



"In your light we see light" Psalm 36:9

CAREY COLLEGE

Founded 1988

Christian Primary & Secondary School
for children in Years 1 to 15

**2017
Prospectus**



CAMBRIDGE

Carey College

www.careycollege.com

"In your light we see light" Psalm 36:9



Nurturing in excellence ...

Carey College's small size and safe family atmosphere ensure every child is nurtured with individual attention from teachers who know and pray for their pupils.

Small classes and the flexibility of having all levels of schooling in one school means each child's course is measured, resourced, adapted and progressed according to each child's needs.

... and knowledge

Carey College gives children a solid foundation in knowledge and skill. Our broad subject range using the *Cambridge International Curriculum* at all levels expands children's minds, challenging them to achieve their best.

It also ensures children who need extra help, get it.

Students graduate from each stage of schooling with the world's premiere qualifications from *Cambridge International Examinations*.

... for Christ

We seek to shape everything in our school in the light of the Bible, helping children see that Christ is at the centre of their study and their future, encouraging and equipping them to serve him in the world he made and rules.

Cambridge Associate School
Cambridge International Examinations
Cambridge Curriculum

Foundation Member of The Independent Christian Schools Fellowship
NZQA (New Zealand Qualifications Authority) Accredited
Registered by the New Zealand Ministry of Education
Signatories to the Code of Practice for International Students

21 Domain Road, Panmure, Auckland, New Zealand

www.careycollege.com





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INTRODUCTION

Welcome to Carey College

It is a unique privilege to work in partnership with parents in the teaching of their children, and in partnership with our pupils in their learning. From the youngest student to the pupil about to finish schooling, we encourage diligence in gaining knowledge, understanding and wisdom. "Search for it as for silver, and hunt for it as for hidden treasure. Then you will understand the fear of the Lord, and you will find the knowledge of God." Proverbs 2: 3-5

Our Carey College curriculum, written by our staff, applies a biblical world-and-life view to every subject. Each day learners are challenged to understand what it means to study and live for God in the world God has given into our stewardship. Our Christian curriculum provides the opportunity to know God in the process of gaining knowledge of his creation.

Classes are small. Students are able to achieve as individuals. Teachers identify the particular skills, competencies, and knowledge which are key to pupils' learning, and teach these to each individual child. Attitudes and characteristics consistent with Christian character, such as planning ahead, managing feelings, facing challenges, persevering, caring for others, and faith, are taught and modelled.

Carey College not only offers students a flexible choice of subjects, but pupils are able to study each subject at a level appropriate to their own ability in each subject. As a Cambridge Centre, our teaching programme offers a broad subject range, blending excellence and truth with an internationally recognised qualification.

We welcome your invitation to partner with you in the academic and personal development of your children.

Yours in Christian service
Eunice Hall
Principal





THE CAREY COLLEGE TRUST

The Carey College Trust is a charitable trust providing support and encouragement to the college and its families. The Trust channels generous financial support from Carey College families, past pupils and friends into scholarships and special support. It aims to make it possible for the school to continue its ministry at the least possible cost to parents, and to help families in special need. It is our prayer that more and more families will be blessed with access to Christian schooling enriched by the heritage of Carey College excellence and Christian faith.

Current Trustees are:

Chairman: Mr Michael L Drake

Members: Miss Dianne Eastwood, Mr Philip Holder

A Message from Michael Drake, Principal Emeritus

It is a great blessing to be part of the Carey College teaching ministry. Children are a precious gift from God and at Carey College we have been privileged to see God at work here raising youngsters in faith and wisdom.



God says, "The fear of the Lord is the beginning of knowledge ... the beginning of wisdom." Proverbs 1:7 & 9:10 Our commitment at Carey College is to build on that principle, nurturing each student as an individual called into the service of God; to work with parents, helping you raise your children in Christ; to teach to standards of lasting truth and biblical excellence.

Carey College is pledged to supporting our school community ~ parents, pupils and teachers ~ as it works in partnership to nurture children in excellence, knowledge and skill that prepares them for a life of learning, achievement and service. I am confident that as we trust God to continue the good work he is doing here, he will be faithful.

CAREY COLLEGE LTD

Carey College is owned and managed by Carey College Ltd. The school was founded in 1988 by the Drake family who vested the school's assets and management into what is now called Carey College Heritage Ltd. In May 2016 the Drakes transferred ownership and management to Eunice and Andrew Hall, as directors of the new Carey College Ltd. The new Directors work closely together with Michael and Priscilla Drake to provide stability and continuity, ensuring families have continuing access to quality Christian schooling.



EXCELLENCE

We are committed to helping each child achieve the very best possible in academic knowledge, practical skills and godliness of character. As a Centre registered by the University of Cambridge we teach a unified, international curriculum giving children a seamless progression all the way through their schooling from Year 1 to Year 15, and qualifications recognised for their excellence by employers and universities world-wide.

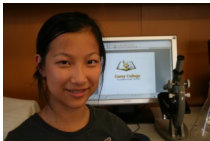


CAMBRIDGE
International Examinations

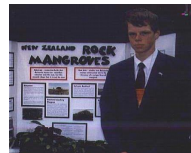
Cambridge Associate School

The achievements of our students have been recognised nationally and internationally through examinations and competitions across the breadth of the curriculum, and the University of Cambridge has repeatedly awarded Carey College its *Top Centre Certificate*.

But it is a mistake to think high standards means excellence for the academically able and everyone else struggles. Excellence the Carey College way means helping all pupils improve and extend skills and knowledge according to their own gifts and calling. Achievement in practical subjects such as woodwork and horticulture is valued as highly as achievement in science and the arts. Because students are not streamed but have individualised goals and courses, each child's learning can be balanced to extend them according to their gifts.



Rennie came top in the world in *Cambridge International Examinations* in IGCSE Science, and AS and A Level Mathematics.



Andrew won the New Zealand Science Fair with original research about mangroves and represented New Zealand at the *Intel International Science Fair* in the United States where he won the *Kodak Award for Use of Photography in Science*.



Jonathan (right) is presented an award by *Cambridge International Examinations* for gaining first place in New Zealand in A Level Computing.



Emily was a finalist (the highest award) in the national *Tower Young Composer Competition*, performing her *Diversions* with the *Netherlands Wind Ensemble* at the New Zealand Festival in Wellington.



Sara won the *University of Auckland History Writing Competition and Scholarship*



JUNIOR PRIMARY SCHOOL



Years 1—6 A Head Start in the Basics

We give children a head start in basics, a foundation for learning. They learn to read, do real maths, and explore the wonder and diversity of the world in which God has placed them.

Small, Nurturing Class

- 25 pupils maximum with small break-off groups as needed
- Learning adjusted to individual maturity and ability
- Attractive, modern computer-equipped classrooms
- Using the Cambridge Primary Curriculum and tests

A Curriculum that Works

- Using phonics, 5 year-olds normally learn to read to a tested 8 year reading level in their first year at school
- Children succeed at the four rules of arithmetic (while their peers in some schools “explore number and shapes” but can’t add and subtract)
- They learn to write stories that tell a story because their ideas are given order and structure—and they learn how to spell accurately, use good grammar, and present work in attractive hand-writing
- In Bible they learn how their daily work relates to what God tells us, how he sustains what he has created, and what he wants
- Basics of Writing, Spelling, Reading, Bible and Maths are extended to include Computing, Science, History, Geography, Physical Care, Art and Music

Working With Parents

- Daily log book, weekly test results, and all work shown to parents
- Regular on-line and written reports, and parent interviews

Junior Primary Hours

9:00 am—3:00 pm

(For this year’s Terms see page 22)

Homework

15—20 minutes each night

Junior Primary Tuition Fee

\$1800 per term

Includes GST, all stationery & most trips.

We have no fund-raising. Conditions apply. For details see page 20



SENIOR PRIMARY SCHOOL

Years 7—8

(Intermediate)

Enrichment & Growth



We continue teaching the basics but enrich the range of subjects and skills, provide opportunities for studies in more depth and develop independence in work habits.

Small Class, Individual Help

- 25 pupils maximum with break-off groups as needed
- Courses are adapted for each student to meet specific needs
- Attractive, modern computer-equipped classrooms
- Using the Cambridge Primary Curriculum and tests

Enriching the Basic Curriculum

- Development of the basics in Bible, English and Maths is maintained
- A balanced core curriculum includes Computing and IT, Science, History, Geography, Physical Care, Music and Art
- Pupils are introduced to languages (these may include Māori, NT Greek & Hebrew)
- Increased emphasis is placed on independent research skills, evaluating and applying information, and responsible decision making
- Technology (including Electronics, Cooking, Woodwork, Crafts, horticulture, and technical drawing) is introduced in years 7 & 8
- In years 7 & 8 exams are introduced (at the end of each year) and students exhibit their first independent research projects in public

Working With Parents

- Daily log book, weekly test results, and all work shown to parents
- Regular on-line and written reports, and parent interviews

Senior Primary Hours

9:00 am—3:00 pm

(For this year's Terms see page 22)

Homework

30-40 minutes each night

Senior Primary Tuition Fee

\$1800 per term

Includes GST, all stationery & most trips.

We have no fund-raising. Conditions apply. For details see page 20



JUNIOR COLLEGE



Years 9—10 Beginning Specialisation & Independent Study

A core course and specialist options prepare students for advanced secondary schooling or vocational options according to individual gifts and calling.

Small Class, Individualized Courses

- 21 pupils maximum: most teaching individually or in small groups
- Gifted specialist teachers bring special opportunities
- Role models cross age boundaries: peer pressure is minimised
- Attractive, modern resources and computer-equipped classrooms
- Using the Cambridge Lower Secondary Curriculum and Tests

Beginning Specialisation and Independent Study

- Modular courses based on the Cambridge Curriculum—students work at their own level in each subject, learning good work habits and responsibility for time management
- Core courses prepare students for Cambridge IGCSE and A Levels
- Core subjects are Bible, English, History & Global Studies, Science, Mathematics, Art, Music, Technology (with computing) and Physical Care.
- Vocational, Life Skills and Extension options can be chosen from the full range of Carey College and Cambridge subjects

Working With Parents

- Parents, pupils and the school plan and monitor courses together
- All assessments are reported on-line to parents as they are completed
- Regular written reports and parent interviews

Junior College Hours

9:00 am—3:00 pm

(For this year's Terms see page 22)

Homework

Years 9 & 10: 1—2 hours each night

Junior College Tuition Fee

\$2200 per term

Includes GST, all stationery & most trips.

Materials in some courses are extra. We have no fund-raising. Conditions apply.

For details see page 20



SENIOR COLLEGE



Years 11—15 Flexible Preparation for Vocations & Tertiary Study

The diverse needs of students are met with extensive course choices leading to international qualifications, vocational certificates and work experience

Individual & Small Group Tuition

- Courses are individually planned and taught in groups of 1 - 5 pupils
- Stimulation from interaction with students of different ages
- Sharing in God's gift of teachers with special knowledge and skill
- Attractive, fully equipped, computerised classrooms and tutorial rooms
- Using the Cambridge International Examinations Curriculum

Flexible Curriculum leads to International Qualifications

- Core subjects are selected from the Cambridge International Examinations (CIE) extensive list with Polytech and vocational options
- Only Bible is compulsory and there are no exclusions in the selection and matching of subject options. Students choose any combination from the whole range of Cambridge and vocational subjects.
- Students can graduate with a CIE AICE Diploma, A Levels, or IGCSE, (see page 12) and vocational qualifications and experience (see page 13)
- Teachers for all courses: no courses by correspondence

Working With Parents

- Parents, pupils and the school plan and monitor courses together
- All assessments are reported on-line to parents as they are completed
- Regular written reports and parent interviews

Senior College Hours

9:00 am—4:00 pm

(For this year's Terms see page 22)

Homework

3—4 hours each night for A Levels

2—3 hours each night for other courses

Senior College Tuition Fee

\$2650 per term, practical subjects extra.
Includes GST, all stationery & most trips.

Materials in some courses are extra.
We have no fund-raising. Conditions
apply. For details see page 20



INTERNATIONAL EXAMINATIONS

Carey College is a *Cambridge Associate School* presenting opportunities for students in a range of qualifications recognised and respected world-wide.



CAMBRIDGE
International Examinations

Cambridge Associate School

College courses include options preparing students for Cambridge International Examinations (CIE examinations) such as A Levels. We also provide access to Cambridge examinations for external students, home-schooled students and students at affiliated schools. A separate booklet *Cambridge International Examinations at Carey College* provides details of courses and qualifications. The main points are:

- Carey College students planning to sit Cambridge examinations must attend a subject evening with their parents at the start of each year
- Year 12 & 13 students aiming for A levels and/or AICE need to plan a two year course of 3 to 8 subjects at AS and A (or A2) level
- Cambridge A and AS Levels provide New Zealand University Entrance
- Students in Years 10-13 may include IGCSE papers in their courses

Subjects

Students may select courses from the full range of Cambridge subjects. Not all are taught at Carey College in any one year, but our aim is to provide teachers and courses to meet each student's gifts and preferences as subjects are chosen.

The range of subjects includes: **Languages:** Afrikaans, Arabic, Chinese, Czech, Dutch, French, German, Hindi, Indonesian, Italian, Japanese, Malay, Marathi, Portuguese, Russian, Sesotho, Spanish, Tamil, Telugu, Thai, Turkish, Urdu. **English:** English Language, Literature in English. **Mathematics:** Mathematics, Additional Mathematics, Further Mathematics, Higher Mathematics. **Sciences:** Agriculture, Biology, Chemistry, Combined Science, Physics, Environmental Science. **Humanities and Social Sciences:** Classics, Divinity, Economics, English Literature, General Paper, Geography, History, History of Art, Latin, Law, Music, New Zealand History, Psychology, Sociology. **Business, Creative, Technical and Vocational:** Accounting, Art and Design, Business Studies, Computing, Design and Technology, Dress and Textiles, Economics, Food Studies, Geometrical and Mechanical Drawing, Thinking Skills.

Why Cambridge International Examinations?

- CIE meets our standards and NZQA qualifications (eg NCEA) do not
- Our Christian perspective is respected and accepted within the CIE framework
- CIE qualifications are recognised all over the world
- They are trustworthy and external-exam based
- They are structured around a challenging, quality curriculum that fits our aims
- They are flexible, meeting the needs of both vocational and academic students
- Cambridge University is one of the world's most respected universities



OPTIONS TO MEET CHILDREN'S NEEDS

Because we aim to help parents with the educational nurture of their children we look for the best way to meet the differing needs of different children. Here are some of the ways we can help:

CAREER & TERTIARY STUDY GUIDANCE

We provide students with detailed assessment and career information, advice on university and vocational courses and enrolment, and tertiary funding. University and Student Support liaison staff regularly visit the school.

VOCATIONAL & LIFE-SKILLS COURSES

Options include practical and academic courses for vocational qualifications, work experience, life-skills and courses in subjects at any appropriate level.

CHILDREN WITH SPECIAL NEEDS

It is basic to our Christian faith that the school community shares its resources in compassionate fellowship with children in special need, integrating them into the life of the school with acceptance, developing individual programmes for social and academic skills in consultation with parents and specialists .

INTERNATIONAL STUDENT ORIENTATION & ESOL

We provide 10 week orientation courses for international students wanting to prepare for enrolment in a New Zealand school. A student visa is not required for these courses. We also provide ongoing ESOL support for international students.

DISTANCE LEARNING

Carey College has a long record of supporting home schooling and other Christian schools. We publish much of our curriculum on our website. Anyone can make use of those resources under the *Open License* explained on the site. (We do not provide support or advice for distance learning students.)

EXTERNAL ENTRIES FOR EXAMINATIONS

The school encourages external students to apply to enter Carey College and CIE examinations. Carey College exams can be sat at home under proper supervision, but external examinations, including CIE, must be sat at Carey College. Students and parents should discuss proposals well in advance of examination dates, and acceptance of any application is at our discretion. Advice about examinations is published periodically on our website.

BRIDGING COURSES

Students who need a little extra help in preparation for vocational or tertiary studies, or to gain an entrance qualification, can enrol for one or two subjects for a semester (two terms).



INTERNATIONAL STUDENTS

We welcome international students and make special provision for their learning and welfare. International Students enrolling in Carey College must

- Have a student visa to study in New Zealand
- Be linked with a local Christian Church that cooperates with Carey College
- If ten years old or younger be staying in New Zealand with a parent
- If over ten years of age be in the care of a parent, or a relative or close family friend appointed by parents as Caregiver (even if living in a Homestay)
- Be able to study at an appropriate level in English or be enrolled in an approved ESOL class
- Pay the International Student Fees as scheduled.

Full details are on our website: <http://www.careycollege.com/enrolling/>

Code: Carey College is a signatory to the 2016 *Code of Practice for the Pastoral Care of International Students* published by the NZ Qualifications Authority. Copies of the Code are available on request from this College or from the New Zealand Qualifications Authority website at <http://www.nzqa.govt.nz>

Health and Travel Insurance: Most international students are not entitled to publicly funded health services while in New Zealand unless they are a resident or citizen of Australia; a national of the United Kingdom in New Zealand; or the holder of a temporary permit that is valid for two years or more. If you do not belong to one of these special categories and you receive medical treatment during your visit you will be liable for the full costs of that treatment. We provide free *Travel and Medical* insurance for international students.

Immigration: Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>. Information about life and work in New Zealand can be found at www.studyinnewzealand.govt.nz/live-work. There is information about the costs of living in New Zealand on the webpage: www.newzealandnow.govt.nz/living-in-nz/money-tax/comparable-living-costs.

Problems: If you have a complaint relating to the Code of Practice 2016, first follow our formal complaint process. Details for dealing with problems are in student's Away from Home Guide and on our website. If this does not resolve your complaint, you can contact the [New Zealand Qualifications Authority](http://www.nzqa.govt.nz) (NZQA) by phone on 0800 697 296 or email qadrisk@nzqa.govt.nz. Or, if it is a financial or contractual dispute, you can contact [iStudent Complaints](http://www.istudent.org.nz) by phone on 0800 00 66 75 or their website: <http://www.istudent.org.nz/istudent-complaints>.

International Student Fees & Refunds: All fees for the full year must be paid before beginning their course. A portion of prepaid Tuition Fees will be refunded if an International Student withdraws before starting at Carey College. No other refunds will be made. For details see page 20.

English Language Requirement: International Students enrolling in courses leading to external qualifications must have passed a Carey College (or equivalent) examination in English to a satisfactory standard.



PART-TIME STUDENTS

We welcome part-time students. The flexibility of our courses and classes means we are able to accept students part-time at any level, especially for Senior College in preparation for Cambridge International Examinations.

Part-time students

- Take part in regular Carey College classes for the relevant level and subjects.
- Have class work and assignments marked and gain the benefit of instruction from our specialist staff and interaction with other students.
- Are eligible for entry into Carey College examinations and Cambridge International Examinations as Carey College students (exam fees apply).
- Are responsible for supplying their own resources such as text books and stationery (although Partner Schools might supply these for their students).

Bible or Divinity is a compulsory course for all students, including part-time students. Up to two other courses may be added for part-time study. (If taking more than three courses at Carey College, full-time enrolment is required.)

Courses for part-time students normally have a minimum of 10 hours of classes a term (usually 1 hour weekly, but this can vary). Practicals (such as labs in science) count as separate courses so that most Senior College part-time science students are likely to need to enrol in two courses for each science subject.

Part-time students will be issued with the same unit guides and class notes as other Carey College students studying the same courses. Their own Partner School or home-school tutors are responsible for guidance not included in Carey College classes, or for help with work included in units but not directly taught in class.

Enrolling: Students may enrol

- directly as for other students (see page 17), or
- through a Partner School (talk to your Partner School Principal)

Partner Schools: Partner Schools enter into an agreement with Carey College that is tailored for each school but usually includes a concession on fees in return for the Partner School being responsible for administration of student's attendance, work, discipline and reporting, and collation of examination entries.

Part-time Student Fees: Fees are available on request depending on the proposed course. They are paid in three instalments, due by the first day of terms 1, 2 and 3. Students from Partner Schools may receive a school-based concession.



MAKING CHRIST CENTRAL TO SCHOOL

Carey College is named after pioneer missionary William Carey. His life is an outstanding example of Christian faith applied to practical living and useful service. He exemplifies the Christianity the College is committed to.

The college opened in 1988 as a Primary School and added its first Primary Distance Learning pupils in 1989. As the College has grown, so too has its ministry, with Secondary Distance Learning pupils beginning in 1991 and the Secondary Class in 1993.

CHRISTIAN FAITH

Carey College is committed to the 1689 Baptist Confession of Faith as its doctrinal foundation. Among the key principles of the Christian faith that influence the character of the College and are incorporated into its Statement of Faith are:

- The Bible is the Word of God
- God, eternal in three Persons, is the Creator and Sovereign of Heaven and Earth
- The Lord Jesus Christ became man (while remaining fully God), died to save his people from their sins, rose, is alive for ever more and will return in glory
- The fear of God is necessary for true knowledge and wisdom
- Teaching is a spiritual activity

CHRISTIAN AIMS

Carey College is dedicated to helping parents nurture a generation for Christ in excellence and knowledge. To do this we have two aims:

- We aim to bring children to a knowledge of Jesus Christ as Saviour and Lord by challenging children to believe in Christ, and showing them how his Lordship applies in every part of the curriculum
- We aim to bring children to self-disciplined maturity, able to live vital, Christ-like lives as effective citizens, by laying a solid foundation of skills, knowledge and Christian values

CHRISTIAN STAFF

Our staff are selected for their abilities as skilled teachers and because they have the special qualities that will provide children with examples to follow. They are vital Christians who know how the Bible shapes the content and methods of their teaching so that everything they do in the classroom points children to God's ways. A full list of staff is on the back page.

CHRISTIAN OWNERS

Carey College is owned and run by *Carey College Ltd* in a relationship that ensures a stable structure for the development and management of the school. All shareholders and directors are Christians committed to the provision of Christ-centred schooling.



ENROLLING

Applications for enrolment are considered for any child on application from parents using College enrolment forms. Full details of enrolment steps are on our website: in every case that is the best place to go for enrolling information. Here we outline the main steps:

How to Apply for Enrolment at Carey College:

- Read this Prospectus.
- Complete [optional] the online *Expression of Interest Form* and pay \$25 application fee.
- Next, complete the *Application for Enrolment Form* and send it to Carey College with the Registration fee of NZ\$100, the most recent school report, a copy of a Birth Certificate or Passport, and anything else that will help us assess the application.
- If your application matches a vacancy we will interview the parents and child.
- We will let you know within a week whether or not your application is accepted.
- All new enrolments are provisional for a term and will be confirmed when we are satisfied the enrolment is appropriate.

Distance Learning:

It is not possible to enrol for Distance Learning. Lesson plans published on our website are available for use under the *Open License* published there, but we are unable to offer personal support for Distance Learning pupils.

Assessing Applications:

We will do all we can to help parents committed to Christ-centred schooling, but we have complete discretion as to which pupils will be enrolled.

Conditions of Enrolment:

- Attendance must be regular and punctual, with absences explained in writing
- Students must complete class work and homework diligently and punctually
- Our school discipline and rules are to be supported
- School uniform must be worn, and school grooming guidelines complied with, while at school, and while travelling to and from school
- Teachers may only be approached about school matters at school
- Fees must be paid by the due date
- Attendance is required for all notified Parent Interviews
- You must give one term's notice of withdrawal from enrolment or courses.

Withdrawal form Enrolment and Courses:

One term's written notice of withdrawal from enrolment or courses is required:

- We must know before a term starts if your child is leaving at the end of that term: you pay that term's fees
- **If you tell us of a withdrawal after the start of a term, you will need to pay that term's fees, and the fees for the following term.**



OUR RULES & POLICIES

SCHOOL RULES

Our school rules are displayed in every classroom and are published in our *Parents' Handbook*. Particular rules and policies that parents need to be aware of when planning for children to attend Carey College are listed on these two pages.

HOMEWORK

Homework is an essential part of the school programme and is to be completed as required. In Grades 1 - 6, children will normally be expected to complete 15 - 20 minutes homework each night. For Grades 7 & 8 homework will take 30 - 40 minutes; Grades 9 & 10: 1 - 2 hours; Grade 11: 2 - 3 hours; and Grades 12 & 13: 2 - 4 hours each night. (We may discuss variations in special circumstances.)

UNIFORM

Details of the uniform and how items are ordered are given on the [school website](#). Pupils are to be neatly, and cleanly dressed in school uniform at all times (including during travel to and from school). During **Physical Care** lessons *Primary pupils* are to wear: Shorts and a T-shirt or top; suitable shoes; *Secondary pupils* are to wear: Track pants or shorts, and a T-shirt or top; sports shoes. All clothing items are to be labelled with the student's name [using a name that makes it unambiguous to which family the item belongs].

Hair: natural, neat and tidy hair, pinned back from the face and long hair tied up off the collar;

No make-up, nail polish or jewellery are to be worn except plain metal studs in pierced ears.

Indoors: Indoor shoes, slippers or socks when inside.

Sun Hats: Uniform sun hats are to be worn when outside in Terms 1 & 4.

INFORMATION TECHNOLOGY (IT) USE & SAFETY

All pupils are issued with a tablet computer, Chromebook, or laptop and have access to age-appropriate computing and internet facilities. We have a pro-active *IT Safety Policy* which, along with our *IT User Contract Form*, is available on our website.

IT use by Primary pupils is always directly supervised by staff. Secondary students are required to sign and abide by an *IT User Contract* committing them to safe and appropriate use.

All computer use takes place in “public” spaces in the school where use is observed and monitored by other students and staff. Secondary students may bring their own lap-tops and tablets to school for school use, providing they always comply with their *IT User Contract*.

Cell phones must be switched off before arrival at school and may not be switched on in any circumstances until the end of the school day.

BYOD: Students may ask permission to bring and use their own tablets and computers; permission may be granted - at the discretion of the Principal. Use of all such devices at school is subject to the same rules for use and monitoring of content, including stored content, that apply for school-supplied devices.



PERSONAL INFORMATION & PRIVACY

All personal information collected and stored by the College is collected only when relevant to the work of the College. Relevant information will be released in the following circumstances:

- A parent or the pupil gives permission
- A pupil is transferring to another school
- Where there is a legal obligation to do so

Under the Privacy Act 1993 you have the right of access to all information we hold about you or your children. We have a detailed protocol regarding Personal Information which we are happy to show you.

Pupils' school work, details of honours earned and awards achieved, and photographs of children in the school environment, and their names, may be published by the school for educational purposes and in publishing information about the school.

DISCIPLINE

Correction may include

- Rebuke
- Detentions (up to 15 minutes at intervals; and for secondary pupils up to 1 hour after school)
- Repeats and/or penalty assignments
- Restitution with a penalty for property damaged, abused or stolen.

Serious Problems: Where serious disciplinary problems arise the College will do its best to guide pupils and discuss the issues with parents to seek a resolution. We may stand down, suspend or expel a pupil when in our judgement the misbehaviour of the pupil is sufficiently serious. Parents or the pupil may ask that any suspension or expulsion be reviewed. The subsequent decision of the school is final. Refunds of fees cannot be given when enrolments end for disciplinary reasons.

PUPILS DRIVING TO SCHOOL

Before pupils drive to school they must meet a set of conditions including applying for and being granted prior permission. Details will be explained on application.

SOLVING PROBLEMS

This is a small school and all members of the school community have direct access to the Principal and other staff. We have a commitment to resolving problems promptly and fairly. We hope that most problems can be resolved informally but procedures for making complaints and resolving problems are set out in the school's *Parent's Handbook*, *Secondary Student's Guide* and *Away from Home Guide* as well as on our website.



INTERNATIONAL STUDENTS

FEES for 2017

Fee Tier	Fee Per Year
Primary School: Years 1 - 8	NZ\$14,200
Junior College: Years 9 - 10	NZ\$16,200
Senior College: Years 11 - 15	NZ\$19,200

Discount: Tuition Fees receive a 2% discount if the year's fees are paid by 3:00 pm on 15 January.

A Full year's fees must be paid before tuition begins.

Fees for students beginning during the school year will be adjusted according to the terms attended. Students beginning in terms 3 & 4 are required to enrol and pay tuition fees for the following year at that time.

Enrolments are accepted from international students on an annual basis. Students who complete a satisfactory year will be offered placement for the following year in November/December, which must be confirmed by payment of a Placement Fee.

These fees include **Uni-Care Travel and Health Insurance**

We accept cash, cheques and direct credit (no Credit Cards). Cash payments may attract a "Cash Handling" fee at the bank which you will be charged for.

ENROLMENT

Registration Fee: All applications require a \$100.00 registration fee. This fee is not refundable.

Enrolment Fee: This fee is required to confirm acceptance of any place offered. This amount is an additional and separate fee and is not offset against tuition fees. It is not refundable. Years -6: NZ\$600; Years 7-10: NZ\$400; Years 11-15: NZ \$200.

WITHDRAWALS & REFUNDS

- If an **International Student** withdraws before starting at Carey College, a refund of prepaid Tuition Fees will be made less a deduction of 25% (to cover the school's commitment to the first term of tuition).
- **No other refunds will be made.**

All fees are in \$NZ , include GST @ 15%, are correct @ 30 November 2016, and are subject to change without notice.



NEW ZEALAND STUDENTS

FEES for 2017

Fee Tier	Fee	
	Per Year	Per Term
Primary School: Years 1 - 8	\$7,200	\$1,800
Junior College: Years 9 - 10	\$8,800	\$2,200
Senior College: Years 11 - 15	\$10,600	\$2,650

Discount: Tuition Fees receive a 2% discount if the year's fees are paid in full by 3:00 pm on 15 January.

Late payment: When a tuition fee is not paid in full 30 days after the due date, the full amount of the tuition fee will incur a penalty of 2%. For example, a \$1800 tuition fee which is only partially paid, or entirely unpaid, 30 days after the first day of term will incur an additional late payment penalty of \$36.

Another payment option is 10 monthly equal payments by automatic payment starting February and finishing November. Please contact the Bursar for further details: <bursar@carey.school.nz>. Please advise the Bursar by 20 January should you wish to take advantage of this option. (The late penalty applies). We accept cash, cheques and direct credit (no Credit Cards). Cash payments may attract a "Cash Handling" fee at the bank which you will be charged for.

Registration Fee: All applications require a \$100.00 registration fee. This fee is not refundable.

Enrolment Fee: This fee is required to confirm acceptance of any place offered. This amount is an additional and separate fee and is not offset against tuition fees. It is not refundable. Years 1-6: \$600; Years 7-10: \$400; Years 11-15: \$200.

Practical Subjects Years 11-15: \$150 per practical subject per term applies to each course in the Sciences, Art, ICT/Computing and Languages.

WITHDRAWALS & REFUNDS

- One term's notice of withdrawal is required. We must know before a term starts if your child is leaving at the end of that term: you pay that term's fees. If you tell us of a withdrawal after the start of a term, you must pay that term's fees, and the fees for the following term.
- Fees paid in advance of their due date may be refunded if proper notice of withdrawal has been given. **No other refunds will be made.**

All fees include GST @ 15%, are correct @ 30 November 2016 and are subject to change without notice.



2017 DIRECTORY

Web site: <http://www.careycollege.com>

Address: 21 Domain Road, Panmure,
Auckland 1072
New Zealand

For administration, email: admin@carey.school.nz

For accounts, email: bursar@carey.school.nz

The school does not wish to receive unsolicited electronic messages at this or any other address

Phone: (+64) 09-570-5873

STAFF

Principal
Mrs E Hall

Teachers & Tutors

Mr S Bier, Miss L-M Daynes,
Mr M Drake, Miss D Eastwood,
Mrs R McQueen, Mr S Park, and Mr G Stewart.

THE CAREY COLLEGE TRUST

Mr M Drake (Chairman), Miss D Eastwood,
Mr P Holder.

2017 TERMS & HOLIDAYS

Term	Starts	Ends
Term 1	31 January	7 April
Term 2	24 April	30 June
Term 3	17 July	22 September
		(Grades 11-15 finish when exams end)
Term 4	9 October	Secondary: 8 December Primary: 15 December

Statutory Holidays falling in term time will be observed.

In 2017 they are: Waitangi Day 6 February;
Good Friday 14 April; Easter Monday 17 April;
ANZAC Day 25 April; Labour Day 23 October.