



Student HandBook

Welcome to



Evakona Campuses

Whitianga Campus & Main Office
18 South Highway, Whitianga
New Zealand 3510
Ph: 07 867 1178



Thames Campus
415 Mackay Street, Thames
New Zealand 3500
Ph: 07 867 9226

Student Support staff:

Eriko McLean (Principal)
Atsuko Carse (Whitianga)
Manami Ito (Whitianga)
Miho Tsumura (Whitianga)
Yuri Ishii (Thames)
Chihiro Quinne (Thames)
Michiko Koizumi (Thames)

EVAKONA TIMETABLE



9:00am - 10:30am	General English Class
10:30am - 10.45am	Morning Tea Time
10:45am - 12:00pm	General English Class
12:00pm - 1:00pm	Lunch Time
S Mon - Thu 1:00 - 2:00pm S 2:10pm - 3:00pm	High School Preparation Class
F Friday 9:00-12:00pm H 10:00-10:45am & 10:45-12:00pm	

School Holiday 2024/25

We will close our school during these dates.

High School Preparation Course

18th December 2024 – 12th January 2025
(3.5 weeks)



*Evakona Education office is closed from 21st December 2024 - 12th January 2025.

Welcome to Evakona !
We would like to introduce our school staff to you.

Principal	Eriko McLean
High School Program Coordinator	Kate Nielsen
Deputy Principal Director of Studies/ NZQA Liaison	Rachael Mayne
Administration/accounts	Kathy Parker
Marketing	Manami Ito Yuri Ishii
Marketing/Technical Support	Taddy Ito
Student Support	Whitianga - Atsuko Carse Miho Tsumura Thames - Chihiro Qunn Michiko Koizumi
Homestay Coordinator	Teresa Thompson (Whitianga) Michelle Van Wyk (Thames)
Activity Coordinator	Taddy Ito
Tutors	Kate Saydan Sandy Keir Teresa Thompson Mark Thornton Kris Geldard Thomas Clark Shirley Kopittke Susanna Leisten Janetta Breytenbach

Emergency Procedure



FIRE ACTION PROCEDURE

- 1. If you discover a fire, operate the Fire Alarm and telephone the Fire Service immediately, from a phone where it is safe. Dial 111. For Tsunami, please evacuate to the nearest higher ground.**
- 2. When warned of a fire in the Evakona building, leave the building immediately by the nearest door with an EXIT sign. For Tsunami, please follow the Evakona staff instruction.**
- 3. Once outside of the building, assemble in the car park.**
- 4. Stay at the assembly point until the ALL CLEAR is given. For Tsunami, please follow staff instruction and evacuate to higher ground.**

Emergency Mobile Alert

When you put a New Zealand sim in your cell phone, you will receive national warnings and alerts about natural hazards (i.e. Tsunami and other natural disasters).

FIRST AID KIT

The First Aid kit is used for minor injuries. If you need access to the Kit, ask the office staff to assist you. The First Aid Kit can be found in the Office. If you are feeling unwell, talk to the staff.

EVAKONA SCHOOL RULES



1. Please speak **ENGLISH ONLY** at Evakona.
2. **You cannot use your cell phones at school.** Please turn your cell phones off at school and put it in your bag or in your locker.

If you are seen using your cell phone at school, it will be confiscated until 3pm. If you need to check the time, we recommend wearing a watch. Please know, smart watches are not allowed at school.



3. **Classes start at 9am, if you are late to school, you will be marked absent for that class,** and this will directly affect your attendance. For your student visa, you must have over 90% attendance. Below 90% attendance could make it difficult for you to gain a student visa the following year. Your attendance will also be in your school report, and this will affect your application to a New Zealand high school.



4. **No alcohol, cigarettes or vapes on Evakona premises.**
5. If you are late to class more than once in one week, you will need do an English writing during lunch time and hand it in to your teacher.

6. Evakona lunch time is between 12pm-1pm and you can leave Evakona campus to go and buy lunch or to play sport. However, you must come back to school by 12:55pm. When you leave Evakona campus, you must sign out/ and sign in, there is a folder at the office.



7. Lunchtime is still during school hours, so you cannot take your cell phone with you when you leave Evakona.

8. No Food or drink is allowed in class. Only water, in a closed container/bottle, is allowed in class.



**No food
or drink**

9. **Homework** - students are required to complete homework everyday. The online homework every day. Your report is written based on your online homework.

10. Evakona Education does not have uniforms.

11. Please call school, or message staff, if you are absent or late. 07 867 1178

You must comply with the laws of New Zealand.

- a) If you are 17 years old or under you must not drive a car.
- b) If you are under 18 years old you **MUST NOT** buy alcohol or cigarettes (you get a FINE of \$2000). If an over 18yo buys these for an under 18yo, they may receive a FINE of \$2000. You are not allowed to enter a Bar or Licensed premises unless you are with a parent or guardian.
- d) You must not work while in New Zealand unless you have a Working Holiday Visa or Working Permit approved by the NZ Immigration Service.
- e) You must wear a helmet when riding a bicycle. You must obey the New Zealand Road rules and keep to the left.
- f) You must pay for any damage you cause.

12. You cannot travel out of town unless you are with your homestay family or your parents.

- 13. If you repeatedly break these rules, Evakona staff will discuss it with you privately. Evakona will give you a verbal warning. If your behavior does not improve, you will be given a written warning. If you continue to break the rules and show no improvement, you could be asked to leave Evakona.
- 14. For serious misconduct - you may be asked to leave Evakona immediately and return to your home country as soon as possible. There will be time for the student to talk to the staff and you may ask for help to make sure you understand why your conduct is not acceptable and what is needed to be corrected. You may have a support person to help you. The Principal will make the final decision.

HOMESTAY CONDITIONS & GUIDE LINES



1. HOMESTAY FEES AND RULES

- The first week is allowed as a trial period for you and the homestay family to settle in, prior to permanent arrangement.
- After this, 1 weeks' notice is required if you want to change your homestay.
- If the change is by the students' request or circumstances, you can change it once free of charge. After that, an arrangement fee is to be paid to Evakona.
- If you expect to be away from your Homestay for more than three nights, payment for keeping your room is paid at \$20 per night, otherwise the usual amount is payable. Advise the Evakona Office when you expect to be away.

3. HOME STAY LIFE

Your host family will treat you as a family member, not as a guest. Please follow the family rules and help them with housework.

- Your host family has been asked to provide a suitable standard of accommodation and care as follows:
 - Own room unless pre-arranged to share.
 - An adequate wardrobe space and clothes drawers, linen, blankets and towels.
 - A quiet area for study with desk.
 - 3 meals a day (You will prepare your own breakfast, and you might need to make your own lunch) * You need to buy your own snacks.
- **INTERNET:** Please follow your homestay's rules. Do not make phone calls, play games, or watch movies late at night. Around 10pm is bedtime for most families.
- **Toiletries:** You need to buy your own personal items like: Toothbrush, toothpaste, facewash, shampoo, and tissues.

- **Keep your room tidy.** Pick up any rubbish off the floor, ask your family where you should put your dirty laundry, make your bed and open your windows in the morning. You should make some time to clean your room every week.
- **Bed:** New Zealand beds have a top sheet and a bottom sheet. You must sleep between the two sheets.
- **Shoes:** A lot of houses in New Zealand wear shoes inside. However, if your shoes are really dirty, muddy or wet, take them off.
- **Sunday to Thursday night - home by 5 or 5.30 p.m.** every day. Find out what time dinner is - **you should be home by dinnertime** to have dinner with the family and then stay at home after. If there is a special occasion, ask for permission from your homestay.
- Please make sure that you have arranged to get home safely after dark, e.g., taxi or ask your homestay to pick you up. The taxi is quite cheap, please use it. Even though Whitianga and Thames are safe towns, it is not safe to walk through the streets at night.
- Most families in New Zealand go to bed between 9-11pm. You must follow the homestay rules and go to bed at the same time as your homestay family.
- Try and keep your bedroom door slightly open. If you shut the door, it tells the homestay that you don't want to talk to them.
- Please tell your homestay exactly where you are going and what time you plan to be back. You **MUST** call if you are going to be later than planned. You **MUST** tell your homestay the name of the place/friend where you are going, phone number and address.
- **Sleepovers:** No sleep-overs Sunday to Thursday nights. You must ask your homestay if you are allowed to have a sleepover with your friend. Your homestay must call your friend's homestay, so please give their phone number to your homestay. **Make sure you and your friend stay at each other's houses to make it fair.**
- **No smart phones at dinner tables.** It is rude to use smartphones during dinner. It is a perfect opportunity to practice your English.

- **Homestays don't always wash clothes every day.** You need to check how your family does the washing and follow their rules. In New Zealand, you should use the bath towels more than once and wear trousers more than once before washing. You might be asked to do your own washing, so make sure you check how to use the washing machine.

Communication

- Make sure you spend time in the living room with your family. Don't go to your room and stay in your room. If you are really tired and need some time alone, make sure you communicate that with your family by saying for example, "I played soccer after school today and I am really tired, I would like to rest in my room". If the homestay asks you to go out with them at weekends, say "Yes".
- When the homestay asks you a question, do not just say "Yes" or "No". Make sure you answer in full sentences.
- You should always try and communicate rather than wait for your homestay to ask you questions. Think about what you want to ask your homestay each day and practice asking questions. They are also interested to hear about your culture, family, city, or school etc, so please **talk to them.**

MEALTIME: New Zealand is a multicultural country, so there are many different types of food. In general, New Zealanders eat a simple meal compared to many other countries but be open minded and try new food. If there is food that you cannot eat at the homestay, don't hesitate to talk to your homestay or Evakona staff. You also should ask if you want to have some more. In some instances, you might need to cook a meal for your homestay family. Your homestay will appreciate it if you cook them some of your favourite recipes from your home.

- A typical New Zealand meal:
Breakfast: Toast or cereal
Lunch: Sandwiches, fruit, Musli bar, snacks/baking
Dinner: Meat, vegetables, potatoes/pasta/bread



Please offer to help with setting table for dinner, say **THANK YOU** after the meal and help to clear the table.

- **IF YOU DON'T NEED DINNER:** Please let your homestay family know a day before, or at the latest by the morning, if you won't be home for dinner.

WATER / HOT WATER: We need to conserve water especially in summer.

DON'T leave taps running.

Shower: Please shower for a short time. This is because water is heated by electricity, which takes a long time. If you use a lot of hot water the next person will have to have a cold shower. A 5 to 10-minute shower is normal. Electricity is expensive in New Zealand.

Using the bathroom: Try and limit the time you spend in the bathroom. If you want to use the hairdryer you might want to use it in your bedroom. Turn on the fan or open the window. Also, clean up after using the bathroom, pick up your hair or rubbish.

ELECTRICITY: Electricity is very expensive in New Zealand. Please conserve electricity. It is normal in New Zealand to have no heater in your bedroom. Dress warmly at home in the wintertime. If you are too cold in your bed, talk to your homestay and ask for an extra blanket.

HELP YOUR FAMILY: Please try to help with the household tasks. In New Zealand, every member of the family shares the household tasks. Please ask your hosts how you can help. **“Can I help you with something?”**

TALK TO YOUR HOST FAMILY: Communication in English is difficult for you. But let's start with the basics. Don't be shy!! Remember to say Please and Thank you!! Here is some more useful language.

Nice to meet you.

Thank you!

Please

Good Morning.

Good night.

May I use __ ____, please?

I'm going to school now. Bye!!

Hello! I'm home!

Can I have ____, please.



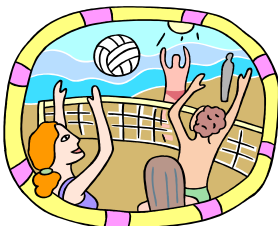
FRIENDS VISITING YOUR HOMESTAY: If your friends want to visit your homestay, please ask your host family first. If they say OK, please introduce your friends to them when they arrive. If you visit your friends' homestay, please introduce yourself to their family, too. 1-2 friends per time.

Please be considerate when you are bringing friends of opposite sex to your homestay. Some host families may find it awkward if you bring friends of opposite sex to their home. You should not bring friends if your homestay family are not there and you should meet your girlfriend/boyfriend outside the homestay, for example, in cafes, in town, at beaches etc.

Important things to remember:

- You are part of the family, **help your family!**
- Always **follow your homestay rules!**
- **Communication is important! Don't stay in your room!**
- **Go out with your homestay!**
- Say, "Thank you!"
- **Don't forget to greet your family. "Good morning". "Hello". "Goodbye". "Goodnight".**

ACTIVITIES



Every Friday afternoon, we do extra activities! Please check the Activity Board in the BIG room for details.

TIME: Depends on the activity, but we usually depart at 12.45 -1pm. and return between 3- 4pm. Please read the activity board for details.

WHAT TO BRING

For all Activities you should be prepared and have:

- Good walking shoes
- Water to drink
- A raincoat.
- A warm jacket for cold weather.
- A daypack.

For many summer activities you will also need:

- A swimsuit
- A towel
- A Change of clothes
- A sunhat and/or sunblock

* If you don't have some of these things, please ask our activity coordinator or your host family for help.

IMPORTANT: Please listen follow the safety instructions by the activity coordinator or guides. All the activities are undertaken at your own risk. Evakona doesn't accept any responsibility for accidents, injuries, or loss through the activities.

GENERAL INFORMATION



❖ POST OFFICE

Whitianga: inside the Book Shop (Paper Plus):

Monday – Saturday, 9:00am – 5pm

Thames: inside the Book shop (Paper Power)

Monday – Saturday, 9:00am – 5pm

❖ ATM Machine

Whitianga: Albert St, New World supermarket

Thames: Pollen street, Pak'n Save supermarket.

❖ MEDICAL CENTRE

Mercury Bay Medical Centre:

83 Joan Gaskell Drive, Whitianga

Thames Te Korowai

210 Richmond Street, Thames

❖ SUPERMARKETS

Whitianga: New World, Countdown - Open 7am-9pm

Thames: Pak'n Save Open 8am - 8pm

❖ SHOPS... Most of the shops open 9am – 5pm. Some bakeries are open earlier.

❖ GYM (24 hours/ 7days a week)

Whitianga: Evolution Fitness 3/9 Joan Gaskell Drive, Whitianga

Thames: TCA Fitness Club 511 Queen Street, Thames

❖ LIBRARY

Whitianga: 22 Victoria Street (Open Monday to Saturday 9am-5pm)

Thames: 503 Mackay Street (Open Monday to Saturday 9am-5pm)

❖ Ferry From Whitianga Wharf. Return \$6 (under 16 years). Adult \$8. Every 10 – 15mins. Ferry: 7.30 am to 10.30pm – check first as this is subject to change. Sometimes there is a 1-hour break in the evening.

Transport



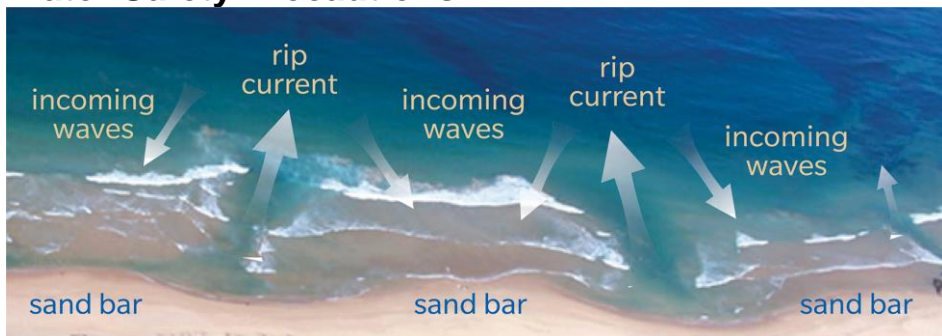
BUS: GO KIWI, Whiti City Cabs travel in and out to other areas in NZ. You can check the price and book at the information centre or ask support staff for help.

TAXI: \$10 -20 in town. Call them and they will pick you up from where you are. Tell them your address.

Whiti City Cabs: 07 866 4777

Thames Taxi: 07 868 3100

Water Safety Precautions:



Swimming and surfing at our local beaches can be a lot of fun. It is important however to wear sunscreen to protect yourself from the New Zealand sun. It is also important that you go swimming where there are other people swimming. **DO NOT SWIM ALONE**

New Zealand beaches have strong currents. Please be careful when you go swimming and PLEASE READ THE WARNING SIGNS.

Emergency Phone Number

Fire / Ambulance / Police.....111



The Treaty of Waitangi and Maori Culture

Maori Culture is really interesting, and we hope that you will enjoy learning more about it!

The Treaty of Waitangi is an Agreement between Maori chiefs and representatives of the British Crown. This Treaty is seen as the founding document of the nation of New Zealand and was signed in February 1840 at Waitangi, in the Bay of Islands, which is in the North Island of New Zealand.

As a visitor to New Zealand, you will meet many Maori people. We have information regarding the Treaty of Waitangi at Evakona and there is more information in the local Library and on the internet. Displays showing the history of Maori customs and way of life can be found in Mercury Bay Museum.

We recommend that if you have the opportunity, you should visit one of these displays during your stay in New Zealand. Please ask if you would like to learn more about the history of New Zealand.



GRIEVANCE POLICY

If you have concerns about your treatment at EVAKONA, you should firstly speak with a Tutor / the Student Support Staff / the Principal, or Deputy Principal or Office staff at EVAKONA. You may submit your concern in writing. If you are not happy with the decision, you may contact:

<https://www2.nzqa.govt.nz/about-us/contact-us/complaint/>

The International Education Authority,

C/- Ministry of Education,

P.O. Box 1666, Wellington.

Or

New Zealand Qualifications Authority

PO Box 160, Wellington,

Telephone: 0800 724537 or 04 802 3000



Evakona Education

'Our Focus is You'