



## Te Kuiti High School International Fee Paying Student Orientation & Welfare Checklist

**Name:**

*Items on checklist should occur in appropriate stages to avoid information overload.*

**Tick and date when items are completed:**

- Tour of school buildings highlighting places of particular importance to the student: e.g. Principal's Office, Director/Dean of International Students office, common room, form room, Location of doctor, nurse & counsellor's room etc.
- Ensure student knows how to access host parents' GP, school doctor, nurse & counsellor and what these services offer.
- Ensure student has knowledge of and access to 24/7 emergency contact number
- Meet with Homestay family (if appropriate) and arrange uniform and stationery items.
- Introduction to key staff members such as Senior Management Team, Yr. Level Dean, Director/Dean of International Students, form teacher etc.
- Discuss Code of Behaviour, uniform expectations and school rules such as out of bound areas, detention, and school pass system etc.
- ESOL teacher completes Diagnostic Assessment if necessary
- Discuss subject/option choices based on academic record, interests and/or course requirements for future academic and vocational pathway with senior and International Deans.

- Buddy with suitable student for support particularly at interval and lunch times.
- Provide timetable structure guidance.
- Discuss school sport & extra curricula activities and opportunities.
- Ensure student is aware of the internal and external grievance, withdrawal and termination procedures.
- Ensure student has Homestay Information booklet if student is in a Homestay.
- Ensure Homestay Family Information booklet is included in information pack.
- Meet/liaise with Homestay parents each term to discuss if Code of Compliance issues have or are occurring.
- Ensure student is aware of Road Safety including NZ driving/pedestrian and cycling safety: e.g. driving age, travelling with a licensed driver, wearing car seat belts or cycle helmets, using pedestrian crossings etc.
- Ensure student is aware of NZ alcohol, drug and tobacco laws and work eligibility. e.g. illegal to purchase alcohol & tobacco under 18 yrs. of age