

Otago Boys' High School



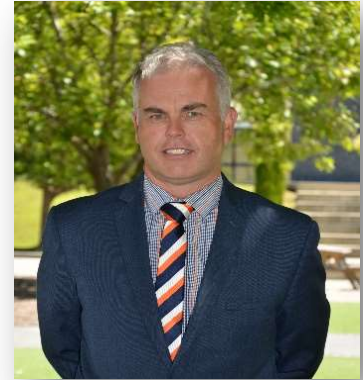
HANDBOOK FOR INTERNATIONAL STUDENTS

2024

www.obhs.school.nz

Rector's Welcome

I extend a warm welcome to all new students and thank you for making this your school of choice. Otago Boys' High School is committed to educating young men to become well-rounded and reach their potential in three areas; academic work, cultural pursuits, and sport. The challenge for you is to be as happy and successful as you can. Your family want you to achieve to the best of your ability, as does everyone at Otago Boys' High School.



Richard Hall rector@obhs.school.nz

People you need to know

Director of International Students:

Wayne Angus

Tel: 021 799 469 (WeChat, Line, WhatsApp)

wayne.angus@obhs.school.nz

ESOL Teacher:

Tonya Justice

tonya.justice@obhs.school.nz

School Counsellor

Rob Wither

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The School Year - 2024

	Start Date:	End Date:
Term 1	Monday 29 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	Friday 6 December (TBD)

When can I go home?

Students are welcome to go home between terms, but some students may only go home at the end of the year. Senior students (Year 11-13) can go home after their last exam. In 2024 Exams for Seniors begin on 5 November and are finished by the 29 November but some students may finish well before 29 November. Senior students will have practice exams in the last two weeks of Term 3. Junior students (Year 9-10) wanting to go home earlier than the last day of School need to discuss this with the Director of International Students. Senior students not sitting external exams should also discuss their departure date with the Director of International Students.

The School Day

You have five classes each day. You will have several people teaching you. In New Zealand students change classrooms. You go to the teacher – he/she does not come to you.

Period One	8:50-9:50	60 minutes
Period Two	9:50-10:50	60 minutes
Form time	10:50-11:05	15 minutes
Interval	11:05-11:30	25 minutes
Period Three	11:30-12:30	60 minutes
Period Four	12:30-1:25	55 minutes
Lunch	1:25-2:15	50 minutes
Period Five	2:15-3:05	50 minutes
End of School	3:05	



In addition to your classes you have a form time. Each boy is in a form class based on their school house. There are 4 school house groups made up of boys from years 9-13. This gives the younger boys older 'brothers' to look to and learn from. You will meet with your form class for 15 minutes each day. You will stay in the same form class all the time you are at school.

Week One

On your first day at school, please come to the International Department in the Tower Building. Bring your passport as we will keep your passport in a safe place at School. You can ask for it back anytime you need it. If you have brought a large amount of cash with you, bring it as well. We will keep it safe at school or help you to open a bank account if you are staying longer than six months. **DO NOT** carry a large amount of cash on you at any time. **DO NOT** keep large amounts of cash at the boarding house or your homestay.

You will need to complete an English test of vocabulary, reading, writing, speaking, and listening. This is not a pass or fail test. It is just to help us know what classes will be best for you.

We will talk to you about what subjects you are going to take. You will start going to classes as soon as possible.

You will be given a timetable which will look something like this:

Term 1	Week 2	Monday		Tuesday		Wednesday		Thursday		Friday	
	Period 1	8:50 13PHY	MR 212	8:50 13CALS	MH 225	8:50 13BIO	PC 114	8:50 13ESS	MZ 112	8:50 13STA	PF 119
	Period 2	9:50 13CHE	RG 113	9:50 Assembly	RP	9:50 13CALS	MH 225	9:50 13BIO	PC 114	9:50 13ESS	MZ 112
	Form Time	10:50 Form	AH 206	10:45 Form	AH 206	10:50 Form	AH 206	10:50 Form	AH 206	10:50 Form	AH 206
	Interval	11:05		11:05		11:05		11:05		11:05	
	Period 3	11:30 13STA	PF 119	11:30 13CHE	RG 113	11:30 13PHY	MR 212	11:30 13CALS	MH 225	11:30 13BIO	PC 114
	Period 4	12:30 13ESS	MZ 112	12:30 13STA	PF 119	12:30 13CHE	RG 113	12:30 13PHY	MR 212	12:30 13CALS	MH 225
	Lunch	1:25		1:25		1:25		1:25		1:25	
	Period 5	2:15 13BIO	PC 114	2:15 13ESS	MZ 112	2:15 13STA	PF 119	2:15 13CHE	RG 113	2:15 13PHY	MR 212

It is a good idea to take a photo of your timetable to keep on your phone. Each box has the initials of the name of the teacher taking the class and the room to go to.

Computer: You will need to have a laptop to complete your school work. As a minimum a Chromebook or similar will suffice for Years 9 and 10 but we would recommend a fully featured

laptop. We do not recommend a tablet or ipad. You can buy a laptop in New Zealand, but it may be cheaper to buy one in your own country. Be sure to check the warranty is valid internationally.

Stationery: We will organise your stationery (books to write in) when you arrive, but please bring your own pens and pencils. Year 9-11 students studying Maths need a scientific calculator Casio fx82 or similar. Year 12-13 students studying Calculus need a Graphics calculator fx9860GIII or similar. **We think it is a good idea to bring a calculator with you.** You can buy your calculator in NZ, but it may be expensive compared to your home country.

ID card: You will be given a school ID card. You can use this to get a student discount on public buses, at the movies etc. It also has the emergency contact phone numbers on it.

Wifi: Students are given a school email and can use free wifi on the school grounds. The school has a strict no cyber bullying policy. Internet usage is also monitored.

Uniform: We will help you to get your uniform in the first 1-2 days of school. **It may be cheaper to bring your own black leather shoes (lace up preferred).** To buy such shoes in NZ will cost approximately NZ\$140-180. Years 11-13 students may want to bring some white long-sleeved business shirts with them (non-iron recommended), as they will cost approximately \$45 to buy them here in NZ.

Junior uniform (Years 9-10)

- charcoal grey shorts
- grey long-sleeved shirt
- school tie
- school socks-black shoes

For colder weather:

- navy blue school jersey
- navy blue school jacket

PE uniform:

Available from Otago Sports Depot,
George St

Senior uniform (Years 11-13)

- charcoal grey trousers
- white long-sleeved shirt.
- navy blue school blazer
- school tie
- black shoes

For colder weather:

- navy blue school vest
- plain navy blue/black jacket (student's own, but can only be worn off the school grounds)

PE uniform:

Available from Otago Sports Depot,
George St



Grooming/Hair:

- No jewellery can be worn (rings, ear studs, bracelets or necklaces).
- Body piercing is not allowed.
- Students must be clean shaven. Unshaven students will be asked to shave at school with razor and shaving cream supplied.
- Hair must be worn tidily. Hair longer than the collar must be tied back. Dyed hair is not acceptable.

Bank Account: If you are staying longer than six months, we can help you open a NZ bank account. This means you can have a debit card and easily withdraw money and pay for things with your card. **DO NOT** carry a large amount of cash on you at any time. If you have a significant amount of cash please see the Director of International Students and he will arrange for the money to be secured in the School safe.

Parents – we recommend that you transfer small amounts of money in regular instalments for your son to access. **Do not transfer large amounts of money.** If you have concerns about your son's ability to handle cash, please contact the Director of International Students and we can work out a payment plan for your son.

We do not recommend the use of overseas credit cards as the bank charges per transaction are generally high. For boys staying longer than six months we recommend opening a savings account at a New Zealand bank and this will include a debit card (works like a credit card but the money is immediately deducted from the account). If you have any concerns about your son's expenditure please contact the Director of International Students.

Food: If you're staying at the boarding house, your lunch is brought to school everyday. Homestay students bring their lunch with them to school. All students can also buy food at the school canteen using their own money.

Academic Progress

Once enrolled at OBHS you can login to your portal to check your timetable, to see important School notices, and to see your academic results. You can also see the status of the House competition (each boy is assigned to a virtual house and the Houses compete for points throughout the year). Boys at senior level (Years 11-13) will be able to monitor their credit achievement and their progress towards NCEA Levels 1-3.

The School uses the Google Classroom and Google Suite software. You will be able to see assignments and deadlines, submit work, and work collaboratively in the Google Classroom environment.

All students receive an end of year report. Year 13 students will receive a Testimonial rather than end of year report. In addition all students will receive Indicator Reports (3 x terms 1-3, 2 x term 4) which provide a brief report on course progress and course efforts.

Parents – You can also access your son's portal and monitor academic achievement and student achievement. You can also view all student reports. The Director of International Students will contact you shortly after your son's initial enrolment and provide login instructions and passwords.

Activities outside of the Classroom

School is not just about what you do during class time. If you are to get the most out of your time at Otago Boys' High School, it is best to get involved in activities like sport or music. We will talk to you about all of these once you have arrived and settled in.

Sports: There are many different sports you can play. Otago Boys' is very proud of its sports' teams and it is a great way for you to mix with Kiwi (New Zealand) students. Volleyball, handball, futsal, cricket, tennis, athletics, rowing, softball, water polo, golf, sailing, touch rugby, football, rugby, badminton, surfing, basketball, hockey are some of the sports you might like to try.

Sports are usually not offered all year round and it is important to understand that summer sports operate in Terms 1 and 4, and winter sports operate in Terms 2 and 3. If you start at School at the beginning of Term 3 (July-September) you will find that you near the end or in the middle of the season for your sport and you may not be able to participate. In some cases you may have to wait for the new sport season to start.

OBHS Sports Availability

Opportunities and coaching are available in the following sports:		
Athletics	Terms 1 & 4	
Badminton	Terms 2 & 3	
Basketball	Terms 2 & 3	
Chess	All year	
Cricket	Terms 1 & 4	
Cross Country	Terms 2 & 3	
Curling	Terms 2 & 3	
Football	Terms 2 & 3	
Futsal	Terms 1 & 4	
Golf	Terms 1 & 4	
Handball	Terms 1 & 4	
Hockey	Terms 2 & 3	
Ice Hockey	Terms 2 & 3	
Mountain Biking	Terms 1 & 4	
Orienteering	Terms 1 & 4	
Rowing	Terms 1, 3 & 4	
Rugby	Terms 2 & 3	
Sailing	Terms 1 & 4	
Skiing	Term 3	
Softball	Terms 1 & 4	
Squash	Terms 3 & 4	
Surfing	Terms 1 & 4	
Swimming	All year	Boys join a club
Tennis	Terms 1 & 4	
Triathlon	Terms 1 & 4	
Touch Rugby	Terms 1 & 4	
Volleyball	Terms 1 & 4	
Waterpolo	Terms 1 & 4	

Music: Otago Boys' has a very strong choir, orchestra and other bands. We can also make arrangements for private music lessons at the School.

Other groups: Theatre sports, debating, chess, Kapa Haka, orienteering, book club, and the school drama production are some of the other activities you can get involved with.

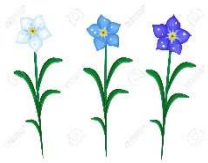
Important Information - General

Dunedin Seasons and Climate

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:

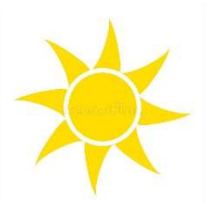
www.newzealand.com/int/feature/new-zealand-climate-and-weather



Spring

September – November

Average daytime temperatures 10-16°C



Summer

December – February

Average daytime temperatures 15-22°C



Autumn

March – May

Average daytime temperatures 12-16°C



Winter

June – August

Average daytime temperatures 6-12°C

Night-time temperatures are usually cooler than the daytime temperatures. The weather in New Zealand can change fast. Be prepared for changes in weather and temperature, particularly if doing outdoor activities.

New Zealand Currency

Banking

- New Zealand banks are open from 9.30am to 4.30pm Monday to Friday.
- Automated Teller Machines (ATM's) are widely available at banks, on main shopping streets and in malls.
- International credit cards and ATM cards will work if you have a four-digit PIN code.

- Please check with your bank before leaving home.

Bringing cash into New Zealand

- You can bring cash to New Zealand but we recommend bringing a small amount only. You should use a debit or credit card for most purchases.

Currency exchange

- Foreign currency can easily be exchanged at banks and Currency Exchange stores which are found in international airports (but not Dunedin) and most city centres.

Currency values

- Coins have values of 10, 20, 50 cents, \$1 and \$2
- Notes have values of \$5, \$10, \$20, \$50 and \$100

Currency converter

A helpful website to convert currency is www.xe.com/currencyconverter



Emergencies:

In NZ, the emergency number is 111. This number is to be called if you need an ambulance, the police or the fire department **URGENTLY**. If you need to contact the police but it is not an emergency, you can ring 105.

Clothing – What to bring

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

- Swimwear
- Sunhat, sunglasses, and sunscreen
- Shorts
- T-shirts 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 shirts
- Scarf, hat and gloves
- Good walking shoes
- Your choice of other clothing and footwear

For warmth it is recommended that you buy merino wool clothing in New Zealand as they provide excellent base layers for outdoor activities in cold weather.

Important Information – School Rules

Attendance:

You are expected to remain on the school grounds for the whole of the school day, including interval and lunchtime, and to be present for all classes. If you are unwell and unable to attend school, you must get your homestay parent or staff at the Boarding House to notify the school (phone 477 5527 dial 1 and leave a message - this is a 24 hour service). If you are absent from school for three or more days in a row, you may be requested to provide a doctor's certificate. International students are expected to have excellent attendance as a requirement from Immigration New Zealand to be able to hold a student visa.

Lateness:

You must be on time for your classes. Students who arrive late to school must go to the school office on arrival and get a student late slip, which must be then given to their teacher. Repeated lateness will result in a detention.

Mobile phones:

Mobile phones should be turned **off** and kept in a student's bag. This includes during interval and lunchtime.

Mobile phones cannot be used to text, call or receive calls while you are at school. Students who use their phones during school time without their teacher's permission can expect their phone to be taken from them. The student will then collect their phone from the teacher at the end of the class or have to collect it from the Deputy Rector, Assistant Principal or International Director.

If a student continues to break the cell phone rules, there may be disciplinary action from the school.

1st offence- phone confiscated for the day.

2nd offence- phone confiscated for the week.

3rd offence- phone confiscated for the remainder of the term.

Inappropriate use of a mobile phone for recording/filming staff or students without permission is an offence and could result in further disciplinary action including stand down OR suspension depending on the nature of the material recorded.

Property/Belongings:

Please be careful with your money and belongings. We recommend that you do not bring cash to school but use your debit card instead. If you bring your phone or device to school, it is your responsibility, and you need to make sure you do not leave it unattended. If you have to bring any valuables or additional money to school, please bring it to the International Office for safe keeping.

Skateboards, rollerblades, and similar products are not permitted at school, nor are they allowed to be used by a student in uniform.

Students are not permitted to bring items to school that may harm another student. These include such items as knives, cigarette lighters, imitation firearms, paint ball guns etc.

Alcohol and other illegal substances: these are not permitted.

Smoking: you are not allowed to smoke:

- anywhere on the school grounds
- anytime and anywhere when you are wearing the school uniform
- on any activity organised by the school

Information for parents:

The school produces newsletters on a weekly basis. These are emailed out once a week during term time. They provide regular updates and useful information about the happenings within the school, allowing us to celebrate our academic, cultural, and sporting achievements.

There is a parent portal which gives caregivers access to information about their son's progress. Details about how to access this will be emailed to all parents and agents at the beginning of the year.

How much do things cost in Dunedin?

Movie ticket \$16

Eating out \$16-34

Bus ticket – \$0.60 per ride with Bee Card.

Transport:

Buses: Dunedin has a good public bus transport system.

Cars: Students must wear a seat belt every time they are in a car, even if they are in the back seat. They may not be driven by another student.

STUDENTS MAY NOT DRIVE OR BUY A CAR OR MOTORBIKE WHILE THEY ARE INTERNATIONAL STUDENTS AT OTAGO BOYS'. In special circumstances students may be allowed to have lessons and to sit for the licence.

Bicycle: Students must wear a cycle helmet when they ride bicycles.

Can I work while I am studying?

Otago Boys' High School may support international students on a case-by-case basis to work part-time while they are studying. By law this is restricted to students at Year 12 or Year 13. It is unlikely that work rights will be supported by the School if academic progress is not satisfactory.

Health

Insurance:

Otago Boys' High School and the New Zealand government makes it a condition of enrolment that all International Students will have Medical and Travel Insurance while they are a student at Otago Boys'. If you have asked the school to arrange insurance for you, then this will be with the company Uni-Care (www.uni-care.org). Unicare asks that any pre-existing medical conditions, previous medical treatment, or ongoing medication is made known to them. If you don't tell them, but then they find out, they will very likely not cover your costs. This insurance policy covers you for 365 days of the year.

Doctor:

In New Zealand, when we are not well, we go to see the doctor or what we call a GP (General Practitioner). This doctor can check us and give us medicine if we need it. In New Zealand we only go to the hospital if it is an emergency, or we are seriously sick. You have to pay to visit to the doctor and for medicines. You pay the cost, but then get a receipt, which you give to one of the international staff, who will then claim the cost from your insurance.

In New Zealand treatment by a medical specialist is usually by GP referral. In most cases treatment by a specialist is not necessary and a GP can diagnose and treat most problems.

Dentist:

In New Zealand, going to see a dentist is very expensive. We **strongly recommend** you visit the dentist in your own country for a checkup before coming to New Zealand. If you need to see a dentist while you are here, your insurance will probably not cover treatment.

Eye Check:

If you wear glasses or contact lenses and it has been 2 years since your eyes were checked, we strongly recommend you have a vision test **before** you come to NZ. In New Zealand your insurance will cover the cost of glass frames and/or lenses up to \$300 if they are required because of a change in vision. If you wear glasses and have a spare pair, please bring them with you.

Mental Health:

Being away from home can be a lot of fun, but it can also be stressful. Sometimes students can feel sad, lonely, angry, or homesick. All these feelings are very normal. Usually with time, talking with people, exercising, sleeping, and eating well, these feelings will pass. If they don't, the international team will be able to help you, or refer you to other confidential caring people who can.

Water Safety in New Zealand

- Always check the weather forecast before you go out. Conditions can change fast.
- Never swim or surf by yourself or after drinking alcohol.
- Watch out for strong rips and currents at surf beaches – look out for gaps between the waves and discoloured water near the shore. If you are caught in a rip do not try and swim against it, raise your hand and call for help.
- If you're swimming at a beach, look for an area with lifeguards and only swim in that area. This area is marked by yellow and red flags.

- Only swim at a depth that is safe for you. If you're just learning to swim or you're not a confident swimmer, stay where the water is shallow, and your feet can touch the bottom.
- Don't swim in your clothes or shoes as they can weigh you down and can be dangerous.
- Check very carefully before jumping or diving into a lake or river, especially if you're not sure what's below the surface.
- Always wear a lifejacket when boating or fishing (and make sure the people you're with are wearing them too).

Code of Practice for the Pastoral Care of International Students

New Zealand educational providers have an important responsibility to make sure all international students in their care are well informed, safe and properly cared for. It is compulsory for all educational providers with international students enrolled to sign this agreement. **Otago Boys' High School is a signatory** to the New Zealand Ministry of Education's Code of Practice for the Pastoral Care of Tertiary and International Students.

The Code sets out the minimum standards that are expected of educational providers with respect to international students. An 'international student' is a foreign student studying in New Zealand.

You can download a copy of the Code in English and other languages from the [NZQA website](#).

Help with problems at school:

If you have any problems at school, you first talk to your Form Teacher and a staff member in the international team. If you are still unhappy, you can then talk to your House Dean. If after that, you are still not satisfied, you can make an appointment to see the Rector. If you do have a problem, **please ask for help**. Do not wait for it to become a big problem.

If you have a homestay problem, you can talk to the Director of International Students. If after that, you are still not satisfied, you can make an appointment to see the Rector.

If you have a problem at the school hostel you can talk to a hostel staff member, and/or the Director of Boarding. If you are still unhappy you can talk to the Director of International Students. If after that, you are still not satisfied, you can make an appointment to see the Rector.

If, after talking to all these people, you feel your problem still has not been solved, you can contact NZQA (New Zealand Qualifications Authority). Please see the next section for the complaints process.

What do I do if I have a complaint about the school or an agent of the school?

First you must talk to the school, either the Director of International Students (international@obhs.school.nz), or the Rector (Richard Hall, rector@obhs.school.nz). The Code requires that all complaints go through the school's internal processes before you can take the complaint further. If your complaint is not resolved to your satisfaction, contact NZQA. NZQA is a government organisation who will give you an independent assessment and may investigate the matter themselves or advise you about what to do next. You can phone for advice, phone 0800 697 296, or submit your complaint in writing, gadrisk@nzqa.govt.nz. More detail about the process, and a complaint form, can be viewed at:

www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider

You can also view a [brochure for international students about the complaints process \(PDF, 147KB\)](#)

Dispute Resolution Scheme (DRS)

If it is a contractual or financial dispute, you can use the **DRS, the International Student Contract Dispute Resolution Scheme**. It provides a free, faster, and effective process for international students to resolve contractual and financial disputes with education providers. FairWay has been appointed by the Minister for Tertiary Education, Skills, and Employment for administering the Dispute Resolution Scheme. Please go to www.istudent.org.nz to find out about the complaints process. You can read the new International Student Contract Dispute Resolution Scheme (DRS) on the Legislation website:

<http://www.legislation.govt.nz/regulation/public/2016/0042/latest/DLM6748715.html?src=qs>.

You can contact iStudent Complaints by phone, 0800 00 66 75.

Remember that you must have attempted to resolve the complaint with the school before using iStudent Complaints.

Travel – Information for Parents

Please ensure that travel is booked in time for students to settle into the Hostel or Homestay and start school. Most international students arrive in Auckland and then need to transfer to the domestic terminal to catch a flight to Dunedin. Please note that there are limited direct flights from Auckland to Dunedin (and vice-versa) and sometimes a better option is to book two domestic flights via either Wellington or Christchurch. Some international flights land in Christchurch (e.g. Singapore Airlines, Emirates) and there are numerous flights available between Christchurch and Dunedin.

At the end of a school year the leaving dates for students may vary widely. Junior students (Years 9 and 10) are expected to attend until the last day of school for the year. Senior students (Years 11-13) will have external exams from early November to early December, but some students may finish by mid-November. Once exams are completed students are finished at school and may depart to travel home. It is sensible to have a flexible international flight booking which allows you to change easily.

Departing New Zealand from Auckland may require an oversight stay in Auckland due to the sequencing of flights. Please contact the Director of International Students to discuss if this occurs.

We encourage international students to have the opportunity to travel home during the school year. The mid-term break at the end of Term 2 (July) is the best option as it is halfway through the year and allows students to miss part of the coldest period of the year.

Please note that it is not generally possible for international students to travel within New Zealand without appropriate adult supervision and Code of Practice compliant accommodation. Some of these opportunities might be organised by the school. There are tour companies who provide South Island or North Island tours which are Code of Practice compliant, and these are a good option for senior students. Please contact the Director of International Students to discuss trip options.

Boarding – Information for Parents

If your son will be residing in our boarding establishment (School House) you will be sent a separate handbook covering the operations, rules and regulations governing School House. You can also view information on the [School's website](#). School House has experienced staff to support your son and ensure he makes the most of his experiences at Otago Boys' High School. The Director of International Students works closely with the Director of Boarding and it is the Director of International Students who will generally communicate with parents.

At various times during the year, usually holiday periods, we will need to move international students out of School House and into a homestay arrangement. This also serves to give the boys a break from hostel life and a chance to connect with a local family. The move-out periods from the hostel are usually Otago Anniversary Weekend (late March), King's Birthday Weekend (early June) and the two-week term breaks at the end of Term 1 (April), Term 2 (July) and Term 3 (September). The Term 2 break is a good time for students to return home. Due to outside bookings, there may be other holiday periods and term breaks where students will be moved to homestay accommodation.

Homestay – Information for Parents

The homestay agreement sets out the expectations and requirements expected of students in homestay. International students in homestay are expected to be active members of the family unit and will often be treated in the same way as the homestay parents' own children. This means that students are expected to keep their room clean and tidy, do chores (jobs) around the house, and keep the homestay parents aware of where they are at all times. It is important that students actively engage with family members and not spend excessive amounts time in their bedrooms. The first six months can be a difficult adjustment period for international students in homestay. Staff at OBHS are always available to help with problems and give advice.