



John Paul College
ROTORUA | NEW ZEALAND

INTERNATIONAL ORIENTATION BOOKLET



*Nurturing Excellence
while on Adventure*

Welcome to John Paul College. We hope you enjoy your time at JPC and take the opportunity to experience everything our school has to offer.

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Who's who?

You will meet many people during your first few days. Here are some of the people you may meet early on. Remember – they are there to help you.

Mr (Patrick) Walsh is the Principal of John Paul College
Mrs (Ali) McHugh, Mr (Peter) Sinclair, Mrs (Maree) Stewart and Mr (Stephen) Bloomfield are the Deputy Principals.

Mr (Stephen) Bloomfield is the International Director & International Dean
Mrs (Jo de Loryn) is the International Homestay Co-ordinator
Mrs (Bronwyn) Mora is the International Administrator

Deans

Mr (Stephen) Bloomfield is the International Dean for school based issues, including Academic support

Year 7	Mrs Brigit Nieuwboer
Year 8	Miss (Sarah) Collins
Year 9	Mr (Paul) Johnson
Year 10	Mr (Terry) Hughes
Year 11	Mrs (Minka) Webb
Year 12	Mrs (Sherry) Brewer
Year 13	Mr (Stephen) Bloomfield

School Counsellors

Mr (Neil) Carter and Mrs (Nancy) Macmillan are the school counsellors

Administration Building

The people who will help you here are:

Mrs. (Sue) Rowles - Main Reception
Mrs (Cathy) Flavell – Student Reception also known as the student counter.

JPC also has a school nurse who is based in the student reception

Accounts Office – School Fees & Payments

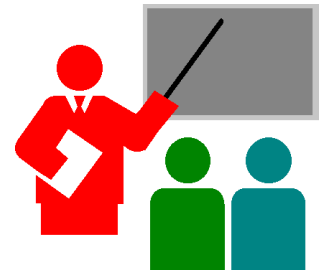
Mrs Julie Boyce
Miss Cherie Bennett



Who will be teaching me?

You will have several people teaching you. Staff at John Paul College are known by two letters from their surnames on the timetable, for example:

Mrs Noeline Lewis is LN
Mrs Hewitson HS



When you have your timetable, you can complete the table below:

Subject Codes	Subject	Teacher's Initials	Teacher's Name	Room



DAILY TIMETABLE

	<i>All days except Wednesday</i>
8:30 am	Moving to class
8:35 am	Form Time
8:55 am	Period 1
9:55 am	Period 2
10:55 am	INTERVAL
11:15 am	Moving to class
11:20 am	Period 3
12:20 pm	Period 4
1:20 pm	LUNCH (<i>eating areas-seated</i>)
1:35 pm	Lunch
2:00 pm	Moving to class
2:05 pm	Period 5
3:05 pm	End of Day
	<i>Wednesday only</i>
8:20 am	Mass (optional)
8:55 am	Period 1
9:55 am	Period 2
10:55 am	INTERVAL
11:20 am	Period 3
	<i>Rest of day as same</i>
Friday 8.35 am	<i>International Form Class – International Centre IN2</i>



TIMETABLE

Week A	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1					
Period 2					
<i>Interval</i>					
Period 3					
Period 4					
<i>Lunch</i>					
Period 5					
Week B	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1					
Period 2					
<i>Interval</i>					
Period 3					
Period 4					
<i>Lunch</i>					
Period 5					



GOALS

On this page we would like you to set yourself some goals. A goal should be something measurable. For example, setting yourself a goal to work hard is not very clear. A better goal would be:

For example: "I am going to join a sports team this term".




So, when you achieve your goal it is obvious you have done so.

- Write down 1 goal you will achieve by the end of the first week.
- Next, write down 1 goal you will achieve by the end of the first term.
- Finally, write down 1 goal you will achieve by the end of your first year.

One goal for the end of my first week at John Paul College is	
One goal for the end of my first term at John Paul College is. . . .	
One goal for the end of my first year is . . .	



WHAT TO DO IF...

<p>You are late for school</p>	<p>If you arrive during Form period, report to your Form Teacher. If you arrive after Form period, report to the student counter. You must have a note otherwise there is a consequence.</p>
<p>You know you will be away</p>	<p>Bring a note to your Form Teacher. Ask a parent/caregiver to phone the College Office (ph 347 8795) or use the John Paul College App.</p>
<p>You have been absent from School (eg. Dentist/Doctor)</p>	<p>Bring a note to the student counter before the day Form time. Pick up your Leave Permission Slip from the student counter at Interval. You must sign out and sign in. If you are out of school with no permission, there will be consequences.</p>
<p>You need to buy stationery</p>	<p>See the Office for the purchase of basic stationery needs.</p>
<p>You don't have the correct Uniform on</p>	<p>Show a note to the Duty Dean who will issue you with a Uniform Pass. You must be carrying a Pass. If you are out of uniform and do not have a uniform pass there will be consequences.</p>
<p>You need to use a phone</p> 	<p>There is a phone for student use (in the case of emergencies only) at the Office. This is to be used at interval and lunchtime only. A note from the teacher is required during class time.</p>
<p>You need to find out about Bus Travel</p>	<p>Mr Cook is the bus co-ordinator and will answer any question you have or ask at the International Office.</p>
<p>You have money for trips etc</p>	<p>Do not carry money with you during the day. Pay the money to the office. Put your name, what it is for and how much on an envelope and put it into the slot at the student counter.</p>
<p>Change of address/contact phone/emergency contact details</p>	<p>Tell the Office and they will record your new address and/or phone number, parents' change of employment contact number and/or emergency contact number.</p>
<p>You are feeling unwell or have hurt yourself</p>	<p>Go to the Office and see the Nurse.</p>



You are being teased or harassed	You can talk to any of these people, they will help you immediately – Form Teacher/your Dean/Guidance Counsellor/Nurse/a member of the Anti-harassment Team.
You want to talk with someone	You should talk with the Guidance Counsellor, or with the Nurse. The Community Nurse visits the College once per week as well. Anything you tell them is CONFIDENTIAL..
You want to talk about your Studies	Mr Bloomfield
You want to find out about Careers or tertiary courses	See the Careers Adviser, Mrs Hewitson
You have a concern or complaint	You can talk to your Dean or the DP, or the Principal. It is a good idea to write down your complaint or your concern.
You lose something that belongs to you	Report your loss to your Dean or to the Office. Lost property can be reclaimed from the Office. Please name ALL your property for easy return.
You have something confiscated	Confiscated property can be reclaimed from the Year Level Dean at the end of each term.
Something is stolen from you	Tell your teacher immediately and then report it to your Dean.
You are on Daily Report	Collect your Daily Report at the start of each day from the Dean's office. Take it home to be signed by your parents/caregivers and bring back to your Dean the next morning.



SUPPORT SERVICES FOR INTERNATIONAL STUDENTS

Mr Bloomfield Director of International Students & International Dean

Mrs Jo de Loryn is the Homestay Co-ordinator. Please speak to her if there are any concerns relating to your homestay.

Mrs Bronwyn Mora, is the International Administrator. Please discuss enrolment, visa, refunds, contingency or any administration concerns or needs with her.

Your **Form teacher** is available to help with any immediate school related problems.

The **Dean** responsible for your year group will also help.

Subject teachers and heads of departments will help with issues related to your academic work.

The **School Guidance Counsellors**, Mr Carter & Mrs Mc Millan are available.

The school nurse is on duty during school hours and a community nurse visits school once a week.

The sports co-ordinator, **Mr Faulkner** will advise on sports facilities and fitness issues.

Your ESOL teachers can also help

If necessary, we can arrange for somebody who speaks your native language to talk with you or to help you explain what you want.



John Paul College Code of Conduct

1. Respect the Catholic and La Sallian character of the College.
2. Abide by the school rules and policies found on the school website www.jpc.school.nz
3. Abide by the homestay guidelines as laid out in the JPC Student Handbook which can be found on the school website www.jpc.school.nz/international. (The Contract of Enrolment can be terminated if JPC is unable to guarantee accommodation due to the student's behaviour.)
4. Fully cooperate with the teachers in the learning process and complete all classroom work and homework to the best of my ability.
5. Participation in sport and cultural activities is encouraged. Non participation in school-based activities can be ultimately decided upon, together with and by the International Director.
6. Wear the school uniform correctly at school and to and from school.
7. Attend all scheduled classes unless sick.
8. Be on time for classes and arrive with correct equipment ready to learn.
9. Only use approved electronic devices in class for school work.
10. Phones can only be used for education purposes at the teacher's discretion. Having a New Zealand mobile phone to communicate with homestay family is compulsory.
11. Follow the terms of the JPC Cyber Safety Agreement by never visiting sites or viewing content which is deemed inappropriate.
12. Not own or drive a car or motorbike.
13. Overnight independent travel outside Rotorua is allowed only within the JPC procedures and permission regulations.
14. ALL drugs including alcohol, cigarettes, e-cigarettes and vaping are prohibited.
15. Show respect for self, others and those in authority and never willfully cause damage to school property or facilities.
16. Abide by and not violate the laws of New Zealand.



UNIFORM

An outward sign of loyalty and pride in the college is shown by the correct wearing of the school uniform.

The College Uniform Shop is the only supplier of the JPC school uniform. Open 8.00a.m-4.00p.m Monday to Wednesday during term time only (closed for lunch 11.30a.m – 12.30p.m).

School uniform and dress code

We believe it is important that our students are always dressed correctly and only wear items on the uniform list. We know this will make them proud of themselves and their College. All items are to be of regulation style and colour and to be purchased from our Uniform Shop.

Uniform items need to be clearly named, cleaned, ironed and mended. Full school uniform is to be worn between College and home, both ways. No smoking when in school uniform.

DRESS CODE

Boys

School ties are to be worn up on the first shirt button for the senior uniform and all shirts are to be tucked into trousers. Trousers/ shorts should fit comfortably around the waist. If they are too loose then a belt should be worn to keep them in place. Knee socks should be pulled up above the calves. Shoes should be clean and tidy. Any T-shirts or skivvies worn under shirts should not be visible.

Girls

School ties are to be worn up on the first shirt button for the senior uniform. White socks should not have logos on them. Shoes should be clean and tidy. Any T-shirts or skivvies worn under shirts should not be visible. There are to be no split seams in skirts.

PE and Sports Uniform

Must be worn in PE and when playing sport for the school.

Hairstyle

Should be reasonable, out of the eyes, a natural colour, tidy and tied back when longer than the collar. Hairstyles should not attract unnecessary attention and no number 1 haircuts – all haircuts and colour are at the Principal's discretion.

Footwear

Shoes – Basic black leather College shoes.

Sandals – Flat, black and plain sandals with heel strap (summer only)

Jewellery

One plain gold or silver stud or sleeper in each ear lobe only. A wrist watch. Bone or greenstone carvings, crosses or crucifixes are permitted, but must be worn under the uniform and be hidden from sight.

Makeup

Makeup (including nail polish, eye shadow, etc.) is not allowed.

Facial Hair

All boys must be clean shaven.



CO-CURRICULAR ACTIVITIES

John Paul College offers a wide range of activities for students to participate in, outside the classroom

SPORTS

Athletics

Tennis

Triathlon

Badminton

Hockey

Soccer

Swimming

Rowing

Volleyball

Squash

Canoe Polo

Basketball

Waterpolo

Netball

Rugby

Cricket

Hoe Waka

Touch

Cross Country

Life Saving

Golf

Chess

Floor Hockey

Mountain Biking



CULTURAL

Orchestra

Pacific Island's Club

Bands

Senior & Junior Maori Club

Debating

Shakespeare Competition

One Act Play

Theatre sports

Chanel Shield

Choir

Speech & Drama Lessons

Te Roopu Kapa Haka

Production (every 2 years)

Public Speaking



POSTAL MAIL

If your family want to send a letter or parcel please ask them to write your name clearly in English and set out as follows:

Example:

John Smith – Student
International Office
John Paul College
PO Box 5040
Rotorua West
Rotorua
NEW ZEALAND

Write your own homestay address here:

CELL PHONE / INTERNET

You must have a cell phone that works here in New Zealand.

We can help you buy a sim card which you can put into your overseas phone if it not one that is locked. Failing that, it might pay you to purchase a cheap mobile phone, which probably cost anything from \$50 upwards.

Internet services is not free in New Zealand so please talk through the options at home. At school, once you have signed an Internet Contract you will be given a passport to access the school computers. Please take note of the strict rules at JPC regarding use of digital gadgets.



HOMESTAY FAMILY

(Please read your Student Homestay Booklet for more details)

STUDENT RESPONSIBILITIES

As a new member in your homestay you will be required to:

- Respect the privacy and cultural values of your homestay family. Respect the home and belongings of the family you are staying with.
- Enter into family life as you would in your family.
- Be prepared to try new foods and dishes.
- Talk to your homestay if there is anything that is bothering or worrying you. They are there to give you help and guidance.
- Accept the rules of the household. They will be no more than what the family expects from each other.
- Participate in chores and activities around the house. This may include jobs such as doing the meal dishes occasionally.
- Keep your own room tidy and tidy your own belongings in other areas of the house.
- Respect both the male and female members of the family. In New Zealand there is a strong belief in equal partnership in the home.



THINGS TO DO IN ROTORUA

Rotorua is the Tourist Capital of New Zealand. There are many attractions and activities to enjoy outside your study hours.

The Rotorua Visitors Centre in Fenton Street is a very good place to learn about the many activities available.



Here is a selection of free activities (with proof of residence in Rotorua):

Te Puia

Ohinemutu – Historic church and Maori Village

Rotorua Public Library

Wai-o-tapu Thermal Wonderland

Forest Information Centre in Long Mile Road – learn about the forestry industry

Many other activities have reduced prices for locals:

Rainbow Experience – Springs, Trout and Farm Show

The Agrodome Farm Show

Skyline Sky Rides – Gondola and Luge

Paradise Valley Springs – Natural springs, animals and nature park

Hells Gate – Thermal Activity

Polynesian Spa – Natural thermal waters for a spa bath and swimming

The Buried Village – see the effects of the mighty volcanic eruption

The Wall – Indoor climbing

There are many sports clubs available both through the College and locally. Your homestay family will be able to help with this, and also the school.

Please see www.rotoruanz.com or www.sportbop.co.nz for more information



Finding Directions

You will find most people in Rotorua are very helpful and friendly. Rotorua is a tourist city and we are used to visitors from overseas who do not know the city or have a problem with their English. Do not be afraid to ask somebody for directions. We suggest you keep the JPC International business card in your wallet with the address and telephone number of your homestay on the back. If you get lost and cannot remember your way home, show somebody the card and ask for their help or telephone your homestay family or the International Director and ask for help.

City Transport System



Ask international staff for a timetable if needed.

UBER: Rotorua now offers Uber services

STAYING SAFE

Generally, Rotorua and other New Zealand Cities are safe places to be. However, you do need to take some basis precautions.

- DO NOT walk the streets alone at night
- AVOID short cuts that are not visible to the general public
- ALWAYS lock your bicycle
- NEVER leave valuables unattended or in visible locations
- ALWAYS wear a bicycle helmet when cycling
- IF you are approached by a stranger, or strangers and you feel threatened, go to a nearby house or shop and ask them to ring the Police to help you
- ALWAYS tell the Police as soon as possible after any incident in which your safety has been threatened
- ALWAYS report the theft or loss of an item to the Police as soon as possible
- CALL 111 ON THE TELEPHONE IN THE CASE OF ANY EMERGENCY
- New Zealand POLICE OFFICERS are here to help and assist at any time of the day or night.
- ALL SERVICES PROVIDED BY THE NEW ZEALAND POLICE ARE FREE...





John Paul College

ROTORUA | NEW ZEALAND

CONTACT DETAILS

Mr Stephen Bloomfield

International Director

Phone 07 347 8795 ext. 8820
Mobile 022 177 15 66
Fax 07 346 1271
Email: international@jpc.school.nz

Mrs Jo de Loryn

Homestay Co-ordinator

Phone 07 3478 795 ext. 8863
Mobile 021 1355280
Email homestay@jpc.school.nz

Mrs Bronwyn Mora

International Administrator

Phone 07 3478795 ext. 8873
Mobile 027 3488503
Email inter.admin@jpc.school.nz

John Paul College Reception

Phone 07 347 8795

College Email:

international@jpc.school.nz

Physical Address:

Whitworth Road, Utuhina, Rotorua 3015

Postal Address:

P O Box 5040, Rotorua West 3044

For all Emergencies when life or property is in danger, dial 111

Answer either FIRE, POLICE OR AMBULANCE

Lifeline/Youthline

Dial 07 348 0567 for a confidential 24-hour support service, for anyone needing a listening ear.



