



# **Glen Eden Intermediate School**

## **International Student**



## **Orientation Booklet**

*Every School has a story, Welcome to ours ...*

# Welcome to GEIS

## What you need on your First Day

**A positive attitude for learning. Be ready to experience & try new things**

- Uniform.
- Back Pack.
- Lunch, snacks and a drink.
- Pencil Case and Notebook/note paper.
- Chromebook - You may be bringing your own or hire a school Chromebook.
- Physical Education Gear and sports shoes.
- Swimming gear if you start in the 1st or 4th term.
- School black Hat/Cap if you start in the 1st or 4th term.



## What happens on your First Day at GEIS?

- **8:30am**
  - You will meet in the International Room and be greeted by The Director of International Students and/or the ESOL teacher.
  - If you need to purchase your school uniform this will be arranged.
  - You will be given your Orientation and 'Welcome Workbook.'

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- **8:40/9am**

- You will meet your 2 buddies (friends from your class).
- A photo will be taken of you with your buddies.
- You will meet your class teacher and class.
- You will find out where to put your bag.
- If you have brought a mobile phone to school it will need to be placed in the class safe.
- Your buddies will take you on a tour of the school - ask them anything you are unsure of.
- Your class teacher will need to assign your Spec class and arrange 1-2 Spec buddies.



- **8:55 - 10:15am** Block 1
- **10:15 - 10:30am** 1st break
- **10:30 - 11:30am** Block 2
- **11:30 - 11:45am** School wide Fitness (This is compulsory for all students)
- **11:45am - 12:00** 2nd Break
- **12:00 - 1:00pm** Block 3
- **1:00 - 1:45pm** Lunch break
- **1:50 - 2:55pm** Block 4
- **3pm** School finishes. 'Make sure you know where you need to go after school.'

You are not expected to remember everything, so many things will be different.

**DO NOT BE AFRAID TO ASK FOR HELP** from your buddies, other students, teachers, international ambassadors, international department, school office.

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## Making the most of your time at GEIS



- At GEIS we promote a school culture where positive behaviour and learning thrive.
- Get involved - we have a wide range of activities that you can become involved in throughout the year - physical, academic, cultural and extra- curricular.
- Be prepared to learn new things. The food, the people, the language and the culture may all seem strange and the subjects at school may be different to what you are used to.
- Do not be afraid to ask for help, there are many people who can help you.
- Your family has made it possible for you to further your education so work hard, do your best and make your family proud.
- Don't be shy - try to meet new people and talk to different students and teachers and be the first to say "Hello."
- Do not worry if your English is not good - 'Kiwi' people will help you.

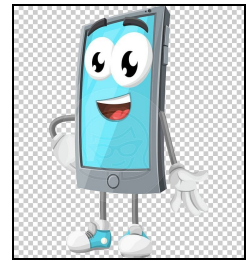


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# Money, Mobile Devices and Valuables

- Do not carry large sums of money with you or bring it to school. Only bring to school sufficient money needed for that school day.
- You should not need more than \$10 cash at school as the tuckshop is really the only place to spend money.
- Talk to your Parent/Agent about receiving weekly pocket money.
- Do not lend money to other students.
- Do not count cash in front of others.
- Do not bring dangerous or valuable items to school.
- Leave any valuable possessions in a safe place at your homestay.
- If needed, you can leave valuable items with your classroom teacher or the International Office.
- Mobile phones can be brought to school. These must be handed to your class teacher at 8:40am to store in the classroom safe. They can be collected at 3pm.
- If you need a SIM card for your phone this can be arranged through your Homestay, Mrs King or your Agent.
- Passports and important documents need to be kept safe. These documents can be given to your Homestay/Agent or we can keep these in the school safe.



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## BYOD (Bring your own device)

- GEIS is a Google School & all teachers regularly utilise devices for interactive, creative & collaborative online learning.
- You will be required to have a Chromebook computer. You may bring this from home, or hire one for the duration of your stay. This can be done through the International Department - see below specifications.
- Minimum screen size: 10"
- Storage Capacity: 16GB+
- RAM: 4GB or higher.
- Operating system: Google Chrome OS.
- WiFi: 802.11g or higher.
- Minimum Battery Life: 6+ hours.
- You will also need a protective case/cover and over-ear style Headphones for video lessons.



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# Uniform

- If you are a long term student you will need to wear the full GEIS school uniform.
- If you are a short term student you may wear the school uniform from your home country or you may wear part of our GEIS uniform, i.e white school polo with your own skirt or shorts.
- All clothing must be named.
- Caps/Hats are compulsory during Terms 1 & 4. These must be plain black.
- School shoes must be plain black leather.
- You will need the GEIS Physical Education uniform + sports shoes. If you are a short term student you may wish to bring your own Physical Education gear (t-shirt and sports shorts) + sports shoes.
- The only jewellery allowed is a watch and one pair of plain gold or silver stud earrings.
- No makeup, coloured lip gloss or nail polish is allowed.
- No chewing gum.



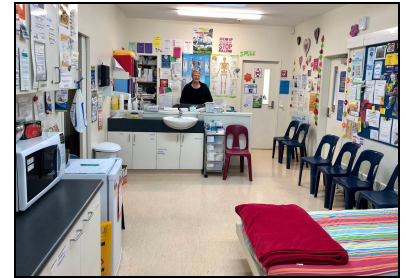
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## Health and Safety

- A qualified First Aider runs our Health Centre.
- If you are hurt or feel unwell at school you need to tell your teacher and have a buddy take you to the Health Centre.
- If you are feeling sick at home tell your homestay and your agent.
- If you are unwell and not able to come to school you must notify the school of your absence.
- It is important that the school and homestay have been notified if you have any health issues or allergies.
- If you have your own medication, please ensure you have notified the school of what it is, why it's being taken and what are the correct dosages.
- You must have Medical and Travel Insurance to cover your stay in NZ. This must cover the time of departure from your home country until your arrival home.
- You must not walk to school on your own.
- GEIS does not allow International Students under the age of 14 years to be home alone.
- If you are going to be late to school, going out on the weekend without your homestay, visiting people's homes including friends, relatives etc you must get permission from the Director of International Students and your Homestay parent.



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## Canteen/Tuck Shop

- In NZ we do not provide hot lunches and students do not all sit together in a cafeteria and have their lunch.
- Lunch/snacks and drink will be provided by your Homestay family.
- We do have a canteen at school that is open before school, break times and lunchtime for you to buy nutritious food and drink.
- Lunches can also be ordered before school or break 1.
- You are able to purchase extra food or drink yourself from the canteen, but this should not be because you are not being provided with enough to eat.



## Stationery

- Chromebook
- Each class will have their own stationery requirements and these are issued by the class teacher and available on the school website.
- Stationery can be purchased from The Warehouse, Warehouse Stationery or Whitcoulls.
- You are required to bring your own pens, pencils etc



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## Transport



Our students catch a school bus, walk or are driven by parents to and from school.

## Absences/Lateness/Leaving Early

- Absences must be notified via phone, email, school website or school app.
- To report an Absence you will need to include your name, class and reason.
- If you are away for 3 days or more you must have seen a doctor and have a medical certificate.
- Make sure that the school has the correct contact details for your parents or your guardian. If none of them speak English we need contact details for a friend who speaks English and your first language.



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- If you arrive at school after 8:45am you must sign in at the school office.
- If you have an outside appointment during the school day which requires you to leave the school grounds; a) you need to have advised the school in advance via email or a dated written note, signed by a parent, homestay or agent; b) you will need to sign out at the school office and wait there to be collected.

## Homesickness

- It is very normal when you first arrive to feel lonely and homesick as you are surrounded by a new and different culture. It will not be long before you feel happy and confident.
- When you are homesick you might miss familiar things like your family, friends, pets, home, food and culture.
- Talk to people, buddies, International Staff, Homestay family and agents.
- Make sure you get plenty of sleep - time zones may make it hard but a lack of sleep can make you tired and homesick.
- Spend time with friends from your own country - sometimes you just want to hear your own language or talk with someone in your first language.
- Learning another language is tiring - be kind to yourself.
- Keep in touch with your family but not too much as this can make you miss home more. Talking to your family back home every day and especially before you go to sleep at night can make you more homesick. Be patient and remember "no one has ever died of homesickness." You will get through it.



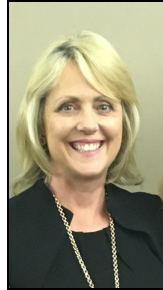
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## Who to ask for help?

Any problem no matter how small is best solved straight away before it becomes a bigger problem. Most things are easily solved. There are so many people who can help you.

- Your buddy/friend
- Your class teacher/Mini School leader
- Mrs King - International Student Director
- Mrs Robinson - ESOL Teacher
- Mrs Peach - Deputy Principal
- Duty Teacher
- International Student Ambassadors
- School Office
- Homestay Family
- Agents



\* If you feel your problem has not been resolved contact NZQA: [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz)

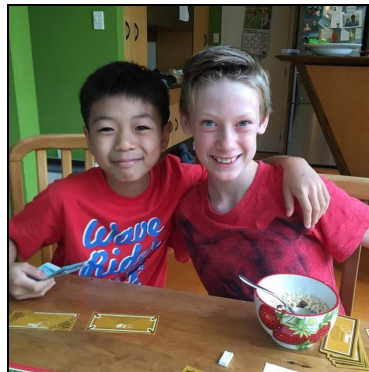
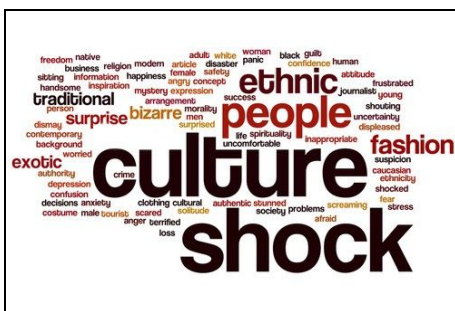
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# Culture Adjustment

- When you move to a new country it takes time to get used to the challenges of a different language, time zone, climate, food, culture, school, people etc.
- You will be tired from all your travelling and saying goodbye to family and friends. You may feel nervous, yet excited as well for the new opportunities of studying abroad.
- Your initial excitement about your new culture can change as the reality of deeper cultural differences sink in. This can lead into loneliness and homesickness which is part of Culture Shock.
- It is important to talk to people who understand - Mrs King, Mrs Robinson, your host Mum or caregiver, your buddies, friends, class teacher, agent.
- Try doing new things, get involved, mix with other people as much as you can



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## New Zealand's Culture

- New Zealanders are friendly, outgoing and welcoming people.
- We are a multicultural society.
- New Zealanders are called Kiwis.
- Manners are extremely important - use please, thank you or excuse me to be polite.
- It is polite to say Good morning, hi and bye to people, teachers, friends, host family and remember to smile.
- New Zealanders are genuinely concerned about people and there is always someone you can ask for help.
- When you meet someone for the first time, try to make eye contact and speak with them. Some people may shake your hand and that is okay.
- Yes usually means Yes and No means No. In New Zealand people say what they believe and feel.
- It's okay to ask a question if you do not understand. You will not lose face or be made to feel embarrassed.
- As a student you will be encouraged to be questioning, flexible and to seek your own answers by thinking for yourself.



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- Seeking and asking for help where needed is a normal part of student life in New Zealand.
- New Zealand offers a very supportive environment for students.
- New Zealand has 3 official languages - English, Maori and Sign Language. English is widely spoken, however Kiwis do talk fast so it's okay to ask us to slow down.
- Don't be afraid to make mistakes - we like people to try new things and to give it a go.
- Be appreciative of what people do for you.
- Sport and the Arts is a big part of New Zealand Culture.
- Kiwi's like to be healthy - eat healthy and have a healthy mind and body.



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## Important Information:

**GEIS School Phone Number:** (09) 817 0032

When calling GEIS from overseas: +64 9 817 0032 or 0064 9 817 0032

**School Address:** 23 Kaurilands Rd, Titirangi, Auckland 0604, New Zealand

**24/7 Emergency Contact:** (Only to be used if an Emergency):

Mrs King 0272 244 058

**Police, Fire, Ambulance Emergency now: 111.** The call is free and you will be asked when you call whether you need Police, Fire or Ambulance.



**Number for Police Non- Emergencies: 105.** This is the number to use for things that have already happened that don't need urgent Police assistance.

**Language Assistance Services - Ezispeak:** 0800 453 771

**Waitakere Hospital 24/7 Assistance:** 0800 80 93 42 or 09 839 0000

## School Hours

**Teaching hours:** 8:40am - 3:00pm

1st Break: 10:15am - 10:30am

2nd Break: 11:45am - 12:00pm

Lunch: 1:00pm - 1:45pm

**Office Hours:** 8:00am - 4:00pm

**Uniform Shop Hours:** 8:00am - 9:00am



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