*You may also be able to take your
complaint to [Study Complaints](#) – a
dispute resolution provider specialising
in supporting international students in
resolving disputes with their schools.*

HELPFUL LINKS

For many international students and their families, life in New Zealand is quite different from their home countries. The following links provide useful information about life in New Zealand and will help you prepare for your time in a New Zealand school.

- **Naumai NZ:** <https://naumainz.studyinnewzealand.govt.nz/>

Information and suggestions to help you find your way, connect and explore your new home

- **Tourism New Zealand:** www.tourismnewzealand.com

Tourism New Zealand offers some valuable information about tourism opportunities for families whilst in New Zealand

- **100% Pure New Zealand:** www.newzealand.com/int/

100% Pure New Zealand offers some valuable suggestions and information about tourism opportunities for families while in New Zealand.

- **Study in New Zealand:** www.studyinnewzealand.govt.nz

The official Government site for advice on studying abroad in New Zealand. This site offers information on a range of courses at universities, institutes and schools. You can also read student stories of real life experiences and learn important information about the costs of living in New Zealand

- **Immigration New Zealand's Studying in New Zealand:** <https://immigration.govt.nz/assist-migrants-and-students/assist-students>

This site offers information about studying in New Zealand, student life and working while studying. This site also offers information about visa options for students and families.

- **NZQA'S Studying in New Zealand:** www.nzqa.govt.nz/studying-in-new-zealand

This site offers further information about New Zealand Qualifications, secondary school and NCEA, Tertiary education and quality assurance of education in New Zealand.

- **New Zealand Now:** www.newzealandnow.govt.nz

This Government website shares information about living, working, studying and investing in New Zealand as well as information about visas, jobs prospects and the great lifestyle here.

- **Education New Zealand:** www.enz.govt.nz

ENZ raises awareness of New Zealand as a study destination and supports education providers