



Otago Girls' High School

General Enrolment Information

Code of Practice

Otago Girls' High School has agreed to observe and be bound by the "Code of Practice for the Pastoral Care of International Students" published by NZQA (New Zealand Qualifications Authority). Copies of the Code are available on request from this institution or from the NZQA website at www.nzqa.govt.nz

Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through Immigration New Zealand, and can be viewed on their website at www.immigration.govt.nz

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If your daughter receives medical treatment during her visit, she may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at www.moh.govt.nz

Accident Insurance

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but your daughter may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>.

Medical and Travel Insurance

International students (including group students) attending Otago Girls' High School must have comprehensive medical and travel insurance while in New Zealand.

The insurance must begin one week before the date of your daughter's departure from her home country until one week after her return. If you are arranging this insurance yourself, please forward a copy of the policy documents (translated into English) to the school when you forward the fees.

Otago Girls' High School is able to arrange insurance for you from New Zealand. Please advise us if you require insurance to be arranged.

Health and Safety

In some instances we may be unable to guarantee the health and well-being of the student, because the student has issues relating to mental and physical health that were not disclosed prior to the enrolment or have arisen since arrival. In such instances the Principal reserves the right to return the student to their parents in their home country.

Uniform

All students at Otago Girls' High School must wear full school uniform. The **Otago Girls' High School Profile** outlines the uniform in detail. The summer uniform includes a blue summer blouse, blue skirt and blazer; and the winter uniform includes a kilt, jersey, blazer and tie. Regulation navy blue trousers are able to be worn throughout the year. A regulation school bag must be bought in Dunedin. Students are also able to buy an OGHHS sports uniform after arrival, if required.

Travel

Under the Code of Practice for the Pastoral Care of International Students the school must ensure that leave to travel is only granted where it can be assured that the student will be supervised by approved adults and will be living in accommodation that meets the appropriate standard.

If students wish to travel out of Dunedin at any time they must complete a travel request form which must be approved by the Principal. Travel forms (domestic and international) must be fully completed, signed and received by the Principal at least 2 weeks prior to date of intended departure. The Principal's decision is final.

Please notify the home stay parent and the school if your daughter is to return home during the term breaks or before the end of the school term.

Use of devices at Otago Girls High School

Otago Girls' is a Google school. Please bring your laptop/device to use in your classes.

Please refer to the school's laptop policy for more information

<https://sites.google.com/a/otagogirls.school.nz/student/home/acceptableuse>

Attendance at school

A student must attend all classes in which they are enrolled. There must be an explanation for absences and if a student is sick for more than two days, they must provide a medical certificate from a doctor. If a student is continually absent they can be removed from school by the Principal, as they are breaking the conditions of their student visa.

Grievance Procedure

In all matters of discipline the Board of Trustees will be involved in the decision to remove a student from the school. If the Principal makes a decision which the parents feel is unreasonable or unfair, they can approach the Board of Trustees who will form a review committee and report to the parents.

Please refer to the school **Grievance Procedure for International students**.

ERO Report

Please view the most recent ERO report for Otago Girls' High School.

Add Link