



Southwell School

Orientation Information for Parents & Students

Welcome to new International Students and Parents

At Southwell School we want you to have the best experience possible both at school and in New Zealand. We look forward to your child attending Southwell School and making the most of all the wonderful opportunities available on our spacious campus while being taught by our very experienced staff in our modern and well-equipped facilities.

Southwell School is a signatory to the **Code of Practice for the Pastoral Care of International Students** which is also referred to in the **Application Form & Contract of Enrolment** you have completed for your child. The **Code of Practice** ensures a very high standard of care for International Students studying in New Zealand and all schools are monitored by the Government to ensure they are complying with the Code. Here is a link to the full [Code of Practice for the Pastoral Care of International Students](#) in various languages along with a summary fact sheet also available in each language.

The **Education Review Office (ERO)** is a New Zealand Government Department that is responsible for reviewing and publicly reporting on the quality of education and care of all students in all New Zealand Schools. Each school is visited and assessed by a team from the Education Review Office approximately every three years. Here is a link to [Southwell School's most recent report from the Education Review Office](#).

Jason Speedy
Headmaster

BEFORE YOU LEAVE YOUR HOME COUNTRY

Remember to:

1. [Check NZ Government's website](#) for any requirements relating to COVID-19 that could affect your travel to New Zealand.
2. Check to see if you need an [NZeTA visa](#).
3. Contact the school to make an appointment to come and visit Southwell so you can have an orientation tour of the school and purchase your child's uniform.
4. Pack your child's immunisation records (translated into English). Our school nurse will require these records.
5. Make sure your medical/travel insurance is organised and the school has a copy of the insurance certificate prior to your departure.
6. Here is a link to some [New Zealand Facts for Kids](#) that might help familiarise your child (and you!) with some interesting information.
7. Every Friday at Southwell we have a full school assembly and everyone sings our National Anthem. [Here is a link to "God of Nations" \(NZ National Anthem\)](#) that your child might like to become familiar with prior to arriving at Southwell.

ARRIVING AND SETTLING IN NEW ZEALAND

On your arrival at a New Zealand Airport you will be asked to complete a [Passenger Arrivals Card](#) and you will also be asked to declare any biosecurity risk items. Refer to this link for important arrival information which is [explained here in several languages](#).

When you move to a new country everything will be different: the people, food, houses, shopping, the smells, the air, the traffic, water, food and language etc. You will be tired from your travelling and saying goodbye to friends and family in your home country. You will also be excited about being in New Zealand

because everything is so different - but this can change into loneliness and homesickness. This is called culture shock. It doesn't affect everybody but if you experience any culture shock or need assistance with anything at all please come and see us so that we can help or direct you to someone who can. Here are some helpful links:

1. [In an Emergency dial 111](#) (for Ambulance, Fire, Police)
2. [Driving in New Zealand](#)
3. [Information on Hamilton City](#)
4. [Living in the Waikato](#) (Hamilton City is in the Waikato Region)
5. [Living in New Zealand](#)
6. [Visitor Safety](#)
7. [Help in your language](#)

YOUR FIRST VISIT TO SOUTHWELL SCHOOL

1. Please bring your child's **passport** – we need to take a copy of the passport and visa for our records.
2. Please complete the [2021 Medical Form](#) and bring it with you, plus your child's **immunisation records**.
3. You will be given a full orientation tour of the school and will have an opportunity to ask questions.
4. You will be introduced to Mr Jason Speedy (Headmaster) and other key staff.

YOUR CHILD'S FIRST DAY AT SOUTHWELL

1. School uniform should be worn to and from school every day – [Boy's Uniform](#) and [Girl's Uniform](#). Remember that all uniform items and other belongings should be named.
2. Your child should pack his/her sport uniform (house shirt, PE shorts, sport shoes & socks).
3. Your child should bring a snack for morning tea and also bring a packed lunch – no nut products please. We don't have facilities for children to prepare or heat food. Your child may bring a water bottle (not compulsory).
4. All books and stationery will be provided (your child should bring his/her own pencil case).
5. Arrival time at school is between 8.00 and 8.20am - report to the school office to be welcomed and shown to class. Parents are welcome to accompany their child so they can see the classroom. After the first day students report directly to the classroom.
6. New students will be "buddied up" with a student from the same class to help them learn the classroom routines and ensure they know "what to do" and "where to go".
7. After school parents can return to pick up their child from the classroom at 3.15pm.

Please note your child:

- a) Will receive his/her timetable on the first day.
- b) Will be approached by the sports department during his/her first week regarding choosing a sport option.
- c) Can go to the [after-school care](#) programme. Click [here](#) for details and booking.
- d) Can choose to have [lunch provided by the school](#). Your child will need to go to the dining room (on arrival at school in the morning) and write his/her name on the lunch order form for that day.
- e) Should be collected at 4.30pm on the day(s) sport is scheduled after school.

EVERY MONDAY – INTERNATIONAL PARENTS

International Parents are requested to **call into the office every week (preferably on a Monday morning) to sign a register at reception.**

The reason for this is that the Government has reminded us that Southwell students all have visas that state they must always be living with a parent while enrolled at Southwell School. By calling into the Office (also known as the Management Centre) and signing the register each week will help us with any enquiries New Zealand Immigration might have with regards to the living arrangements of our Southwell students.

When you call in, we would also love to hear any feedback you have and would be happy to help with any information you might need whether it be related to school or outside of school so feel free to call in to see either Becky Russell or Damian Mills in the Management Centre.

LINKS TO SCHOOL INFORMATION

The link is to [information for new students starting in 2021](#) which contains all information that has been sent to families of new students starting this year

For further information you will find all the following links on the [Southwell School Website](#) under the [Every Day at Southwell](#) tab. There is much more you can explore within the website, however these links will be helpful starting points.

1. [School Rules](#) and [Code of Conduct](#).
2. [2021 Term Dates](#) - here are the dates for this year.
3. [Term Calendar](#) - gives a general overview of what is happening each term.
4. [The Week Ahead](#) - gives information in more detail on what is happening each week.
5. [Sample Timetable](#) - this gives an overview of how the day is structured.
6. [Absences](#) - this link tells you what to do if your child is sick or can't attend school or will be late.
7. [Lunch Menu](#) - gives you the lunch menu each week. Lunches cost \$6.00 per day. You need to order your lunch when you get to school in the morning.
8. [Latest Newsletter](#) - this is where you can read the latest newsletter.
9. [Music Lessons](#) - here is a list of the music options available if you want to have private music lessons.
10. [Parent Handbook](#) - this book gives you general information about how the school operates.

STAFF AT SOUTHWELL SCHOOL RESPONSIBLE FOR INTERNATIONAL STUDENTS

Ms Becky Russell (Director of International Students)

Email address: becky.russell@southwell.school.nz.

Becky looks after all the paperwork regarding enrolments and will make sure you have all the information you need before your child starts at Southwell. She is the person to go to if you have any questions or need any further information. Your child will be shown where her office is and is welcome to visit at any time.

Mr Damian Mills (Associate Headmaster / Pastoral Care of International Students)

Email address: damian.mills@southwell.school.nz

Damian meets with the international students every week to check everything is going well and that they are happy and settled; that they understand what is happening; and explains anything they are unsure of. Your child will be shown where his office is and is welcome to visit him at any time.

We look forward to welcoming you and your child to Southwell School.
