



*Rutherford College*

# STUDENT AND PARENT PRE-DEPARTURE INFORMATION

PREPARING FOR YOUR TIME IN NEW ZEALAND



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## WELCOME TO NEW ZEALAND

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Welcome to New Zealand and thank you for choosing Rutherford College for your overseas experience. New Zealand is a special place to visit, travel and study. We have beautiful beaches, lovely forests, snowy mountains, green farmland, interesting cities and towns and friendly, welcoming people. The population of New Zealand is 5.1 million people. English, Maori and New Zealand Sign Language are official languages, although most people speak English. We hope you enjoy your time here, learn something new and make new friends.



## NEW ZEALAND SEASONS AND CLIMATE

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The average New Zealand temperature decreases as you travel south. January and February are our warmest months, and July is our coldest month of the year. A helpful website to check the climate and weather in your region is:

[www.newzealand.com/int/feature/new-zealand-climate-and-weather](http://www.newzealand.com/int/feature/new-zealand-climate-and-weather)



### Spring

September – November

(Average daytime temperatures 16 - 19°C)



### Summer

December – February

(Average daytime temperatures 20 - 25°C)



### Autumn

March – May

(Average daytime temperatures 17 - 21°C)



### Winter

June – August

(Average daytime temperatures 12 - 16°C)

The weather in New Zealand can change fast. Be prepared for changes in weather and temperature, particularly if doing outdoor activities. Packing a jacket, sun hat and sun block is always recommended.

# YOUR REGION

Below is a map of New Zealand. Rutherford College is in west Auckland. Can you find where we are?



# The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021

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[The Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#) sets out the requirements that education providers must meet for the wellbeing and safety of international school students studying in New Zealand.

Rutherford College is proud to be a signatory to the code and abides by it.

Copy of is document can be obtained through the link above and translations are also available on the NZQA website [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

## PRIOR TO BEGINNING YOUR TRAVEL

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### Visa and Immigration

Before travelling to New Zealand, you are required to have a Visa. You also need to make sure your passport is valid for at least six months after your expected departure date.

Immigration New Zealand website contains a lot of information targeted to International Students including full details of the visa requirements, information to help you apply for your student visa and a guide to part time employment while you study.

<https://www.immigration.govt.nz/new-zealand-visas>

If you are not from a visa-waiver country, you must apply for your visitor visa in your home country, as early as possible before your travel date.

You can find the list of New Zealand visa waiver countries here:

<https://www.immigration.govt.nz/new-zealand-visas/preparing-a-visa-application/your-journey-to-new-zealand/before-you-travel-to-new-zealand/visa-waiver-countries>

### Comprehensive Insurance Policy

The New Zealand Government requires you to have comprehensive insurance to cover your travel and the cost of medical treatment during your stay in New Zealand. Insurance policies must meet the requirements of The Education (Pastoral of Tertiary and International Learners) Code of Practice 2021. We strong advise that Rutherford College arranges insurance for you.

Our preferred Insurance provider is Uni-Care Insurance - which you can find more about here:

<https://www.uni-care.org/Policy/NzStudentPlan>

Please check with your agent or Rutherford College if you plan to arrange your own insurance as many overseas policies do not meet the requirements. Full details of the schedule of cover (in English) must be submitted to Rutherford College prior to travel for approval. If appropriate evidence is not provided, Rutherford College may organise insurance it considers appropriate and pass on this cost to the student or parents.

Your comprehensive Insurance Policy must cover:

- Travel to and from NZ and within NZ
- Medical care in NZ, including diagnosis, prescription, surgery and hospitalisation.
- Repatriation/expatriation of student if necessary, as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation
- Death of student, including cover of travel costs of family members to and from NZ, cost of repatriation or expatriation of body and funeral expenses

Please note that if you have a medical condition, you **MUST** disclose this to the insurance company. If Rutherford College is arranging your insurance, you **MUST** tell us about any medical conditions. You should also insure any valuable property that you will be travelling with against loss and theft. To claim on your insurance for lost or stolen items, you must have your proof of purchase. In most cases, if you go to the doctor while you are in New Zealand, you will need to pay for the visit and then claim the cost back later with your insurance company.

**Please note** that New Zealand offers many Adventure Activities such as Bungy Jumping / Water based activities and Bush based activities. These activities are often **NOT** covered by your insurance policy. We strongly suggest checking your policy details to see if these are covered before arranging any activity.

### What Should You Pack?

Below are some items we suggest you pack for your time in New Zealand. Depending on the time of the year you are coming, you will need to bring different things.

- Return airline ticket
- Passport, current visa to study in New Zealand and your offer of place letter
- Travel/medical insurance policy
- Any medication you take
- Laptop and mobile phone – load contact telephone numbers into your phone.
- Credit card
- Scientific calculator
- Pocket money (if you have money to change into New Zealand dollars, please let your homestay parents / designated caregiver know and they will be able to assist with helping you to do this)
- A few personal belongings to help your room feel like home

If you are bringing anything valuable (i.e. camera, phone, laptop etc), you **MUST** have copies of the purchase receipt. In the event that you damage or lose them, you will not be able to claim for insurance if you don't have proof of the purchase price.

If you are coming during our spring and summer months we suggest:

- Swimwear, sunhat, sunglasses and sunscreen
- Shorts and/or skirts
- Tshirts and/or short sleeve shirts
- Jumper and/or sweatshirt
- Light raincoat
- Good walking shoes and sandals
- Your choice of other clothing and footwear
- 

If you are coming during our autumn and winter months we suggest:

- Warm waterproof jacket
- Jumper and/or sweater
- Long pants and/or jeans
- Long sleeved shirt and/or tshirt
- Scarf, hat and gloves
- Good walking shoes
- Your choice of other clothing and footwear

## Things You Cannot Bring into New Zealand

Some items are not allowed into New Zealand. These include food, plants and animal products. YOU MUST DECLARE ANY FOOD YOU BRING WITH YOU.

These items include:

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

If you do not declare your items, you will be fined around NZ\$400.00 and the items will be taken from you. Please read this website, for further clarification

<https://www.customs.govt.nz/personal/prohibited-and-restricted-items/>

## Medication

If you are entering New Zealand with prescription medicines or controlled drugs on you or in your luggage, you must:

- have a prescription or letter from your doctor
- carry the drugs in their original containers
- only carry up to three months' supply of prescription medicines, or
- only carry one month's supply of controlled drugs.

If the quantity of medicines is over 3 months' supply or the medicine is not prescribed to you, this must be declared on your Passenger Arrival Card.

Learn more about bringing medication into New Zealand here:

<https://www.health.govt.nz/our-work/regulation-health-and-disability-system/medicines-control/bringing-medicines-new-zealand>

## ARRIVAL INTO NZ

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Your flight into New Zealand will be at Auckland International Airport.  
The process into the arrival area is the same at all New Zealand airports.

Complete a Passenger Arrival Card on board the flight



Give your Passenger Arrival Card to the Immigration Officer at Passport Control



The officer will check your passport, visa and Passenger Arrival Card. They may ask you questions like: 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



Your passport and Passenger Arrival Card will be returned to you



Collect your bags from the baggage claim area



Give your Passenger Arrival Card to the officer at the Customs and Biosecurity



Your bags will go through an x-ray machine and inspectors might look in your bags



Once you have been cleared by Customs and Biosecurity you will walk through the arrival doors



Welcome to New Zealand!



Please read your Introduction letter to see how you will get to your homestay. Do not leave the airport until you meet your contact person. Have their phone number loaded into your phone in case you need to contact them.



## RUTHERFORD COLLEGE

Rutherford College is a co-educational secondary school, with approximately 1400 students. We are located in Te Atatu Peninsula, West Auckland, about a 15-minute drive from Auckland City. Auckland is New Zealand's largest city with a population of just over 1.65 million. The city is surrounded by beaches, islands, vineyards, bush, and harbours so there is plenty to see and do in Auckland.

At Rutherford College, the International Village is a space just for International Students.

It is where the International Department staff are based and where there are facilities available for your use. These include a kitchen with an electric jug and microwave, toilets, and a common room that you can use during intervals and lunchtime. There is also outdoor furniture outside the Village, which is a great place to sit on a sunny day and sports equipment that you may choose to use.



### Support

There are many people who will be very happy to help you with any questions you may have. These include the International Department Staff:

Director of International Students: Mrs Fiona Bridges  
International Student Administrator: Mrs Rachael Mitchell

An emergency phone is held by the Director of International Students. This is available to you to call or message while in NZ if you are faced with an emergency situation ph: +64 21 430 648

In addition to these people, your teachers will be available to help with any subject specific questions you have. If you have a more general question, you could ask your Student Ambassador, this is a Year 13 Student Leader who will support your transition into Rutherford College. We also have onsite a nurse, several counsellors and a Careers and Transition Department all of which are available to support or answer any questions you may have.

### Other Emergency Services/Contacts:

|  |                |
|--|----------------|
| Emergency Services (fire, ambulance, police) | 111            |
| Police (non-emergency)                       | 105            |
| Dentist (Peninsula Dental Care)              | +64 9 834 2228 |
| Doctor (Peninsula Medical Centre)            | +64 9 834 6300 |

Please see International Department staff if you need any help booking and external appointments. Emergency Services (fire, ambulance, police) 111 should be rung only in the case of an emergency and you will then be asked what service you wish to respond.

## Term Dates 2024

|        | <b>STARTS</b>       | <b>ENDS</b>            |
|--------|---------------------|------------------------|
| Term 1 | Tuesday, 30 January | Friday, 12 April       |
| Term 2 | Monday, 29 April    | Friday, 5 July         |
| Term 3 | Monday, 22 July     | Friday, 27 September   |
| Term 4 | Monday, 14 October  | Wednesday, 11 December |

Year 11, 12 and 13 students will finish earlier in Term 4 due to NCEA external examinations being held.

We recommend that Year 11,12 and 13 students check with the International Department before booking flights home as students intending to sit NCEA examinations must be in NZ to do this or risk not gaining their qualification.

## School Uniform

During your time at the school, you may need to wear the school uniform. You can buy the uniform once you are in New Zealand from.... The approximate cost of the uniform is \$450.

You can buy the following items in your home country before you come:

<https://theuniformshoppe.co.nz/location/the-uniform-shoppe-avondale/rutherford-college/>

Below are photos of our school uniform.

### *Year 9-11 Uniform*



### *Year 12-13 Senior Uniform*



## Bring A Device

Rutherford College encourages students to bring their own device to school to connect to the internet and carry out classroom activities digitally. We have wi-fi available throughout the school. Teachers use Google Classrooms and online learning sites to engage and support students academically. It is a requirement that all international students bring a device (not just a phone).

## WHAT TO EXPECT AT RUTHERFORD COLLEGE

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### Orientation – First Day:

On your first day at Rutherford College, you will be brought to school before 8:40am by your host family or carer. You should come directly to the International Village and bring with you your passport, a pen, some paper to write on, your device and lunch/drink for the day.

You will take part in an orientation programme during your first week that will include:

- A tour of the school and visit to Te Kōtuku marae.
- Meeting our International Department team
- Receiving information about how to become involved in sports teams and cultural groups.
- An English language (and possibly Mathematics) assessment to help us build your learning programme.
- Transport information to help you get to and from school. Most students walk or catch a bus.
- Getting a photo taken for your student I.D
- Meeting the pastoral support team so you know who is available to assist you.

Our aim is for you to feel comfortable and confident within Rutherford College prior to attending timetabled classes. There may also be the opportunity for you to attend a pōwhiri (traditional Maori welcome).

### English Language Requirement

To study at Rutherford College there is no English Language requirement as we have a range of English Language classes that are designed to suit all abilities. Your English Language level will be assessed when you arrive at Rutherford College then in consultation with our staff, your course will be confirmed. You will have some choice as to subject preference and we will endeavour to accommodate your wishes. The subjects available to study at Rutherford College can be found on our website in the [Junior and Senior Course Handbooks](#).

### Attendance

You must come to school every day and remain at school for the duration of the school day. This is a requirement of your student visa and immigration check attendance if re-applications for visas are sought. Acceptable reasons for being absent are:

- Sickness/injury
- Family death or Emergencies
- Dental/medical appointment



If you are absent from school, please ask your host family to notify the school and also Lake Panorama Student Homestays. You should also make contact with your agent so they can support you. If you are absent with no explanation, your homestay family will be contacted and if there is not a valid reason for your absence, your agent or parents will be informed. As attendance is a condition of your enrolment at Rutherford College, should it become a concern, the Disciplinary Policy may be invoked.

### Food

Many students take their own lunch from home, and they pack it in a lunch box. The sort of food students take varies but some food that students take are; sandwiches, sushi, fruit, raisins, muesli bars, yoghurt, biscuits, crackers, sliced raw vegetables, small snack bags of chips or nuts or dried fruit. While you are eating your food at school, watch other students' manners. What is OK in your culture may not be in New Zealand. Some New Zealanders think it is rude to burp or slurp, reach in front of

others, or eat with your mouth open. Try not to. This is part of learning about another culture. Neither is right or wrong – they are just different. There is a Canteen at Rutherford College where you can buy food at break time / lunch time. The kinds of food it sells includes:

- Hot Food
- Rice / Noodle dishes
- Sandwiches
- Drinks

### Accommodation

While staying at our school you will be living with a designated caregiver or in a Homestay. Lake Panorama Student Homestays look after our families that look after our students. Please read their Pre-departure Booklet, that contains important information about living in New Zealand.

### Travel

You must inform the Director of International Students, Mrs Bridges in writing of any proposed travel out of Auckland, at least 2 weeks prior to departure. Permission will then be sort from your agent/parent(s) for this to occur. No travel out of Auckland can happen without this permission being given. No student will be permitted to travel unaccompanied out of Auckland.



### Transport - AT Hop

An AT HOP card is a reusable prepay smart card for travel on trains, ferries and buses around Auckland. Top up your card before travel and tag on and off an AT service to pay for your fare. Make sure you have your card registered to gain student rates as these are cheaper.

<https://at.govt.nz/bus-train-ferry/at-hop-card/what-is-an-at-hop-card-how-it-works>

### Phone calls / Internet

NZ's international calling code is +64 or 0064. Auckland's area code is 09. To all an Auckland addresses from overseas dial 00649 or +649. In NZ calls to an 0800 number are free of charge but charges may apply to all other numbers called from a cell phone. It is a requirement to have an NZ cell phone number during your stay in case of an emergency. Sim cards can be purchased cheaply but please ensure that your phone is unlocked before you travel. The Internet is included in the cost of your homestay but please be respectful. In some homes, the internet may be switched off at bedtime. Please be aware of copyright laws and always use the internet responsibly and appropriately.

# NEW ZEALAND NATIONAL CERTIFICATE OF EDUCATIONAL ACHIEVEMENT (NCEA)

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New Zealand National Certificate of Educational Achievement (NCEA) is main qualification for secondary school student in New Zealand. You can be confident that you can use NCEA towards future study either in NZ or another country. NCEA is awarded at three levels; 1,2 and 3. NCEA is changing in 2024 and 2025. Information directly provided to assist international students can be found on through this [NCEA website link – International](#).

## Requirements for NCEA in 2024 and 2025

- 60 credits at the Level (or above) of the qualification you are working towards
- Literacy – 10 credits from Literacy (common assessment activity attempted during the year) or from a list of specified standards
- Numeracy – 10 credits from Numeracy (common assessment activity attempted during the year) or from a list of specified standards

(You only need to meet the literacy or numeracy requirements once, and you do not need to attempt them again for other levels of NCEA. If you haven't quite finished your NCEA at the end of the year you can still start working towards the next level.)

## Requirements for New Zealand University Entrance

University Entrance (UE) is the minimum requirement for getting into a New Zealand university. Many universities and other tertiary providers have further programme entry requirements so you will need to check with them as well.

To gain University Entrance you will need:

NCEA Level 3

Three subjects at Level 3 made up of:

- 14 credits each, in three UE approved subjects

Literacy – 10 credits at Level 2 or above, made up of:

- 5 credits in L2 reading
- 5 credits in L2 writing

Numeracy – 10 credits at Level 1 or above.

Go to [NZQA University Entrance Information](#) for further information.

## Opportunities Available Upon Completion of Study

New Zealand has a number of universities and other Tertiary Institutes available for students to access after they have completed their study at Rutherford College.

Some Tertiary options in the Auckland area include:

- [University of Auckland](#)
- [Auckland University of Technology](#)
- [Massey University](#)
- [Unitec Institute of Technology](#)
- [Manukau Institute of Technology](#)

Information about courses, entry requirements and international student information/assistance for these tertiary providers can be found by visiting their websites.

## KEEPING YOURSELF SAFE

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New Zealand is a relatively safe country, but we are not crime free, so it is important to keep yourself safe when you are out and about.

- Tell your host parents when you are going out and what time you will be home.
- Do not walk home alone at night.
- Be aware of people around you when using ATMs (cash machines) and make sure you hide your pin.
- Do not carry large amounts of cash with you.

### Water Safety

New Zealand is surrounded by beaches and swimming at the beach is a very popular activity in New Zealand. Keeping safe around water is very important. Some beaches in New Zealand have very strong currents, which can make them dangerous to swim at. Make sure you keep yourself safe while you're at the beach.

### Swim between the flags



**FIND THE SAFEST PLACE TO SWIM**  
Always swim between the red and yellow flags

Surf Life Saving New Zealand patrol over 80 of our busiest beaches each summer. Always swim between the red and yellow patrol flags, as they identify the safest area to swim when the lifesaving patrol is on the beach.

### Rip currents

A rip is a strong current of water running out to sea. These can be very dangerous to swimmers as they can sweep you out to sea quickly and easily. Rip currents can be hard to identify but look for these features:

- Discoloured or murky brown water caused by sand stirred up of the bottom
- A smoother surface with much smaller waves, with waves breaking on either side
- Debris floating out to sea
- A rippled look, when the water around is generally calm

### If you get caught in a rip:

- Do not panic
- Do not try and swim against the rip back to shore
- Let the rip carry you out until the current subsides
- Then swim parallel to the beach for 30-40 metres before swimming back to shore
- If you get tired or become frightened, stay calm, raise your arm, call for help and wait for assistance from the surf lifesavers.



## Sun Safety

It is important to be Sun Smart while you are in NZ. New Zealand sun has strong UV rays, which means you can get sunburnt very quickly. To avoid sunburn, make sure you wear a hat, SPF50+ sunscreen, and stay in the shade where possible.

Over the summer months (December to March), the UV rays are strong even when it is cloudy so take sunscreen with you every day.

[www.sunsmart.org.nz](http://www.sunsmart.org.nz) for more information).

## Keeping your belongings safe

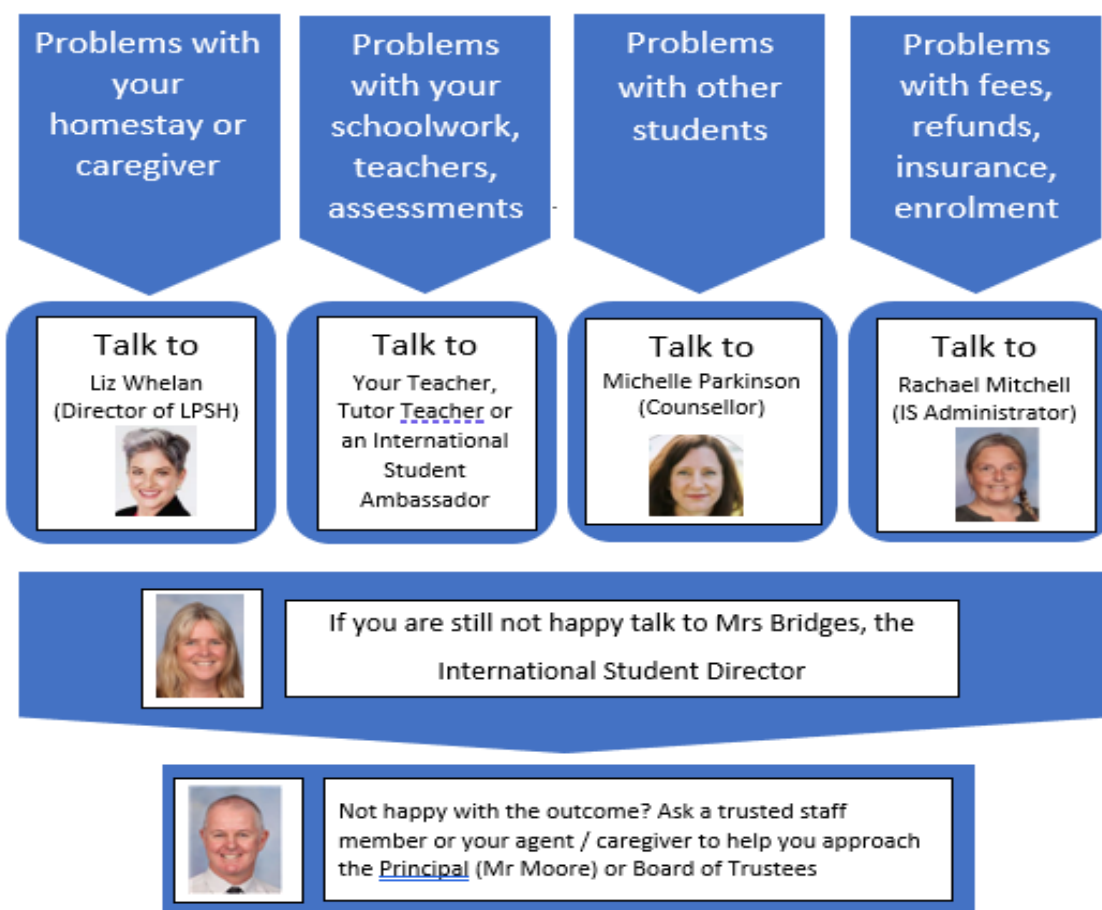
When you are out and about, keep your belongings secure and close to you.

- take photos of the serial numbers and identifying features of your property using a smart phone
- save the details of the serial number, make and model of your property onto a cloud storage site, so you can recall it any time you need it.

## GOT A PROBLEM?

### Disputes Resolution

If you have any concerns please see Mrs Bridges to discuss these then follow the Disputes Resolution Flow Diagram below.



If you think the school has not found a satisfactory solution and is in breach of the Code contact  
NZQA: 0800 697 296

Submit a complaint query on the NZQA website [www.nzqa.govt.nz](http://www.nzqa.govt.nz) or email [risk@nzqa.govt.nz](mailto:risk@nzqa.govt.nz)

If your complaint is about fees, contact iStudent Complaints [www.istudent.org.nz](http://www.istudent.org.nz)

## HELPFUL LINKS

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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

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

<https://naumainz.studyinnewzealand.govt.nz/>

### Tourism New Zealand

Tourism New Zealand's offers some valuable information about tourism opportunities for families while in New Zealand. [www.tourismnewzealand.com](http://www.tourismnewzealand.com)

### 100% Pure New Zealand

100% Pure New Zealand offers some valuable suggestions and information about tourism opportunities for families while in New Zealand. [www.newzealand.com/int/](http://www.newzealand.com/int/)

### Study in New Zealand

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.

[www.studyinnewzealand.govt.nz](http://www.studyinnewzealand.govt.nz)

### Immigration New Zealand's Studying in New Zealand

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.

[www.immigration.govt.nz/new-zealand-visas/options/study](http://www.immigration.govt.nz/new-zealand-visas/options/study)

### NZQA's 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. [www.nzqa.govt.nz/studying-in-new-zealand](http://www.nzqa.govt.nz/studying-in-new-zealand)

### New Zealand Now

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

[www.newzealandnow.govt.nz](http://www.newzealandnow.govt.nz)

### Education New Zealand

Education New Zealand (ENZ) raises awareness of New Zealand as a study destination and supports education providers and businesses to export their services and products. [www.enz.govt.nz](http://www.enz.govt.nz)

### Disputes Resolution Scheme

[The International Student Contract Dispute Resolution Scheme Rules 2016](#) is legislation that supports students to resolve complaints with their education provider.

[iStudent Complaints](#) helps international students resolve complaints with their education provider if necessary. <https://www.istudent.org.nz/> ph:0800 006675

### School Bridge

School Bridge is used as a Student Portal. We will ask you to download this to access your timetable, notices and reports. We will give you the log in details during your orientation.

### Google Classroom

Teachers use Google classroom in classes. We will ask you to download this to access your classwork. We will give you the log in details during your orientation.