



Hillcrest
NORMAL SCHOOL

FOREIGN STUDENT ORIENTATION PROGRAMME

Dear Parents / Caregivers,

Once your application for admission as a foreign fee paying student has been accepted and fees have been paid in full, you will be notified of a start date for your child.

1. On the first day of enrolment, please bring your child to the school office where you will be referred to either the Assistant Principal (AP) or Deputy Principal (DP), depending on which area of the school your child will be working in.
2. The AP/DP will provide you with a tour of the school, if this has not been made available to you prior to enrolment. This will include showing you the ESOL teaching space and meeting the staff responsible for this programme.
3. You will be introduced to your child's teacher, and provided with instructions relevant to the classroom. School stationery lists will be given to you and stationery should be purchased from the school office within the first two days of enrolment. At this stage, you will leave your child in the care of the teacher for the remainder of the day.
4. Classroom teachers will ensure your child has a "buddy", who will look after them in the early stages of schooling until they are confident in school routines and ensure that they are introduced to other language speakers where possible, for support during school breaks until personal friendships have been formed.
5. Within their first weeks at school your child will be assessed in English language. Your child will receive additional English language support to meet their needs. This may be part of the in class programme with support or in small withdrawal groups.
6. The school is in the process of establishing a parent portal so parents are able to access information which will help them support their child to adjust to a New Zealand school setting using the New Zealand curriculum. Parents will be able to log in from home using a password. This is expected to be operating from the start of 2009.

7. The school co-ordinator of foreign students, along with senior staff, are always available to students and parents for advice and support. We welcome issues to be discussed before they become a big worry or a problem. ESOL personnel are available to talk with parents on Wednesday mornings at 8.30 a.m. in the ESOL room.
8. The school provides weekly newsletters which contain important information about events in the school. On request, the school can provide you with another parent who speaks your language to assist you in understanding this newsletter.
9. The school provides each child with an individual parent interview on progress and achievement in Term 2 and a written report in December.

We look forward to you and your child having a positive and productive education experience at Hillcrest Normal School.

Irene Cooper
PRINCIPAL