



**MAUKU
SCHOOL**

We Care
We Contribute
We Conquer

— Est. 1883 —

International **STUDENT** *Handbook*



Mauku Primary School
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International Student Handbook



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We Care, We Contribute, We Conquer

Mission Statement

If we care for ourselves, others and our environment
Then we contribute to our world
And together we conquer our challenges and achieve our dreams

Strategic Goals

PEDAGOGY: High Quality Learning that supports success

Consolidate assessment for learning practices

Review quality assessment practices

CULTURE: Build a strong, inclusive, and engaged school community

Continue to develop use of te reo and inclusion of tikanga

Improved student wellbeing

Support ongoing leadership development

LEARNING: Empowering students and teachers to achieve and succeed

Have clear writing coverage documents which support agentic learning

Structured approaches to English and Mathematics, based on the science of learning

Structured literacy support for at risk learners

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Welcome from the Principal

Kia ora, and a very warm welcome to Mauku School.

On behalf of our staff and students, we are truly delighted that your family has joined our incredible learning community.

Choosing Mauku School means choosing an authentic New Zealand primary school experience. We are a vibrant and creative school situated close to Pukekohe. This location offers a peaceful learning environment, providing an unforgettable taste of Kiwi life, while being conveniently located only about 35 minutes from Auckland International Airport, making your travels straightforward.



James Christie
Principal

We are a well-resourced school with a dedication to ensuring your child enjoys the very best learning experiences. Our staff is an exceptional team of passionate teachers and support staff who go above and beyond for our students. They provide high-quality teaching and experiences where children can be confident, eager to collaborate, and engaged in learning. Your child will be welcomed by our friendly children and will join a supportive community with a strong sense of partnership with our parents.

We are confident that Mauku School will provide a truly memorable, enriching, and unforgettable chapter in your child's educational journey. We look forward to getting to know your family and welcoming you into the Mauku whānau (family).

Key Staff



Shane Keown
Deputy Principal / International
Student Director



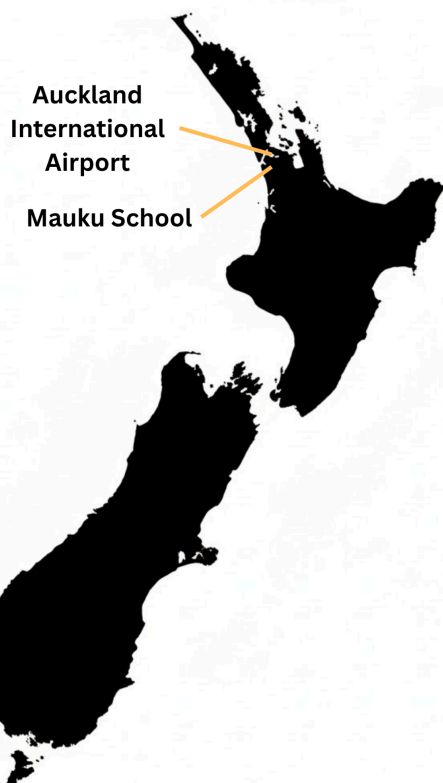
Chantelle O'Callaghan
Executive Officer / Pastoral Care
Coordinator



Janine Taylor
Office Manager / Enrolment
Officer

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School Location and Transport



Mauku School is nestled amidst the picturesque paddocks and pastures of the Franklin District, offering a serene, country-like setting.

We are approximately 35 minutes drive from the Auckland International Airport (AKL), ensuring a straightforward and stress-free arrival for international students and their families.

Locally, we are just 10 minutes drive from Pukekohe, a thriving community hub. Pukekohe provides all necessary amenities, including excellent shopping, a variety of cafes and restaurants, healthcare services, and local entertainment. Our close proximity to Pukekohe High School is especially convenient for families who have older siblings enrolled in their international student programme.

For student transport, Mauku School operates a dedicated school bus service for the local area. Detailed route and schedule information will be provided upon enrolment. Alternatively, families are welcome to drive their children to school.

School Day and Bell Times

Our daily schedule for students across Years 0 to 6 is structured to maximise learning and wellbeing.

- 7:50 Bus students arrive / Breakfast Club
- 8:15 Drop-off for non-bus students
- 8:45 School starts
- 9:50 – 10:00 Brain Food Break
- 11:00 – 11:30 Morning Tea Break
- 1:00 – 1:30 Lunch Break
- 2:35 Bus students leave
- 2:45 End of School (Pick-up for all non-bus students)

We hold school assemblies twice a week at 9:00 on Monday and Friday mornings.

On your child's **first day**, they will be formally welcomed to our school community with a **traditional Māori greeting, a mihi whakatau**. This special ceremony is a wonderful way to introduce new students.

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Term Dates

2026

Term 1: Monday, February 4 – Thursday, April 2

Term 2: Monday, April 20 – Friday, July 3

Term 3: Monday, July 20 – Friday, September 25

Term 4: Monday, October 12 – Wednesday, December 16

International Student Programme

Our programme at Mauku School is designed to ensure a welcoming, supportive, and academically rich experience for every international student. We focus on seamless integration into school life while providing targeted language assistance.

Students will be placed in a class with students of the same age to ensure full immersion and social integration. We offer a balanced and comprehensive New Zealand curriculum, covering Mathematics, Reading, Writing, The Arts, Social Sciences, Health and Physical Education, and Science. Our experienced teachers consistently adapt programmes and learning activities to meet individual student needs, actively supporting strong academic achievement and smooth learning progress.

To help your child settle in quickly and confidently, every new international student will be paired with a friendly student buddy to assist with daily routines, activities, and all Education Outside the Classroom (EOTC) opportunities. Our International Student Manager oversees the buddy. In addition, for long-term students, our ESOL staff provide focused support and targeted language learning to accelerate English proficiency. Our dedicated team works together to ensure your child receives the highest level of care and an integrated learning experience at Mauku School.

School Rules

At Mauku School, we aim to create a safe, respectful, and positive learning environment.

Our core principle is simple: We respect, help, and support each other. Courtesy and respect must be shown to all students and staff at all times.

For safety, students are not to leave the school grounds unless accompanied by an authorised adult. The Staffroom and classrooms during break times (unless it's raining) are out of bounds. For sun safety, hats must be worn outside during Terms 1 and 4.

Only the Mauku School uniform is to be worn. Upon arrival, students must complete a cyber safety agreement. Mobile phones are handed in to the school office upon arrival and collected at the end of the day.

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Stationery, Uniform, and Other Resources

All essential resources your child needs for their time at Mauku School will be provided, with the costs included in our fees. This ensures a straightforward start for your family. We supply all necessary stationery and classroom materials. Senior students will also be provided with a Chromebook to use for their learning while they are enrolled with us. Please note that families are responsible for supplying their child's daily lunch.

Our school uniform consists of a polo shirt and black shorts. We also offer school jerseys, and students require school hats in terms 1 and 4. All uniform items are supplied by the school. Short-term students are required to return these at the completion of their stay, or they can be purchased through the office. Long-term students may keep their uniform.

Communication with Families

At Mauku School, we communicate in a number of ways...

Email: Teachers or the office staff will use this to contact you or to communicate information with you. The email address for teachers is commonly the person's name followed by @mauku.school.nz (for example, shane@mauku.school.nz). Our office email address is admin@mauku.school.nz

School Newsletters: These are emailed.

Facebook: We have a closed Facebook page where we share information and celebrate the awesome things that happen at Mauku School. Search for Mauku School, request to join and answer the security questions.

Seesaw: This is an app which teachers use to share students' learning. You receive a notification when work is posted to this platform.

Skool Loop: This is an app that allows us to send you notifications or permission forms. Our newsletter and calendar are on this app too. You can also let us know about absences through this app.

Phone: The office is available for you to get in touch with us on 09 236 3654.

Absences

We understand that occasionally you may need to miss school due to illness or other unavoidable reasons. If you are going to be absent, it is important that your parents or caregivers notify the school **before 8:45 AM** on the day of the absence.

There are four easy ways to let us know:

- You can **call the school office** directly.
- You can **email our administration team** at admin@mauku.school.nz.
- A text message can be sent to **021 123 0481**.
- Alternatively, you can use the **Skool Loop app** to submit an absence notification.

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Appointments

If you have an important appointment, such as a visit to a doctor, dentist, or any other appointment, that requires you to miss class, you must notify the office or the International Student Director in advance. Provide them with written proof of the appointment, such as a card or email, so your absence can be recorded as authorised.

Medication

If you require any medication to be administered during school hours, a specific medication form must be completed first. These forms are available from the office. The office will then keep your medication securely in a locked cupboard for dispensing as needed and according to the instructions on the form.

After Hours Contact

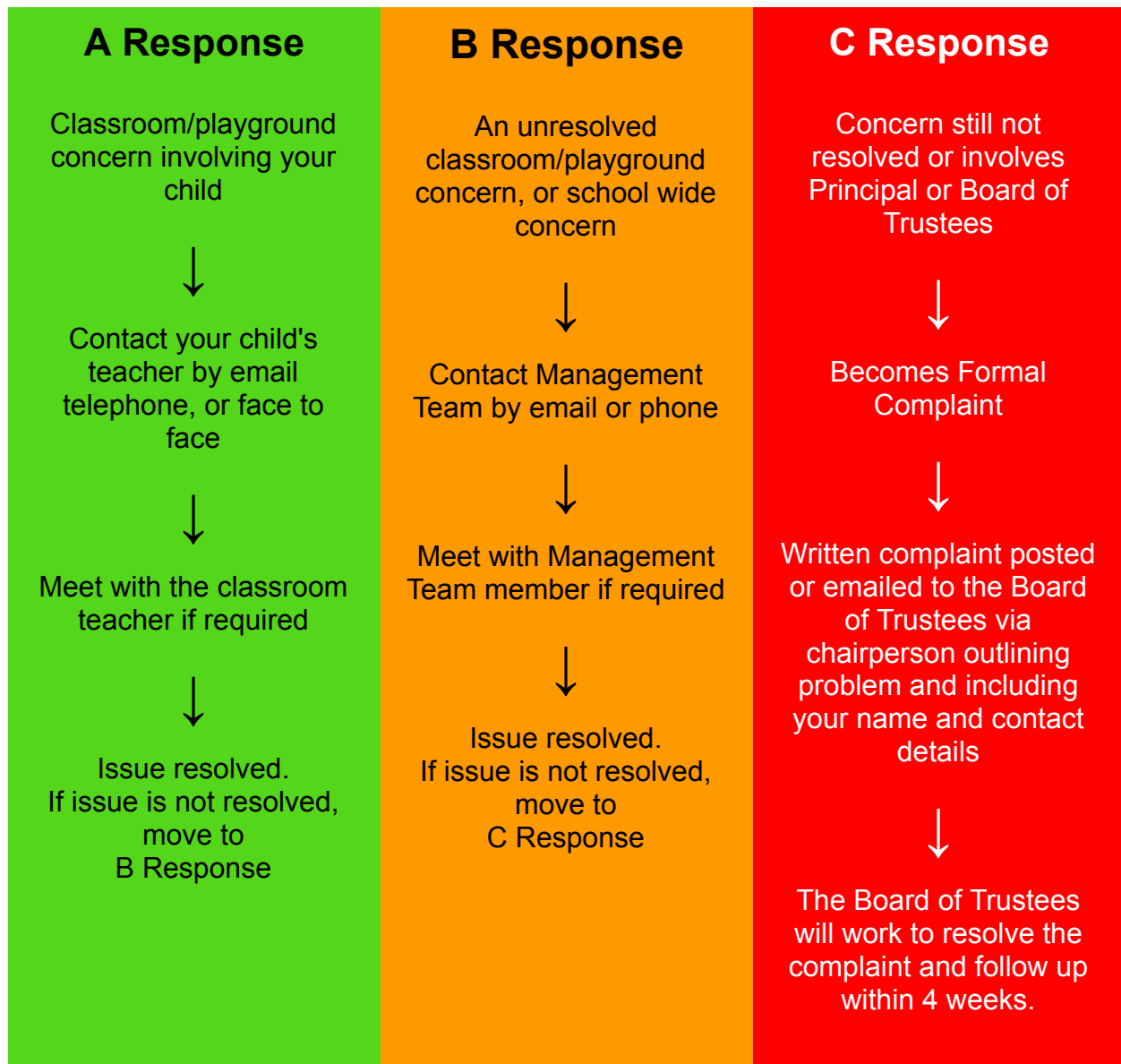
Should issues arise outside of normal school hours, a 24/7 contact is available on 022 044 2322.

Co-curricular and Extra Opportunities

Mauku School is proud to offer a wide range of engaging extra-curricular activities and learning opportunities designed to enrich your child's experience here. Students can explore interests like environmental care by joining the Bee Club or the dedicated Enviro School group. For those interested in cultural expression, we have opportunities for involvement in both Kapa Haka and Pasifika performance groups, as well as a popular drumming program. If your child is interested in participating in any of these activities, they simply need to ask their classroom teacher about the sign-up process.

As a core part of our program, we also schedule regular Education Outside the Classroom (EOTC) experiences, which are integrated into the school calendar, and it's possible these exciting trips may occur during your visit period. We are actively involved in regular sporting events, and in winter, we offer a netball team specifically for our Senior girls. In addition to our regular school program, we always arrange for our international students to enjoy a special visit to a local farm to experience a unique part of New Zealand life.

Complaints Procedures



Fee-refund Policy

The school's responsibility for the student ends on the last day of enrolment. Please note that either party may terminate this agreement at any time upon 2-weeks written notice being given to the other party.

If the agreement is terminated, the Refund Policy will apply. If a student withdraws from Mauku School before the completion date, they may be eligible for a refund of tuition fees. The school will always investigate requests for a refund and act fairly.

The conditions of the policy must be accepted and signed before enrolment begins. The school holds sufficient reserves to be able to refund the student's fees if the school is unable to provide, or continue with their stay.

Visa Requirements

Short-term

Students from visa waiver countries are eligible for short-term visitors visa and may study for up to three months under this visa. To see if you are eligible for a short-term visitor visa, please visit Immigration New Zealand.

Long-term

You need a student visa if you want to study in New Zealand for more than 3 months.

All International Students, whether previously enrolled at another school or not, must obtain a student visa to attend Mauku School. A student visa is particular to that student and that school. Mauku School must be named on the student visa. If you are studying for more than twelve weeks, please apply for a student visa at least eight weeks before your departure date.

Passports

Passports of students and parents will be checked for immigration status and must be provided to Mauku School or our authorised Enrolment Officer as required. A photocopy of the passport and visa will also be taken prior to the commencement of any tuition.



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