

# Lyall Bay School



## INTERNATIONAL SCHOOL LEARNERS PROSPECTUS 2025

**Building the Best Learners**

***Waihangatia ngā Ākonga Tino Pai***

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# Kia Ora - Welcome to New Zealand

## Wellington

Wellington is New Zealand's centre of government and the world's southernmost capital city. About 496,000 people live in the Wellington region, which is 10.6% of New Zealand's population. Wellington is known for its quality of life, good restaurants, its cultural and sporting events, its closeness to the sea and many wonderful outdoor activities, as well as offering high quality educational opportunities and community facilities.



To find out more about Wellington, go online at <https://www.wellingtonnz.com/discover/>

## Lyllall Bay

Close to beautiful beaches, Wellington International Airport and stunning scenic walks, Lyall Bay is part of Wellington's Eastern suburbs. It is a community of diverse people, indoor and outdoor sporting opportunities, and a range of leisure activities.

## Climate

The average daily temperature in Wellington during the summer is around 19°C to 24°C – lovely to be out in, but not so hot you can't move. Our winter weather gets down to around 6°C to 9°C – cold to be sure, but frosts are rare.

It's also true that at certain times of year the wind can get a little wild. Having said that, Wellington has an average wind speed of 22 km/h — the same as New York.

Wellington is perched between the North and South Islands of New Zealand, so as the wind comes in from the west, it squeezes through the gap at Cook Strait, and gets faster.



*Dear International Students*

Hello, tena koutou katoa, kia orana, ni hao, bula vinaka, Talofa lava, hi, malo e lelei, namatase, konnichiwa, taloha ni, kamshor, faklofa lahiatu, apa khabar, an yonghaseyo, bonjour, lei hou, nei hou, nga'aiho, nomoskaar, hola, oi, guten tag, marhaba, zdravstvui, allegra,, sawatdi, chao, sain baina uu, halo.

*Our school has an inclusive environment and a welcoming community, with students from many different countries throughout the world.*

*Your time at Lyall Bay School will be a rewarding experience, and you will have the best possible learning opportunities. We will ensure you receive high quality education and pastoral care. The International School Learners Coordinator will work with your class teacher and help you make friends as you study in the classroom.*

*You will be participating in a wide and exciting variety of sporting and cultural activities.*

*I wish you every success in your studies at Lyall Bay School. I look forward to meeting you and following your achievements and experiences while you are enrolled at our outstanding school.*

*Yours sincerely*

Melanie Dean  
Principal



**Melanie Dean**

Tumuaki – Principal

[principal@lyallbay.school.nz](mailto:principal@lyallbay.school.nz)

## Key Personnel for International School Learners



**Mrs Jo Graham**

Deputy Principal  
International School Learners Coordinator

[jo.graham@lyallbay.school.nz](mailto:jo.graham@lyallbay.school.nz)



**Katarina Sundberg Carson**

Librarian  
English Language Learners Assistant

[katarina@lyallbay.school.nz](mailto:katarina@lyallbay.school.nz)



**Kathy Dempsey**

Office Manager

[office@lyallbay.school.nz](mailto:office@lyallbay.school.nz)

# Our Values

## Respect

- Having a strong positive sense of who we are and being confident in ourselves
- Valuing identity, language and culture through the way we speak and act
- Caring for people, property, belongings and the environment through actions

## Integrity

- Being honest
- Choosing words, thoughts and actions based on what is right rather than what is in it for ourselves

## Curiosity

- Having a sense of wonderment and an attitude of discovery

## Excellence

- Aiming with determination and perseverance
- Encouraging and modelling high expectations

# Our Purpose Statement

*Building the Best Learners*

We deliver **quality, balanced learning programmes** based on the NZ Curriculum.

### Learning Areas

- *English*
- *The Arts*
- *Health & Physical Education*
- *Learning Languages*
- *Mathematics & Statistics*
- *Science*
- *Social Studies*
- *Technology*

### Key Competencies

- *Thinking*
- *Relating to others*
- *Using language, symbols & texts*
- *Managing self*
- *Participating & contributing*

(for more information about the New Zealand Curriculum, go to <http://nzcurriculum.tki.org.nz/> )

- We equip all children with the education and **life skills for a changing world**, helping them to be confident, connected, and actively involved **life-long learners**.
- We promote an atmosphere of **caring co-operation and peace** throughout the school.
- We develop knowledge and **understanding of the children's own culture** and the culture of others, with particular reference to the **Māori heritage** of New Zealand



## Our Learning Environment

Our modern, well-equipped classrooms are open, flexible learning spaces. The shared learning areas provide space for students to work independently or in small groups, with students from their own class and those close by.

Our entire school is wireless and we provide a variety of digital devices in every classroom with e-learning integrated across our curriculum.

Our school hall is large and used for performing arts, presentations and assemblies.

The artificial turf is a valuable asset to us and the community. Students use this area for daily fitness, football and organized games.

The school library is well resourced and supported by our dedicated librarian. We maintain a modern, high quality collection of reading material, including sophisticated picture books, 'quick-reads' and graphic novels.

All children are scheduled to use the library facility at least once a week for regular book changes and developing / practising library skills.

Students and teachers are encouraged to be environmentalists at Lyall Bay School. We maintain an organic herb and vegetable garden, compost and recycle. We are committed to developing a healthy environment for everyone.



# Map of the School



## School Organisation

### Junior School (Rooms Huetepara 1 to Huetepara 8)

**Ages 5 and 6**

The Junior School includes a separate New Entrant department as well as composite Year 1 and 2 classes.

### Middle School (Rooms Maranui 1 to Maranui 6)

**Ages 7 and 8**

Composite Year 3 and 4 classes



## Senior School (Rooms Onepū 1 to Onepū 5)

**Ages 9 and 10**

Composite Year 5 and 6 classes

### Why Composite (or mixed-year) Classes?

Parents often ask why we organise our students into **composite**, or mixed-year groupings.

#### Learning benefits for Students

- Leadership opportunities for students.
- Promotes cooperative, caring and supportive learning.
- Older students are able to set an academic standard for those younger to aspire to
- Personalised learning experiences.



#### Social Benefits for Students

- Creates a sense of 'community' where children learn to cooperate together in a wider social group rather than the traditional hierarchical structure.

#### Organisational Benefits

- Class Sizes are at a reasonable and equitable level.
- Teacher Knowledge Sharing: rather than working largely in isolation, teachers now share identical class compositions, so they plan together and work collaboratively, sharing ideas and best teaching practice.

### Educational Pathway

Students are placed in the school based on their age, and, within composite classes, move through the levels of the New Zealand Curriculum while gaining the skills and attitudes to succeed in their future education. International School Learners have a choice of very good local intermediate and secondary schools in which to study after completing Year 6 at Lyall Bay School:

**Evans Bay Intermediate School:** [www.ebis.school.nz](http://www.ebis.school.nz)

**Rongotai College:** [www.rongotai.school.nz](http://www.rongotai.school.nz)

**Wellington East Girls' College:** [www.wegc.school.nz](http://www.wegc.school.nz)

The school is reviewed every three years<sup>1</sup>. To see the current Education Review report, go to <https://www.ero.govt.nz/review-reports/lyall-bay-school-23-04-2019/>, where School strengths include:

- "the positive and respectful school-wide learning environment that supports students' engagement and learning
- a collaborative approach and high expectations from leaders and teachers that promote improved outcomes for students"

<sup>1</sup> There are no compliance notices and conditions imposed under the Act relating to Lyall Bay School

## School Hours

8.30am -----	Students may start to arrive at school – Connection Time
8.55am -----	Classes start
10.45am -----	MORNING INTERVAL
11.05am -----	Classes recommence
12.30pm -----	LUNCH
1.20pm -----	Classes recommence
3.00pm -----	School finishes

Note: We do not close early during the winter term or on wet days.

## Learning Opportunities as Lyall Bay School

Our staff work together to deliver a balanced curriculum which reflects the latest trends in education and for this reason, programmes are constantly reviewed and refined.

Our curriculum delivery has featured on nation-wide television, and many aspects of classroom programmes have gained recognition and acclaim from other schools. (see:

<http://instructionalseries.tki.org.nz/Instructional-Series/School-Journal/School-Journal-Level-3-October-2015/Making-Radio-Waves>

We have a strong commitment to provide quality education for our children. A high emphasis is placed on literacy and numeracy teaching in the core curriculum subjects (Reading, Language, and Mathematics) and skills learned in these areas underpin all school activities.

All children are treated as individuals, and are carefully monitored via an electronic portfolio that accompanies the child from class to class during their time at Lyall Bay School.

“English language learners are well supported to improve their oral and written fluency and to improve their achievement.”(Section 3, Accelerating Achievement, ERO report, 9 May 2016)

### Physical Education & Sport

All children participate in regular physical education and sports activities **to the best of their ability**. This includes athletics, swim sport, cross-country, floor ball (junior hockey), netball and mini ball (junior basketball).

### Beach School

We are incredibly lucky as a School to have a beach so close to our school grounds and located ‘on our doorstep’. At Lyall Bay School, we believe that the beach provides an excellent learning space for our ākonga, allowing them to develop their skills as communicators, collaborators, critical thinkers, and creators. Children attend Beach School throughout each term and learn in a natural environment.



### Swimming

We are located close to the sea and all children have regular swimming in the school's heated learners' pool. Gaining water confidence is part of our physical education and sports programme and every child is expected to participate.

Parents are also encouraged to enroll children in private swimming lessons as well as local life-saving, sailing and kayaking clubs.

Teachers will only take their classes swimming if daily water quality tests are satisfactory, and if the weather is suitable.



### Computers – Information Technology

We have more than 100 computers operating on our state-of-the-art network at any given time. We do not encourage BYOD (Bring Your Own Device) as we have enough equipment for all. In addition, we have colour-laser printing capability, and digital/video cameras available for classroom use. With all classrooms connected to a school-wide network children can access our intranet, and the internet (under controlled conditions).

Chromebooks have proven to be an effective device for meeting our students' learning needs.

Computer programs are carefully selected and monitored by staff to ensure that the children gain maximum benefit from these valuable teaching tools. In many ways our school leads the way in the area of modern communications.

### School Radio

Radio Maranui FM is operated for and by students.

### Māori Language Programmes

We have a clear obligation to support and uphold our commitment to the Treaty of Waitangi and the heritage of Maori culture. Content details of classroom programmes are specified in national guidelines which we deliver to our children. Kapa Haka is an inclusive celebration of Maori performing Arts within the life of the school.

### Education Outside the Classroom (EOTC)

Experiences outside the classroom enhance our in-class programmes.

EOTC includes:

- Sporting, music and performing arts, trips.
- Local walks and visits.
- Education programmes in and around Wellington (e.g at the museum, zoo, local farms, the airport, Zealandia).



### New Learners of English

As a multi-cultural school we recognise and value all languages in our community. We encourage children to maintain their first language. We provide targeted support to learners of English within the classroom. Our English Language (ESOL) teacher provides additional lessons if required.

# General Information

## Term Dates 2025

Term	Dates	Public Holidays/School Closures
Term 1	Monday 3 <sup>rd</sup> February to Friday 11 <sup>th</sup> April	Waitangi Day – Thursday 6 <sup>th</sup> February, Teacher Only Day – Friday 14 <sup>th</sup> March
Term 2	Monday 28 <sup>th</sup> April to Friday 27 <sup>th</sup> June	King’s Birthday – Monday 2 <sup>nd</sup> June, Matariki – Friday 28 <sup>th</sup> June, ToD - Friday 30 <sup>th</sup> May
Term 3	Monday 14 <sup>th</sup> July to Friday 19 <sup>th</sup> September	ToD – Friday 22 <sup>nd</sup> August
Term 4	Starts Monday 6 <sup>th</sup> October to Wednesday 17 <sup>th</sup> December	Labour Day - Monday 27 <sup>th</sup> October ToD - Tuesday 28 <sup>th</sup> October

## Healthy Lunches

- Children are encouraged to bring a **healthy morning tea snack and lunch** from home.
- Fizzy drinks and sweets are not allowed.
- **We do sell lunches at school.** These are ordered using the Kindo app.
- It is important that children eat the correct food to assist with their development AND capacity to learn.
- Eating at school also provides a valuable opportunity for children to mix with others socially in the playground during break times.
- Children are not permitted to leave the school to go to shops during lunch-time.

## Tuesday Newsletters

A weekly Newsletter is distributed **every fortnight on Tuesday**. Families can access the newsletter and other information from our website and via the free HERO app. The weekly newsletter is our main means of providing information to parents and caregivers.

## Attendance / Absences

- To maximise learning potential, it is vital that regular school attendance is maintained. We carefully monitor attendance rates of all students.
- **It is also important that each student arrives to school on time.** Late children cause unnecessary disruption to classes when the teacher has to repeat start-of-day instructions for latecomers.
- **Report any absence report a child absence by using the HERO app or in a telephone call from you to notify us (Ph.939-9112).** You will be prompted to use our special absence line where you can leave a message 24 hours/day. Alternatively, you may wish to email or fax us.
- Students arriving late must report to the office and sign in.

## Stationery

At the beginning of each school year (or when enrolling), children will be issued with a list of school stationery requirements. We recommend that you purchase start-of-year stationery from a local

stationer as we cannot match their heavily discounted back-to-school prices. However, we do stock all of our stationery items and these are available from the school office throughout the year.

### School Clothing/Compulsory Sunhats

- Our school does **not** have a compulsory uniform.
- However, it is policy that **children wear sunhats whilst outdoors during ALL OF Term 1 and Term 4**. Those without sunhats are confined to the shade sail areas during break times.
- **We strongly recommend a sunhat with an all-around brim**, as those recommended by the Cancer Society.
- We have a school t-shirt that children are able to purchase for Saturday Netball and other team events.
- We keep a supply of t-shirts at school for children to borrow when they represent the school in sporting events.

### School Rules

Our philosophy is that everyone has the right to work and play without harmful disruption, fear, and/or physical abuse by others.

We EXPECT pupils to:

- be responsible citizens,
- have high standards of courtesy, manners, and
- take care of property.

We do not tolerate bullying.

**We are committed to a friendly, peaceful, and safe environment.**

### Our Expectations

- Be Responsible
- Be Respectful
- Be a Learner

### What you are expected to do

- Attend school every day and maintain 100% attendance.
- Participate in all learning activities
- Attempt all tests and assessments to the best of your ability.
- Participate in cultural and sporting opportunities.
- Contribute to the life of the school.
- Share the culture of their own country within the school when the opportunities arise.

### Civil Emergency Organisation and Disaster Planning

Teachers have special procedures to put into action in case of a civil emergency, such as a serious earthquake. In the event of a civil emergency or natural disaster occurring during school hours, we:

- Display Emergency Evacuation Guidelines in all classrooms;
- Carry out regular drills based on these Evacuation Guidelines – fire, earthquake and tsunami, and lockdown,
- Encourage staff to hold a current First Aid certificate,

- Maintain careful records of children being picked up, and by whom;
- Aim to keep families informed as best we can (send block “text messages” to registered parents (if cellphone coverage is possible), and on our student management system, HERO.
- Liaise with appropriate emergency services and Civil Defence;

For further helpful information for families:

<http://www.gw.govt.nz/it-s-easy-get-prepared-for-an-emergency/>

## Health and Safety of Children

Whilst at school we make every effort to ensure that children are able to learn and play in a safe environment. While it is inevitable that accidents will occur from time to time, it is our aim to minimise the occurrence of accidents to the lowest possible level.

- At least three teachers are always rostered on to playground supervision duty during break times. Often other staff assist duty teachers by taking a walk around the playground.
- There is a sickbay maintained adjacent to the Office and children may go there when they feel unwell.
- Most staff have current first-aid training.

## Bicycles and Scooters

For safety reasons, children are not allowed to ride bicycles to school unsupervised unless:

- (a) they wear an approved helmet
- (b) they are safe cyclists.

If parents allow their child to ride a bike to school, they take responsibility for the child's cycling safety – this is not the school's responsibility.

Scooters can be ridden to school at any age, we prefer that children wear helmets and if they are under 8 years old ride with an adult.

- Please note that valuable accessories should not be left on the bicycle or scooter
- Bicycles and scooters should be insured.
- Bicycles and scooters must not be lent. Pupils who fail to obey these instructions, or ride dangerously on the road (or footpath) will be prohibited from bringing their bike or scooter to school.

## Refunds Policy

If for any reason, an International School Learners withdraws, whether before or after the start date of their enrolment, requests for a refund of fees will be considered on a case by case basis in accordance with the Refunds policy, and in accordance with school procedures.

Requests for a refund of International School Learners school learners fees must be made in writing within twelve months after the final enrolment date of the student. The request for a refund must set out the circumstances leading to the refund, name the person requesting the refund, name the person who paid the fees, provide a bank account to receive any eligible refund and provide any relevant supporting documentation. The school, may in its sole discretion, request further information or evidence in support of a refund request.

The school is unable to refund some fees. The following fees relate to expenses that the school may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:

- **Administration Fee:** Administration fees meet the cost of processing an International School Learners application. Administration fees exist whether an application is accepted or not or whether a student remains enrolled after an application is accepted.
- **Insurance:** Once insurance is purchased, the school is unable to refund insurance premiums paid on behalf of a student. Students and families may apply directly to an insurance company for a refund of premiums paid.
- **Portion of Unused Tuition Fees:** The school may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the school and may vary depending on the time of year the request is received.
- **Outstanding Activity Fees:** Any activity or other fees incurred by a student during enrolment and owed to the school at the time of withdrawal, will be deducted from any eligible refund.

## Grievance Procedures

LBS has established guidelines for International School Learners who have a concern, complaint, or grievance against the school.

### Problems with school friends:

1. Talk to your teacher or the International School Learners Coordinator.
2. The Senior Management Team is available to talk to students who have concerns about personal relationships with other students.
3. The school has clear procedures for dealing with bullying. These procedures will be explained to the students during pastoral care.

### Problems with caregivers:

1. Talk to the International School Learners Coordinator who will discuss concerns and endeavour to sort things out.
2. Where necessary the concerns will be brought to the attention of the Principal and parents will be contacted.

### How International School Learners and their parents can make a complaint:

1. If you have a complaint about the school breaching the Education (Pastoral Care of International School Learners) Code of Practice 2021.
2. All matters of concern need to be brought to the attention of the International School Learners Coordinator and will be recorded along with the follow-up actions.
3. The International School Learners Coordinator will organise to meet with the student/parent, and the Principal in order to try to resolve the problem/s.  
If this does not resolve your complaint, you can contact the New Zealand Qualifications Authority (NZQA) by completing the complaints form found at the bottom of this webpage:  
<https://www2.nzqa.govt.nz/about-us/contact-us/complaint/code-of-pastoral-care/>
4. Or, if it is a financial or contractual dispute, you can seek support from  
<https://www.studycomplaints.org.nz/> and submit an online complaint form.

## Estimated Study and Living Costs

### International School Learners Fees for 2025

1. The annual international school learners fees (**1 January 2025 to 20 December 2025**) are \$15,000.00:
  - Tuition fee \$14,500.00
  - Non-refundable annual administration fee of \$NZ 500.00
2. The International school learners fees for students enrolled **for two terms** is \$NZ 8,600.00:
  - Tuition fee \$4,000.00 per term
  - Non-refundable administration fee of \$NZ 300.00 per term
3. The tuition fees for international school learners enrolled **for one term or less** are
  - \$NZ 500.00 per week
  - Non-refundable administration fee of \$350.00 per visit

### Additional fees

1. Travel and medical insurance, that meets all requirements of the Education (Pastoral Care of International School Learners) Code of Practice 2021, may be purchased from the school:
  - the premium is NZ\$600 per year (approximately)
2. Accommodation costs
  - Student living with a parent/guardian (cost is the responsibility of parents)
  - Student living with a designated caregiver (cost is the responsibility of parents)

#### *Please note:*

- *All fees are inclusive of GST*
- *All fees must be paid before the students can be accepted*
- *Tuition fees cover **all** normal educational programme costs, class trips.*
- *Tuition fees do not cover EOTC activities or stationery.*

3. Living costs
  - Students will need access to enough money to meet incidental needs, such as personal items, transport, entertainment, mobile phone.

## Accommodation in Lyall Bay and Surrounding Areas

Students who will live with their parents **need to live within a reasonable travelling distance of Lyall Bay School**. The following areas are suggested:

- Lyall Bay
- Kilbirnie
- Rongotai
- Melrose
- Houghton Bay
- Haitaitai
- Miramar

**Long term rental accommodation** – a two to three bedroomed home within easy walking distance to Lyall Bay School (in Lyall Bay or Kilbirnie) – would cost between \$NZ400 to \$NZ800 a week.



To see what accommodation is available click on:

- <http://www.realestate.co.nz>
- <http://www.trademe.co.nz>

**Real Estate Agents in Lyall Bay / Kilbirnie** (for property sales)

- Harcourts  
<https://harcourts.co.nz/>  
Wellington City Office, Level 1, 54-56 Cambridge Terrace Te Aro Wellington  
ph: **+64 4 801 5199**
- Bayleys  
<https://www.bayleys.co.nz/franchises/bayleys-real-estate-ltd/330/wellington-residential>  
Cnr Brandon St & Lambton Quay Wellington, Wellington Central  
Office: +64 4 499 6044  
[wellingtonres@bayleys.co.nz](mailto:wellingtonres@bayleys.co.nz)
- Ray White  
<https://rwkilbirnie.co.nz/about#team>  
30 Bay Road, Kilbirnie, Wellington City 6022  
+64 (4) 387 2900  
[reception.kilbirnie@raywhite.com](mailto:reception.kilbirnie@raywhite.com)

<http://www.rentalresults.co.nz/Suburb-Profiles/wellington-suburb-profile.html>

## Transport

Public transport is simple to use and easiest if you purchase a Snapper Card <https://www.metlink.org.nz/on-our-way/snapper/> . For an adult to travel to the city the cost is about \$5 cash or \$3.75 on a Snapper Card. A Snapper Card can be purchased from most book stores or dairies. Currently, students can travel for free on a green Snapper card.

Lyall Bay School is 5 minutes from Wellington Airport, and 15 – 20 minutes by bus from the Central City.

# Lyall Bay School



**Principal:** Melanie Dean  
**Board of Trustees Chair:** Lloyd Percival

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Please visit our Website  
[www.lyallbay.school.nz](http://www.lyallbay.school.nz)