

# **Churton Park School** ESTD 1975

## **International Families Handbook**

**Preparing for  
your time in New Zealand  
Student and Parent  
Pre-Departure Information**



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Page 3	Welcome to New Zealand
Page 4	About Churton Park School
Page 5	Principal - Welcome message
Page 6	Our Website and International Student Policies
Page 7	School Uniform
Page 8	Our 2026 School Dates
Page 9	Living in New Zealand
Page 10	Getting to School
Page 11	Frequently Asked Questions
Page 12	Our School Team
Page 13	Helpful Links
Page 14	How to Apply to be an International Student
Page 16	Your Region
Page 17	New Zealand Seasons and Climate
Page 18	New Zealand Currency
Page 19	Visa and Immigration
Page 20	Airports
Page 21	Travel and Medical Insurance

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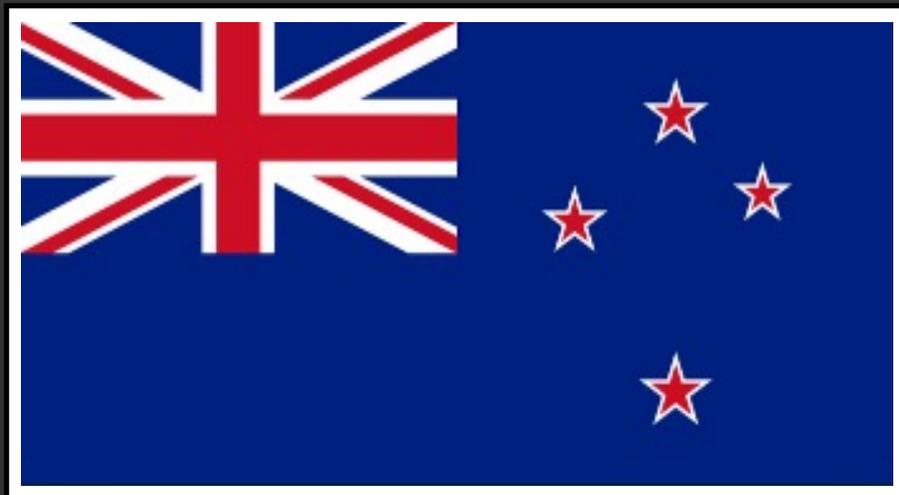
Welcome to New Zealand!

New Zealand is a special place to visit, travel and study. We have beautiful beaches, lovely forests, snowy mountains, green farmland, interesting cities and towns and friendly, welcoming people.

The population of New Zealand is 5.1 million people. English, Maori and New Zealand Sign Language are official languages, although most people speak English.

New Zealand is a popular place for international students. We have an excellent educational system that is recognized around the world.

We are very glad you are coming to New Zealand and spending time in our school. We hope you enjoy your time here, learn something new and make new friends.



## About Churton Park School



Churton Park School is a primary school in Wellington, New Zealand, that serves students from approximately ages 5 to 11. It has a strong focus on foundational literacy and numeracy, along with a broad curriculum that includes subjects like science, arts, and technology, delivered through a local curriculum vision. The school emphasizes key competencies like thinking, managing self, and relating to others, and incorporates STEAM and Makerspace programs. It also offers various extracurricular activities and is known for its high-quality teaching, family atmosphere, and commitment to building values.

We are delighted that you are considering Churton Park School for your child's education in New Zealand.

Churton Park School has a high quality teaching environment, a strong family atmosphere and commitment to building values. These values help our children reach their potential and contribute positively to their world.

Churton Park School provides learning for students from Year 1-6, with an emphasis on enjoying learning within an environment that is caring and innovative. We are located in beautiful Churton Park, just 15 minutes from Wellington City. The school welcomes international fee paying students for visits from two weeks through to long-term enrolments.

## Principal - Welcome message

Kia Ora and Welcome  
Ngā mihi // 欢迎  
Tēnā koutou katoa



Nau mai, haere mai ki te kura o Churton Park

It is my absolute privilege to be the principal of such a wonderful school. We have amazing tamariki, supportive whānau and a brilliant team. We provide primary education for students in years 1 to 6 and the school roll sits around 300 students. We are proud to have a strong connection with our community and are committed to supporting and guiding our tamariki to have a love and curiosity of learning. Established in 1975, we were the first school in the Churton Park suburb and at the start of 2022 we completed a major rebuild and refurbishment of our learning spaces.

We have an emphasis on high-quality teaching, strong community links, and a commitment to achieving our vision of empowered, connected life long learners. We celebrate and live our school values of Manaakitanga (respect), Pou Manawaroa (resilience), Eke Panuku (success), Hauora (wellbeing) and Ngahau (fun).

Our school whakatauki is 'Mā whero, mā pango kua oti te mahi' (when we work together we can achieve great things) this is certainly what our hard-working, incredibly dedicated team work towards each day, making sure to provide quality education outcomes for all students.

Ngā mihi

Matt Stanley

Tumuaki/ Principal

## Our Website and International Student Policies

This is the school's website: [www.churtonpark.school.nz](http://www.churtonpark.school.nz)

You can find information on the schools policies for international students here: International Students are subject to the same school rules and policies as our domestic students. Some important school policies are available to view below, or you can request a copy to be emailed to you. It is important that you are familiar with the school rules and policies.

### [Churton Park School Policies](#)

Username: churtonpark

Password: learningforlife

### [International Learner Policy](#)

### [International Learner Enrolment Policy](#)

### [International Fee Protection and Refunds Policy](#)

### [International Learner Safety & Wellbeing Policy](#)

Code of Practice: Churton Park School has agreed to observe and be bound by the "Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021" (the Code). Copies of the code are available from the school or from New Zealand Qualifications Authority at: <https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/> See the end of this booklet for more details

## School Uniform

There is no school uniform at Churton Park School. However during Term 1 and Term 4 (Summer & Spring) you will need to wear the school sunhat. You can buy the school sunhat once you are in New Zealand from [NZ Uniforms](#).

If your child joins a netball team we have a uniform which is a Churton Park School t-shirt and a skort.

We also have a school hoodie sweatshirt and Sunhat.



Churton Park School Tee  
Product Code: **PRECHUS287B**



Churton Park School Netball Skort  
Product Code: **CPS CFOKSK**



Churton Park School Hoodie  
Product Code: **PRECHU18500B**



Churton Park School Wide Brim Hat  
Product Code: **PRECHUHS6058**

**Our 2026 School Dates**

**Term Dates**

Term 1	Monday 2nd February	to	Thursday 2nd April
Term 2	Monday 20th April	to	Friday 3rd July
Term 3	Monday 20th July	to	Friday 25th September
Term 4	Monday 12th October	to	Wednesday 16th December

**Public Holidays 2026**

	New Year's Day	1 January 2026		Anzac Day	27 April 2026
	Day after New Year's Day	2 January 2026		King's Official Birthday	1 June 2026
	Wellington Anniversary	19 January 2026		Matariki	10 July 2026
	Waitangi Day	6 February 2026		Labour Day	26 October 2026
	Good Friday	3 April 2026		Christmas Day	25 December 2026
	Easter Monday	6 April 2026		Boxing Day	28 December 2026

## Emergency Contacts

Our School phone number is: 04 478 4282

The emergency number in New Zealand for Ambulance, Police or Fire is 111

## Food at School

Many students take their own lunch from home and they pack it in a lunch box.

The sort of food students take varies but some food that students take are: sandwiches, sushi, fruit, raisins, muesli bars, yoghurt, biscuits, crackers, sliced raw vegetables, small snack bags of chips or nuts or dried fruit.



At Churton Park School you can order a lunch from an external service provider via ezlunch. If you wish to purchase lunch for your child please visit [www.ezlunch.co.nz](http://www.ezlunch.co.nz)

The options are:

- Tuesday - Nada Bakery Tawa and Sushi
- Wednesday - Nada Bakery Tawa
- Thursday - Sushi
- Friday - Mama's Sizzler

Orders must be made before 8.00am and lunches are delivered to the school office for the children to collect at lunchtime.

Just remember, food in New Zealand may be different to what you are used to - always try it first, then if you don't like it then it is OK not to eat it again.

While you are eating your food at school, watch other student's manners. What is OK in your culture may not be in New Zealand. Some New Zealander's think it is rude to burp or slurp, reach in front of others, or eat with your mouth open. Try not to. This is part of learning about another culture. Neither is right or wrong – they are just different.

## Getting to School

- After the first day of school, if you are close enough you might walk to school or ride a bike. You might even catch a school bus. Or you might drive in the car with your family.
- We drive on the left side of the road, so if you are crossing a road you need to be very careful— make sure you look both ways! Remember look right first, then left, then right again....then cross the road.
- People living in New Zealand use different ways to get around – walk, bike, skateboard, scooter, car and bus.



## What Does A School Day at Churton Park Look Like?

Our school is open at 8.30am every morning during term time, Monday to Friday. Lessons start at 9am and school closes for the day at 3pm.

9.00 am - Music plays indicating time to go to classroom

1st block of learning begins

10.30am - Morning tea time - children go outside to play

10.50am - Music plays indicating time to go to classroom for read & feed

11.00am - Music plays time for 2nd block of learning

12.30pm - Lunch break - children go outside to play

1.10pm - Music plays for children to sit down outside and eat lunch (if raining inside)

1.25pm - Music plays for end of lunch

1.30pm - 3rd block of learning begins

3.00pm - End of day, children go home or go to after school care Kelly Club.

If children arrive earlier, staff are not responsible for their supervision until 8.30am. There may not be a teacher in the classroom until that time. Children are expected to go directly home (or to a prearranged destination) in the afternoon. They can come back to play on the school grounds with your knowledge and permission. Staff are usually on site until late afternoon but are unavailable or responsible for supervision.

We wish you a happy and safe time at our school and in New Zealand. We hope you enjoy trying and seeing new things, making new friends, sharing information about you, your country and culture and learning more about New Zealand, its culture and people

**Leadership Team**

Principal – Matt Stanley

Deputy Principal – Liz McLean

International Team – Matt Stanley, Liz McLean & Jo Ryan

**Board Of Trustees**

Presiding Member – Stephen Clarke

Treasurer – Aaron Broadbent

**Board Members**

Josh Isaac

Nicole Hodgson

Chris Rodgers

Amanda Hossack

Principal – Matt Stanley

Staff Rep – Carla Macleod

**Administration Team**

School Office Executive – Jo Ryan

Office Administrator – Charmaine Weir

Library Assistant – Hue Ng

**School Contacts:**

Office: (+64) 04 478 4282

Email: [office@churtonpark.school.nz](mailto:office@churtonpark.school.nz)

Web: [www.churtonpark.school.nz](http://www.churtonpark.school.nz)

Absence line 04 478 4282 Ext 1 (24 Hr Service)

**School Hours:**

School Begins 9:00am

School Finishes 3:00pm

Children may enter school buildings at 8:30am



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For many international students and their families, life in New Zealand is quite different to the lives they lead at home. The following links provide useful information about life in New Zealand and will help you prepare for your time in a New Zealand school.

- **Naumai NZ:** <https://naumainz.studyinnewzealand.govt.nz/> Information and suggestions to help you find your way, connect and explore your new home.
- **Tourism New Zealand:** [www.tourismnewzealand.com](http://www.tourismnewzealand.com) Tourism New Zealand's offers some valuable information about tourism opportunities for families while in New Zealand.
- **100% Pure New Zealand:** [www.newzealand.com/int/](http://www.newzealand.com/int/) 100% Pure New Zealand offers some valuable suggestions and information about tourism opportunities for families while in New Zealand
- **Study in New Zealand:** [www.studyinnewzealand.govt.nz](http://www.studyinnewzealand.govt.nz) The official Government site for advice on studying abroad in New Zealand. This site offers information on a range of courses at universities, institutes and schools. You can also read student stories of real life experiences and learn important information about the costs of living in New Zealand.
- **Immigration New Zealand's Studying in New Zealand:** [www.immigration.govt.nz/new-zealand-visas/options/study](http://www.immigration.govt.nz/new-zealand-visas/options/study) This site offers information about studying in New Zealand, student life and working while studying. This site also offers information about visa options for students and families.
- **New Zealand Now:** [www.newzealandnow.govt.nz](http://www.newzealandnow.govt.nz) This Government website share information about living, working, studying and investing in New Zealand as well as information about visas, job prospects and the great lifestyle here.
- **Education New Zealand:** [www.enz.govt.nz](http://www.enz.govt.nz) Education New Zealand (ENZ) raises awareness of New Zealand as a study destination and supports education providers and businesses to export their services and products.
- **Disputes Resolution Scheme:** <https://www.istudent.org.nz/> The DRS supports students to resolve complaints with their education provider.

Churton Park school welcomes international fee paying students for visits from two weeks through to long-term enrolments. To enrol as an International Student, you must live with your parents. You do not need to live in the suburb of Churton Park.

If you are visiting New Zealand, we would be happy for you to come and visit Churton Park School, or we can answer your questions via virtual meeting.

You can apply for enrolment here, and find out important information such as fees and enrolment criteria on our website. If you would like to work with an Educational Agent, you can see a list of Agents we work with here.

We look forward to meeting you and your family soon!

## *How to apply to be an international student*

To apply for enrolment, complete the [Application Form & Contract](#). There is an administration fee of \$500 plus GST, which is non-refundable. This amount is required to be paid when submitting an enrolment application for an international student. Once we receive your administration fee and Application Form & Contract, we will determine if there is space for your child in the school. Providing all the correct documents makes this process quicker. All short stay visits will have an administration fee of \$500 plus GST, which is non-refundable. This money is payable in advance, and fees are reviewed annually.

Fees can be paid into: Churton Park School Board of Trustees

Account: 12-3223-0105516-00

Once all documentation is received an invoice for the tuition fees will be sent which is payable in advance. All contractual arrangements and payment of fees in full must be in place before an offer of place is made.

Churton Park School will then provide you with a receipt of payment and a Letter of Offer which can be used to apply for a Study Visa through Immigration New Zealand. Enrolment will be confirmed once the appropriate Student Visa has been granted.

## *Entry Criteria*

There are no minimum English language requirements to enter Churton Park School. Students will be assessed when they arrive to determine the level of language support required. All international students will be eligible for English Language Support as part of their enrolment, regardless of experience.

## *How to contact us*

We look forward to seeing you at Churton Park School soon. For further information about the school, and to answer any questions you might have, please contact our International Student Team: [international@churtonpark.school.nz](mailto:international@churtonpark.school.nz)

## **Enrolment Contract**

Churton Park School is required by law to have a contract to cover the duration of the international student enrolment at the school. A copy of this contract is part of the Application Form, which you must sign as part of the application process. Please email your completed application and supporting documents to [international@churtonpark.school.nz](mailto:international@churtonpark.school.nz)

The contract covers our obligations to you and your obligations to the school. The contract will be in English, and we are happy to discuss any part of the contract with you if you have any questions.

## **Prime condition of enrolment**

It is a prime condition of enrolment that the student lives with their caregiving parent during their enrolment at Churton Park School. Please note: the school does not accept homestay students.

## **Fees**

**International Student Fees are set annually by the Board of Trustees.**

ADMINISTRATION FEE	\$ 500.00 + GST (per student non-refundable)
TUITION FEES	\$17,000.00 + GST per annum
	\$ 4,600.00 + GST per term
	\$ 550.00 + GST per week

There is an administration fee of \$500 plus GST, which is non-refundable. This amount is required to be paid when submitting an enrolment application for an international student. All short stay visits will have an administration fee of \$500 plus GST, which is non-refundable. This money is payable in advance, and the fees are reviewed annually.

Tuition Fees cover the compulsory costs for the student, including the student's tuition (using the New Zealand Curriculum), ESOL programme (small group ESOL lessons), software licences, and annual swimming lessons. Additional compulsory costs such as sunhat, stationery and, non-compulsory activities such as school trips and school camp will incur additional fees.

If the student requires extra learning support for learning or behavioural difficulties, additional fees will be charged to cover this cost. The amount of these fees vary depending on the type of support needed. It is important to advise of any learning or behavioural issues at the time of enrolment, so that the appropriate support can be arranged and costs can be advised at that time.

Once all documentation has been received and the administration fee has been paid. Tuition fees will be invoiced and are required to be paid in advance. Churton Park School will then provide you with a receipt of payment and a letter of offer. Proof of receipt of fees will be required to gain the necessary Study Visa.

All Tuition Fees charged by Churton Park School are covered by the [International-Student-Fee-Protection-and Refunds-Policy](#).

Below is a map of New Zealand. Can you find where you will be staying?



The average New Zealand temperature decreases as you travel south. January and February are our warmest months, and July is our coldest month of the year.

A helpful website to check the climate and weather in your region is: [www.newzealand.com/int/feature/new-zealand-climate-and-weather](http://www.newzealand.com/int/feature/new-zealand-climate-and-weather)



### Spring

September - November

Average daytime temperatures 16°-19°C (61°-66°F)



### Summer

December - February

Average daytime temperatures 20°-25°C (68°-77°F)



### Autumn

March - May

Average daytime temperatures 17°-21°C (62°-70°F)



### Winter

June - August

Average daytime temperatures 12°-16°C (53°-61°F)

The weather in New Zealand can change fast. Be prepared for changes in weather and temperature, particularly if doing outdoor activities.

## Banking

- New Zealand banks are open from 9.30am to 4.30pm Monday to Friday.
- Automated Teller Machines (ATM's) are widely available at banks, on main shopping streets and in malls.
- International credit cards and ATM cards will work if you have a four-digit PIN code.
- Please check with your bank before leaving home.

## Bringing cash into New Zealand

- You can bring cash to New Zealand.
- However, if it is more than NZ\$10,000 in cash you must complete a Border Cash Report.

## Currency exchange

- Foreign currency can easily be exchanged at banks, some hotels and Bureau de Change kiosks which are found in international airports and most city centres.

## Currency values

- Coins have values of 10, 20, 50 cents, \$1 and \$2
- Notes have values of \$5, \$10, \$20, \$50 and \$100

## Currency converter

A helpful website to convert currency is [www.xe.com/currencyconverter](http://www.xe.com/currencyconverter)



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Before travelling to New Zealand, you need to make sure your passport is valid for at least six months after your expected departure date.

- If you are studying for twelve weeks or less, you will need a visitor visa. If you are from a visa-waiver country, you may obtain this on arrival in NZ. If you are not from a visa-waiver country, you must apply for your visitor visa in your home country, as early as possible (at least eight weeks) before your travel date.
- If you are studying for more than twelve weeks, please apply for a student visa at least eight weeks before your departure date.

A helpful website to find out what you need to travel to New Zealand is:  
[www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa](http://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa)

You can find the list of New Zealand visa waiver countries here:  
<https://www.immigration.govt.nz/new-zealand-visas/preparing-a-visa-application/your-journey-to-new-zealand/before-you-travel-to-new-zealand/visa-waiver-countries>

Some visitors to New Zealand can travel here without a visa if they get an NZeTA before they travel. You can find out more about this and apply here:

<https://www.immigration.govt.nz/new-zealand-visas/visas/visa/nzeta>



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Your flight into New Zealand will be either Auckland, Wellington or Christchurch. The process into the arrival area is the same of all airports.

Complete the New Zealand Traveller Declaration online [here](#). If you don't complete it online, you can complete a Paper Arrival Declaration on board the flight or when you arrive in New Zealand instead



If you do the paper version, give your Traveller Declaration to the Immigration Officer at Passport Control



The officer will check your passport, visa and Traveller Declaration card. They may ask you questions like: Where are you going to be staying? Where was your last destination? Do you have any food with you? Have you visited New Zealand before?



After your passport and visa has been checked you will get an Immigration New Zealand stamp in your passport



Your passport will be returned to you



Collect your bags from the baggage claim area



Your bags will go through an x-ray machine and inspectors might look in your bags



Once you have been cleared by Customs and Biosecurity you will walk through the arrival doors



Welcome to New Zealand!

## Travel and Medical Insurance

The New Zealand government requires you to have insurance to cover your travel and the cost of medical treatment during your stay in New Zealand. Insurance policies must be approved by the school and must meet the requirements of The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.



If you go to the doctor while you are in New Zealand, you will need to pay for the visit and then claim the cost back later with your insurance company.

Please note that if you have a current medical condition we MUST know about this for insurance purposes.

To claim on your insurance for lost or stolen items, you must have your proof of purchase.

### Getting Insurance

You will need to arrange your own insurance. Companies who provide health insurance are:

- Southern Cross: <https://www.scti.co.nz/our-policies/international-student>
- Uni-Care: <https://www.uni-care.org/Policy/NzStudentPlan>

Once you have booked your insurance, this must be approved by the school. Please submit the schedule of cover (in English) to the school for checking: [international@churtonpark.school.nz](mailto:international@churtonpark.school.nz).

Below are some items we suggest you pack for your time in New Zealand. Depending on the time of the year you are coming, you will need to bring different things.

## Essentials

- Return airline ticket
- Passport and current visa to study in New Zealand
- Travel/medical insurance policy
- Any medication you take
- Laptop and mobile phone
- Adapter plug(s) for electrical items. The electrical supply is 230/240 volts



If you are bringing anything valuable (i.e. camera, phone, laptop etc), you **MUST** have copies of the purchase receipt. You will not be able to claim for insurance if you don't have proof of the purchase price.

## Spring/Summer

If you are coming during our spring and summer months we suggest:

- Swimwear
- Sunhat, sunglasses and sunscreen
- Shorts and/or skirts
- Tshirts and/or short sleeve shirts
- Jumper and/or sweatshirt
- Light raincoat
- Good walking shoes and sandals
- Your choice of other clothing and footwear



## Autumn/Winter

If you are coming during our autumn and winter months we suggest:

- Warm waterproof jacket
- Jumper and/or sweater
- Long pants and/or jeans
- Long sleeved shirt and/or tshirt
- Scarf, hat and gloves
- Good walking shoes
- Your choice of other clothing and footwear



## Things You Cannot Bring into New Zealand

Some items are not allowed into New Zealand. These include food, plants and animal products. **YOU MUST DECLARE ANY FOOD YOU BRING WITH YOU.** These items include:

- Meat
- Eggs
- Dairy Products
- Dried mushroom and fungi
- Honey and honey products
- Seeds for human consumption and processing into food
- Nuts, spices, herbs and unpopped popcorn
- Dried, cooked or preserved fruit and vegetables
- Fresh fruit or vegetables

If you do not declare your items, you will be fined around NZ\$400.00 and the items will be taken from you.

We wish you a happy and safe time at our school and in New Zealand. We hope you enjoy trying and seeing new things, making new friends, sharing information about you, your country and culture and learning more about New Zealand, its culture and people

School Contacts:

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Office: (+64) 04 478 4282

Email: [International@churtonpark.school.nz](mailto:International@churtonpark.school.nz)

Web: [www.churtonpark.school.nz](http://www.churtonpark.school.nz)



**Churton Park**  
**School** ESTD 1979

