



2026

YOUNG LEARNERS & JUNIOR CAMP HANDBOOK

CHRISTCHURCH

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WELCOME TO THE LSNZ CHRISTCHURCH

Studying overseas as a young learner is an exciting opportunity, but it also involves shared responsibility between students, parents, homestays, agents, and the school.

LSNZ Christchurch is committed to providing a safe, supportive, and well-structured environment for all students under the age of 18. Our focus is not only academic progress, but also student wellbeing, safeguarding, and clear communication with families.

This handbook explains how we care for young learners and what we expect before a student arrives in New Zealand.

This is a pre-arrival handbook.

It is written for:

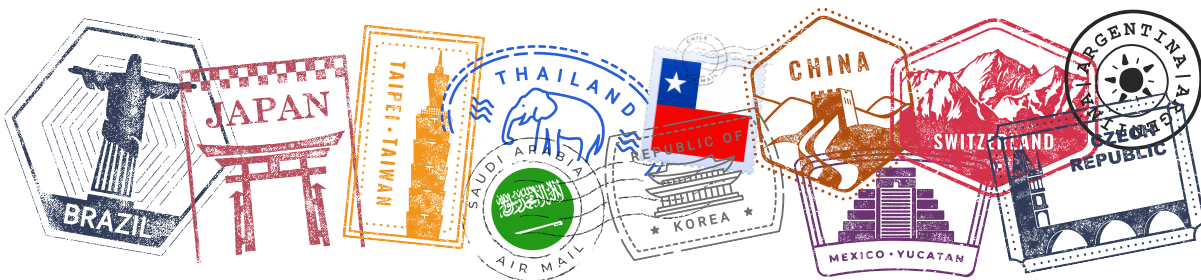
- Parents and legal guardians
- Agents
- Students under 18

It explains:

- How LSNZ meets its duty of care
- What students are allowed and not allowed to do
- How permissions work
- What happens if rules are not followed

All students under 18 are expected to follow this handbook at all times, whether enrolled in:

- Young Learners' General English - (25 hours per week)
- Summer and Winter Junior Camp





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1 ABOUT LSNZ CHRISTCHURCH

LSNZ Christchurch is a well-established English language school located in central Christchurch, New Zealand.

The school provides a structured and supervised learning environment for international students, including young learners under the age of 18. English classes are delivered by highly qualified and experienced teachers, with on-site pastoral and administrative staff available throughout the school day.

Young learners follow a daily study timetable from 08:30 to 14:30, attending three classes per day, with a 45-minute supervised lunch break. This structure supports focussed learning while allowing adequate time for rest, social interaction, and adjustment to studying in a second language.

Students study in classes that are appropriate to their English level and follow clear daily routines designed to support:

- Language development
- Predictability and emotional regulation
- Student wellbeing and engagement

Class sizes are managed carefully to allow teachers to monitor participation and progress, provide individual support where needed, and maintain a calm and safe classroom environment.

During school hours, young learners are supervised by:

- Their classroom teachers
- LSNZ staff responsible for student welfare and support

The school works closely with homestays, designated caregivers, parents, and agents to ensure that students are supported consistently both inside and outside of the classroom.





2 OUR DUTY OF CARE

LSNZ operates under the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

This means LSNZ is legally required to:

- Protect student safety and wellbeing
- Approve accommodation and caregivers
- Monitor attendance and welfare
- Maintain regular contact with parents and agents
- Act immediately if a student may be at risk

To meet these obligations, LSNZ sets clear rules and boundaries for all students under 18. These rules are not negotiable and exist to keep students safe.



3 WHO IS RESPONSIBLE FOR WHAT?

a. LSNZ Christchurch

LSNZ is responsible for:

- Student education and welfare
- Monitoring attendance and engagement
- Approving accommodation, travel, and activities
- Providing 24/7 pastoral emergency support
- Communicating concerns to parents and agents

b. Parents/Legal Guardians

Parents are responsible for:

- Granting permissions in writing
- Remaining contactable during the student's stay
- Supporting LSNZ decisions relating to welfare and safety

c. Agents

Agents support:

- Communication between parents and LSNZ
- Documentation and permissions
- Student understanding of expectations.

d. Homestay or Designated Caregiver

Caregivers are responsible for:

- Daily supervision
 - Enforcing curfews and routines
 - Knowing where the student is at all times
 - Reporting concerns to LSNZ immediately
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4 DESIGNATED CAREGIVER (IMPORTANT)

A designated caregiver is an adult approved by LSNZ and the student's parents to provide care instead of a school-approved homestay family.

Designated caregivers must:

- Be approved before arrival
- Meet LSNZ and Code of Practice requirements
- Accept responsibility for daily supervision

Students may not change caregivers, stay with friends, or stay elsewhere without written approval from LSNZ and parents.





5 BEFORE ARRIVAL IN NEW ZEALAND

Before travelling, students must have:

- A valid New Zealand visa
- Medical and travel insurance that meets Code requirements
- Confirmed accommodation (homestay or designated caregiver)
- Emergency contact details
- WhatsApp installed on their phone or mobile device.

LSNZ cannot accept responsibility for students who arrive without the required documentation.

6 YOUR FIRST DAY AT LSNZ

On their first day at LSNZ Christchurch, students will:

- Attend a school orientation
- Join a community walk to familiarise themselves with the school surroundings
- Take a placement test to help decide their classes
- Receive emergency contact details
- Attend their first afternoon activity

Students should bring:

- Their passport and visa
 - Insurance documents
 - Notebook and stationery
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7 ATTENDANCE AND ENGAGEMENT

All under-18 students are expected to:

- Attend 100% of classes
- Arrive on time
- Participate respectfully

Absences or lateness must be reported before 08:30am by email. The contact address is: dos@lsnz.co.nz

This should be reported by the homestay or designated caregiver, and not the students themselves, to ensure accurate communication and appropriate follow-up.

Poor attendance is a serious welfare concern and will be reported.





8 BEHAVIOUR EXPECTATIONS

Students must:

- Follow school and homestay rules
- Treat others with respect
- Follow teacher and staff instructions
- Respect school property

The following are strictly prohibited:

- Alcohol, smoking, or drugs
- Aggressive or unsafe behaviour
- Offensive language or gestures

Serious or repeated breaches may result in:

- Warning letters
- Parent and agent notifications
- Suspension or termination of enrolment

9 SUPERVISION AND CURFEWS

Supervision is required for students 17 or under years of age as they are legally children. Students of this age should return to the homestay no later than 22:00 hours or as suits your family, for safety reasons, the following recommendation of time to be at home is advised:

- Under 15 years - 6:00 pm
- 15 years - 7:00 pm
- 16 and 17 years - 7:00 pm Sunday to Thursday; 10:00 pm Friday and Saturday

These rules apply every day, including weekends, unless special permission is approved in advance.



10 STAYING OUT LATE OR OVERNIGHT

All exceptions require advance approval.

Staying Out Later

- Request at least 1 working day in advance
- Must include destination, supervision, and return time
- Latest return time:
 - 9pm in summer
 - 8pm in winter

Overnight Stays

- Request at least 3 working days in advance
- Written parental permission required
- Only allowed with:
 - Parents
 - Approved designated caregiver
 - Approved LSNZ homestay

Unapproved stays are treated as serious welfare breaches.

11 HOLIDAY TRAVEL DURING ENROLMENT

Young learners may only take holidays if:

- Returning to their home country, or
- Travelling with parents or an approved caregiver

Written parental permission must be submitted at least 4 weeks in advance,

Independent travel is not permitted in any circumstances.



12 HEALTH, WELLBEING, AND SUPPORT

Studying overseas can be exciting, but it can also be emotionally challenging, especially for young learners who are away from their families and familiar environments.

It is normal for students to feel:

- Unwell or physically tired
- Unsafe or unsure in new situations
- Homesick or lonely
- Anxious, upset, or emotionally overwhelmed

If a student experiences any of these feelings, they must speak to LSNZ staff as soon as possible. Students do not need to “wait until it gets worse” or feel embarrassed about asking for help.

LSNZ Christchurch staff are trained to:

- Listen carefully and respectfully
- Respond calmly and appropriately
- Support students to feel safe and settled
- Involve parents or caregivers when needed

All wellbeing conversations are treated confidentially, and the focus is always on the student’s safety, emotional wellbeing, and healthy adjustment to life and study in New Zealand.

Asking for help is a sign of maturity and responsibility, not weakness.

13 TRANSPORT IN CHRISTCHURCH

Christchurch uses buses as its main form of public transport. For young learners, safe and predictable travel routines are an important part of wellbeing and daily structure.

Homestays or designated caregivers will support students to:

- Get a bus card
- Learn safe and direct travel routes
- Understand where and when to get on and off the bus
- Build confidence using public transport gradually and responsibly

To protect student safety, young learners may not travel independently without prior approval from LSNZ. Any changes to normal travel routines, routes, or times must be discussed in advance.

These expectations help ensure students arrive safely, reduce unnecessary stress, and allow caregivers and the school to know where students are at all times.





14 COMMUNICATION WITH PARENTS AND AGENTS

Clear and regular communication is an important part of LSNZ's duty of care for young learners.

LSNZ provides:

- First week welfare reporting to confirm that the student has arrived safely, settled into school and their accommodation, understands school routines, and feels safe and supported.
- Ongoing welfare check-ins
- Academic and progress reporting
- Final week reporting
- Immediate contact with parents and agents if there are any serious welfare, behavioural, or safety concerns.

Parents and agents are expected to:

- Remain contactable throughout the student's booking
 - Respond promptly to school communication
 - Support LSNZ decisions that are made in the best interests of the student's safety and wellbeing
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15 EMERGENCIES AND AFTER-HOURS SUPPORT

LSNZ provides one single 24/7 pastoral emergency contact number for all young learners enrolled at the school.

This number:

- Is provided to students and caregivers during orientation
- Is available 24 hours a day, 7 days a week
- Is used for urgent welfare or safety matters only, such as a student being unwell, lost, distressed, or in an unsafe situation.

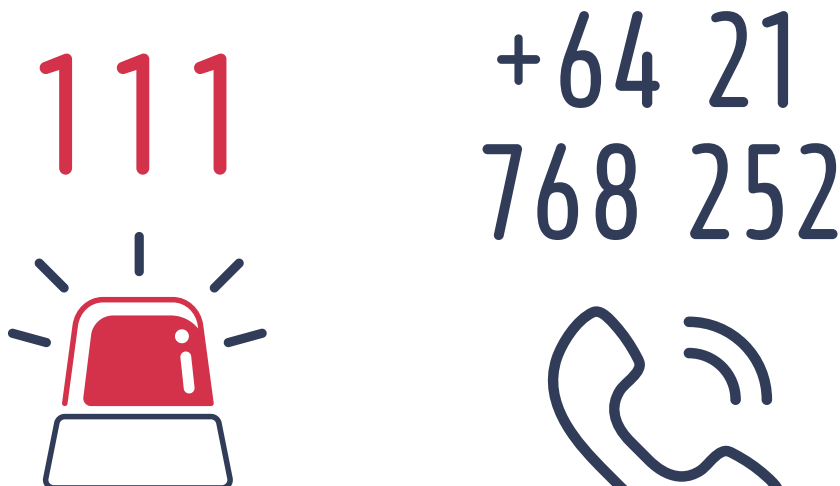
Students and caregivers should use this number if immediate support from LSNZ is required outside normal school hours.

For emergencies involving immediate danger to life or safety, New Zealand emergency services must be contacted first by calling 111 (Police, Ambulance, or Fire).

Students are required to carry their emergency contact details at all times, including:

- The LSNZ emergency number
- The address of their accommodation
- The name and contact details of their homestay or designated caregiver

This helps to ensure that support can be provided quickly and effectively whenever it is needed.





16 FINAL MESSAGE TO PARENTS AND STUDENTS

LSNZ Christchurch is committed to providing a safe, structured, and supportive learning environment for all young learners.

We believe that young people thrive when expectations are clear, routines are predictable, and support is available when needed. The rules and processes outlined in this handbook exist to protect student wellbeing, support healthy adjustment to life overseas, and create the conditions for positive academic and personal development.

Successful young learner experiences are built on shared responsibility between students, parents, caregivers, agents, and the school. Through clear rules, open communication, and mutual trust, we work together to help students feel safe, confident, and supported throughout their time in Christchurch.

We look forward to welcoming our young learners and supporting them during their studies with LSNZ.



