

# Parent Guidelines Q&A



Westlake Boys  
High School

Te Kura Tuarua o Ngā  
Taitamatāne o Ururoto

**Preparing to start**

**Studying at Westlake Boys**

**Living in New Zealand**

**Pastoral Care**

## Preparing to start



### Will there be anyone picking up my son from the airport when he first arrives?

The school will arrange for homestay students to be met at the airport and taken by shuttle bus to their home. We will communicate with parents/agents individually about detailed arrangements. Students living with parents or DCG (Designated Caregiver) will need to arrange transportation themselves.

### What should my son wear and what should he bring for the first day in school?

Your son can wear his own clothes to school on the first day and the International Department staff will help him to buy his school uniform. Students coming for one term only, should wear their school uniform from their home country. Students need to bring lunch and morning tea. We will run an Orientation Programme for new students on the first day.

### What is included in the Orientation Programme?

Your son will learn about school guidelines and expectation. He will do an English language assessment, and the Academic Dean will help him to select his subjects. He will learn the school rules, all the support systems available to him and have his daily school timetable completed. The Orientation Programme is the first step for your son to be welcomed to our school and to get familiarized with life in NZ. We will follow up with more workshops and welfare interviews to make sure he settles in smoothly.

### How do we buy the school uniform and stationery?

International Department staff will help your son to buy his uniform on the orientation day. Please make sure your son has enough money for this. The uniform expense is estimated to be around \$700 to 800. Your son will need to buy his school shoes as these are not sold at school.

There are stationery lists on the school website. Once he has joined his classes, teachers will help your son to sort his stationery. These items can be purchased at a local stationery shop.

### Uniform Requirements

- White shirt with school emblem
- Charcoal shorts or trousers
- School tie
- Blazer
- Charcoal socks



**Uniform**



**PE Gear**



Leather Business Style Shoe.  
Plain leather, no patterns.

Roman Sandal  
(Black or Brown)

Black/Brown Leather  
No Coloured Stitching

## Studying at Westlake Boys

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### **How long does my son need to stay in the ESOL class before he moves to the mainstream?**

ESOL department teachers will have regular meetings to review each student's progress. They make decisions about when they think the student is ready to move to the mainstream, depending on classroom involvement, exam results and homework effort. Even if the students stay in ESOL to Year 13, they are still able to go to university with the required credits, as the ESOL courses are designed for university entrance purposes for senior students.

### **How does my son select his subjects? Who can help?**

All international students get one-on-one course selection support. The International Department Academic Dean will discuss course options with new students. The NCEA system has a wide range of subjects for the students to select from and they are able to focus on what they like and good at, as well as aligned to university entry requirements. Senior students Year 12 to 13 can select six subjects to study every year.

In addition, the Careers Department provides subject selection advice to meet University Entrance requirements.

### **What can I do if I want to contact the teachers?**

In the first instance, you should contact the International Department staff. They will contact the teachers on your behalf and provide first language support if necessary.

### **Where can I find the school reports?**

School reports are generated after mid-year and end of year school examinations. You will receive an email with your son's report. Please check your emails regularly as this is our main formal contact with you.

### **How does my son sign up for extracurricular activities?**

Daily Notices are emailed to students school email addresses, and posted on the school website each day with information about registering for extracurricular activities. Students should check these notices each day. International Department staff remind students at our Virtute Class each day to sign up for extracurricular activities. International Department will manage extracurricular payment.

### **Is there someone in school who can advise on University entry information?**

Yes, the Academic Dean and Careers Department staff can provide advice on university entrance, subject selection, CV preparation and other related information-

The Careers Department organizes university Open Day activities.

### **What if my son wants to have IELTS exam?**

The International Department can organize IELTS preparation and examination through Massey University.

### **Are there any extra learning supporting resources in school?**

The International Department organizes tutoring classes at various times throughout the year, for students to catch up on their study credits. The school also has senior student's available to tutor.

## Living in New Zealand

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### What shall we prepare for moving into a homestay?

There is a Homestay Guidelines Booklet which provides guidance and information on aspects of living in a homestay. Please refer to the Guidelines for detailed information such as students/caregivers responsibilities, expectations, and payments etc. We can send the Guidelines on request.

### Can my son live by himself?

No, international students are not allowed to live by themselves under any circumstances, regardless of their age. They can only live under three conditions: with a parent or with an approved designated caregiver (DCG) or with a school homestay.

### Can he stay overnight with his friends?

Students are not allowed to stay out overnight. If you have family living in Auckland, and you wish to discuss an overnight stay, please contact the International Department.

### Can my son change homestay if he wants?

If there are issues in the homestay, please encourage your son to discuss it with the host family or with us. This could be a learning opportunity for him to learn communication and problem-solving skills. If there is no resolution, we can arrange for your son to move to another homestay.

### What if my son wants to travel during the school holidays? What happens about the payment during holidays?

Please ask your son to come to our office to discuss any possible travel plans. If he wants to go back to his home country during the April, July or October school holidays, the homestay fee will be paid in full as usual. If he goes back to his home country during the end of year summer holiday and plans to come back the next year, a room holding fee will be paid for the holiday period.

If your son wishes to travel within NZ, he can do so with his parents, or the homestay or the Designated Caregiver. The school also has a list of Approved Travel Providers that a student can use for NZ travel. This must be discussed with the International Department before any arrangements or bookings are made.

### How do I claim the remaining homestay balance?

Every year the homestay balance will be kept in the student's homestay account and roll over to the next year. Students can claim the homestay balance refund when they graduate from the school or when they leave school. You will need to send an email requesting the refund and provide bank account information.

### I am a guardian parent. What do I need to do if I want to go back to my home country for a while?

It is very important that guardian parents stay with their sons all the time during their study period in NZ. This is a condition of the guardian visa. If you need to leave NZ for an unexpected reason, please come to the international office at least one month in advance to discuss the next steps for an accommodation arrangement for your son.

### How much pocket money shall I give to my son?

We recommend pocket money of \$400 to \$600 every month to cover transportation, mobile phone, personal items and entertainment costs.



## Pastoral Care

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### How do I know that my son is under good care when he lives in New Zealand by himself?

Westlake Boys High School is a signatory to the Education Code of Practice 2021 (Pastoral Care of International Students). We always put student safety and well-being as our top priority. Westlake has a strong supportive network including teachers, deans, international department staff, host families and other supporting staff. We also provide first language support.

### What if my son is sick or late? Who will do the leave application for the day?

If your son is sick and absent from school, or late for school, the caregiver or the homestay needs to notify the school by calling the school or writing a message to [attendance@westlake.school.nz](mailto:attendance@westlake.school.nz). The school does not accept leave applications from the student or the overseas parent.

### How do I claim insurance?

If the student is sick and needs to see a doctor, he will be taken by his caregiver or, by the International Department staff if the caregiver is unavailable. The student needs to pay all medical costs when he sees the doctor and claim the applicable costs back, with the receipts and doctor's notes. If you purchase the insurance policy from the school, he can bring in all the documents to the International Department and we can assist him to make the claim.

### Can I buy him a car? Is he allowed to drive?

No, international students are strictly forbidden to own or drive cars, regardless of age, while studying at WBHS. Students who live with their parent(s) in NZ can apply in writing to the Director of International Students for dispensation to learn to drive. Driving or owning a car without approval may lead to termination of the student's school contract.

### Who will help the visa renewal?

The student will need to apply online to renew his visa or his agent can assist. The school can help if needed.

### Can my son work part-time?

Year 12 and 13 students may request permission to work part-time from the International Director, who will review their attendance and academic progress to make a decision. Parents are also required to grant permission. If work rights are approved by the Director,



your son will need to apply for a VOC (variation of conditions). He must wait to get these work rights added his Visa before obtaining a job.

### **How does the school communicate school news with me?**

There is a weekly newsletter (Green-striped Blazer) from the Headmaster. The International Department will send you newsletters periodically via email. You can also find out school news via social media platforms such as Facebook, Instagram or other native language platforms.

### **How do I communicate with the international student department?**

Email is our preferred method of communication. We also have social media channels (Wechat, KakaoTalk, Line) where you can message the school. We will reply during school hours. For urgent matters, you can contact the school 24/7 emergency phone: +64 21 062 7349.

### **What if my son does not feel happy and needs emotional support?**

Some students may need additional support to settle into a new environment or get help with other well-being issues. Please ask him to come to talk to the International Department staff. If needed, we can make a referral to the school Counselling Department.

### **What can he do if he is bullied or having some troubles?**

Westlake Boys High School has a zero-tolerance approach to bullying, and teachers, deans and senior leaders take all allegations of bullying seriously. If your son feels he is being bullied, please ask him to come to talk to the International Department staff. He can also come to talk with us about any issues he has. We want our students to be safe and happy and to know that they are well supported here.

For further information, please refer to the school enrolment contract, refund policy and code of conduct.

