

# Welcome to Taupo-nui-a-Tia College

This directory aims to give parents and students information about daily life at the college. The school prides itself on the relationships created between students, family and teachers. If you have any questions after reading this booklet please contact the college office. Phone 07 376 1100



## CORNERSTONE VALUES

Taupo-nui-a-Tia College is a Cornerstone Values school. All students and staff are expected to model the values of Honesty and Truthfulness, Kindness, Consideration and Concern for others, Compassion, Obedience, Responsibility, Respect and Duty.

Cornerstone Values are shown in positive attitudes towards each other, pride in our school and conduct and behaviour around school and in the wider community. They make Taupo-nui-a-Tia College a great place to be.

**Honesty and Truthfulness** – willingness not to steal, cheat, lie or be unfair.

**Kindness** – willingness to help, show concern for and be friendly to other people.

**Consideration and Concern for others** – willingness to be kind, thoughtful and consider the interests of others before self.

**Compassion** – willingness to help, empathise with, or show mercy to those who suffer.

**Obedience** – willingness to obey rightful authority.

**Responsibility** – willingness to be answerable, to be trustworthy and accountable for your own conduct and behaviour.

**Respect** – willingness to treat with courtesy; to hold in high regard, to honour and to care about yourself and others.

**Duty** – willingness to do what is right or what a person ought to do.

Taupo-nui-a-Tia College expects all students to apply the key competencies in every lesson as they are the key to learning in every lesson area.

## **THINKING**

- Making good decisions
- Develop understanding
- Apply problem solving to real life situations
- Explore ideas and questions
- Thinking outside the square

## **RELATING TO OTHERS**

- Working co-operatively
- Interacting effectively
- Team work
- Sharing ideas and listening
- Have social roles and responsibilities

## **USING LANGUAGE, SYMBOLS & TEXT**

- Communicate meaning
- Speaking, discussing, listening
- Texts, writing, poems, diaries, stories, reviews
- Use graphics, photos, power point

## **MANAGE SELF**

- I can do this
- Manage own learning
- Self motivation
- Good planning skills and goal setting
- Life long learning skills

## **PARTICIPATING AND CONTRIBUTING**

- Be a good citizen
- Learning through real life
- Think about community
- Focus on planning for meaningful action

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## School Map

# **LEARNING ADVISORY GROUPS**

‘Every child needs a champion’

Each student at Taupo-nui-a-Tia College has a learning advisor who provides

- Support for education
- Support with day to day living
- Support to enter the workplace

A learning advisor is a guide; an academic and pastoral mentor; a disciplinarian; a relationship builder. Their role is to assist students on their learning journey and have challenging conversations with students and their whanau.

When students take responsibility for their learning, effectiveness is enhanced. The formation of a work partnership between student, whanau and the school encourages student ownership of their learning and increases the potential for their success.

‘Mentoring is a brain to pick, an ear to listen and a push in the right direction’



**GETTING STARTED**

## School Day

The college works on a 10 day cycle of five one hour periods per day, green and red week. Students should arrive at school before 8.40am

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Learning Advisor Group	8.40 – 9am				8.40 – 9am
Period 1	9am – 9.55	8.40 – 9.50	8.40 – 9.30	8.40 – 9.25	9am – 9.55
Period 2	9.55 – 10.55	9.50 – 10.55	9.30 – 10.55 Learning Advisor Time	9.25 – 10.20	9.55 – 10.55
Assembly				10.20 – 10.55	
Interval	10.55 – 11.25	10.55 – 11.25	10.55 – 11.25	10.55 – 11.25	10.55 – 11.25

Periods for the rest of each day is as follows:

Period 3 = 11.30am – 12.30pm

Period 4 = 12.30 – 1.30pm

Lunchtime = 1.30 – 2.17pm

Period 5 = 2.20pm – 3.20pm

## Sample Timetable

15038		Year 9					9RaTo		9EN4		Tg		
Term	Week	Mon G	Tue G	Wed G	Thur G	Fri G	Mon R	Tue R	Wed R	Thur R	Fri R		
4	2												
Teacher Code	Roll check	8.40 Ra/To 9LA N13				8.40 Ra/To 9LA N13	8.40 Ra/To 9LA N13				8.40 Ra/To 9LA N13		
Classroom	Period 1	8.40 Cm 9DRA Whk	8.40 vdj 9SC F8	8.40 De 9PE G1	8.40 Cwl 9ALP H12	9.00 Dv 9MA H10	9.00 Hrr 9SS N14	8.40 All 9EN F1	8.40 Cm 9DRA Whk	8.40 Osu 9ART D18	9.00 De 9PE G1		
Subject	Period 2	9.55 Osu 9ART D18	9.50 Cwl 9ALP H12	9.50 Ra/To 9LA N13	9.30 vdj 9SC F8	9.55 Cm 9DRA Whk	9.55 All 9EN F1	9.50 Cwl 9ALP H12	9.50 Ra/To 9LA N13	9.30 vdj 9SC F8	9.55 All 9EN F1		
	Interval	10.55	10.55	10.55	10.20	10.55	10.55	10.55	10.55	10.20	10.55		
	Period 3	11.30 De 9LIS H11	11.30 Dv 9MA H10	11.30 Dv 9MA H10	11.30 Hrr 9SS N14	11.30 Hrr 9SS N14	11.30 Dv 9MA H10	11.30 Osu 9ART D18	11.30 De 9PE G1	11.30 Hrr 9SS N14	11.30 vdj 9SC F8		
	Period 4	12.30 Cwl 9ALP H12	12.30 All 9EN F1	12.30 Osu 9ART D18	12.30 De 9PE G1	12.30 All 9EN F1	12.30 Cwl 9ALP H12	12.30 Cm 9DRA Whk	12.30 Dv 9MA H10	12.30 Dv 9MA H10	12.30 Cm 9DRA Whk		
	Lunch	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30		
	Period 5	2.20 All 9EN F1	2.20 Hrr 9SS N14	2.20 Cm 9DRA Whk	2.20 Osu 9ART D18	2.20 vdj 9SC F8	2.20 vdj 9SC F8	2.20 De 9LIS H11	2.20 Osu 9ART D18	2.20 Cwl 9ALP H12	2.20 Hrr 9SS N14		
	3.20pm 5pm												
	5pm 7pm												
Learning Advisors	Teacher	Mr R Thompson Mr G S Rameka			Year Level Dean / Tutor Mrs L Mason			Management					

## UNIFORM

The Board of Trustees has decided that we are a uniformed school. There is no specific summer or winter uniform. Any combination of regulation uniform can be worn at any time of the year. Each item is expected to be in neat and tidy condition. All clothing must be carefully and durably marked with the owner's name. Non uniform items will be confiscated and returned to parents/caregivers upon request. Students are expected to be in full school uniform walking to and from school.

Uniform can be purchased from the college office during term time 8.30am to 4.30pm Monday to Friday. Second hand uniform is also available.

### **UNIFORM PRICELIST**

This is subject to change

<b>Item</b>	<b>Price</b>	<b>Item</b>	<b>Price</b>
Poloshirt – short sleeve	\$30	Boys Socks	\$12
Shorts	\$50	Pantyhose	\$8
Skirt	\$70	Girls Socks – 3 pack	\$12
Trousers	\$50	Tracksuit pants	\$35
Jersey	\$65	College beanie	\$15
Polar fleece	\$65	College cap	\$15
PE Top & Shorts set	\$55	College scarf	\$30
PE Top	\$32	College Tie	\$20
PE Shorts	\$27	Black jacket	\$65

# UNIFORM

## **GIRLS**

- Green college tartan skirt (the required length of skirt is just above the knee) or charcoal college trousers or shorts
- White college polo shirt
- Green college polar fleece or green V neck college wool jersey
- Plain white socks, black or plain tights worn with tartan skirt
- Black college jacket

## **BOYS**

- Charcoal college shorts or charcoal college tailored trousers
- White college polo shirt
- Green college polar fleece or green V neck college wool jersey
- Long charcoal college socks
- Black college jacket

## **WINTER JACKET**

During terms 2 & 3 only, a plain black weather proof, puffer or rain jacket is permissible. It should not have stripes, markings, emblems or logos. The jacket cannot be worn in class.

## **OPTIONAL FORMAL UNIFORM**

Black college blazer, worn with white dress (collared) shirt, red college tie and school shoes.

## **SKIRTS**

Skirts are to be worn on the waist, the top of the skirt is not to be rolled. The hem of the skirt is to be no more than 10cm off the ground when the student is kneeling.

## **HATS and SCARVES**

Only the official college beanie, cap and school scarf may be worn to or from the college.

## **JEWELLERY**

A watch, ear studs and one other piece of jewellery may be worn. Facial piercings are not allowed.

## FOOTWEAR



- Black leather lace up 'school-style' shoes, worn with school socks/tights. This excludes sneaker/skater/sports/ canvas/ ballet/leisure/casual styled shoes. Boys are allowed slip-on business style shoes  
Sole height is not to exceed 2.5cm; heel height is not to exceed 2.5cm above the sole height. No coloured sections, trim or laces.
- Black leather roman sandals (worn without socks/tights) with a heel strap in place, or black "Rugged Shark" or "Lynx" sandals with a heel strap in place. No jandals or slippers.

If you are unsure please contact the school office for clarification

## PHYSICAL EDUCATION UNIFORM

- Year 9 & 10 must wear school regulation PE uniform (includes top and shorts), non-marking gym shoes and a change of socks.
- Year 11 – 13 may wear suitable sports clothing. (No part of the school uniform is to be worn for practical activities.)

## HAIR/GROOMING

Students are expected to be well groomed and clean shaven. Extremes of fashion are not acceptable. Hair must be of an acceptable colour to the Principal. Hair ties must be plain black, white, brown, red or green. Makeup and nail polish is not allowed.

The school will take action when grooming and dress are unsatisfactory.

## ATTENDANCE

All students are required to attend on each day when the college is open. In the interests of the student's progress, nothing but sickness or other unavoidable causes should be allowed to interfere with this regularity. Permission must be obtained for any short periods of leave or holiday by prior written application to the Principal.

Caregivers should phone the college if the student is absent and a note explaining the absence must be handed to college office on the day of the student's return to college. Assignments may be provided for those who are unable to attend, but who are able to work at home. Truancy is regarded seriously by the college and parental/caregiver co-operation is requested in dealing with this.

**Attendance Officer:** Phone 376 1100 dial 1 to leave an absence message. You will receive a text from the attendance officer if your child's absence is unexplained

**Signing In or Out:** All students who leave the college during school hours must have written permission from home which has been checked by a Dean. Students must sign the leave book at the college office when leaving and returning. If students are late to school they should sign in with a note explaining their lateness

## STATIONERY

The stationery requirements for each year level can be found at [www.taupocollege.ac.nz/enrolment](http://www.taupocollege.ac.nz/enrolment) or it can be ordered online at [www.myschool.co.nz](http://www.myschool.co.nz). Alternatively call into the college office to collect a stationery list. Workbooks for different can be purchased from the school office.

**Year 9 stationery packs can be purchased from the school office at the start of term one**, they contain all the stationery required for the year.

## **DISCIPLINE**

The college expects all students to be thoughtful and considerate, and to show respect for others and their property at all times. When this is not the case, students may find themselves on the step discipline system. Parents/caregivers are notified after three steps have occurred, and after five steps parents are required to attend a family school conference with senior staff and the pupil to resolve matters. Further steps may result in a period of stand down or suspension and/or a Board of Trustees disciplinary committee hearing.

**Alcohol and Misuse of Drugs:** Students who possess, supply, use or are under the influence of alcohol or illegal drugs either at the college or at any function under the jurisdiction of the college, will be dealt with under the serious discipline guidelines. This may result in stand down, suspension or exclusion.

**Bullying:** The college places a strong emphasis on a 'bully free' environment. This applies to **all** forms of bullying, including physical, verbal, text and cyber bullying. Any concerns about bullying should be reported to the college so that this can be dealt with.

**Care and Maintenance of College Property:** Students must exercise all care in the maintenance of college property and promptly report damage observed. Deliberate damage and damage caused by carelessness will be charged to the offender.

**Functions and Trips under College Jurisdiction:** All college sports, educational tours and similar events are subject to the college disciplinary criteria.

**Smoking:** By law, no smoking is permitted within the college grounds. Smoking at the college or at any college function is prohibited. No smoking is permitted in public in college uniform.

## SUPPORT & WELFARE

### Year Level Deans

Year 9	Leeanne Mason	Leeanne.mason@taupocollege.ac.nz
Year 10	Lesley Purdon	Lesley.purdon@taupocollege.ac.nz
Year 11	Catherine Mackintosh	Catherine.mackintosh@taupocollege.ac.nz
Year 12	Heulwen Simm	Heulwen.simm@taupocollege.ac.nz
Year 13	Roger Gregory	Roger.gregory@taupocollege.ac.nz

Deans are available at each level to assist with course selection, monitor academic progress and deal with pastoral care needs and discipline.

**Guidance Counsellor:** Students have ready access (by appointment) to Hilary Graham, a trained Guidance Counsellor.

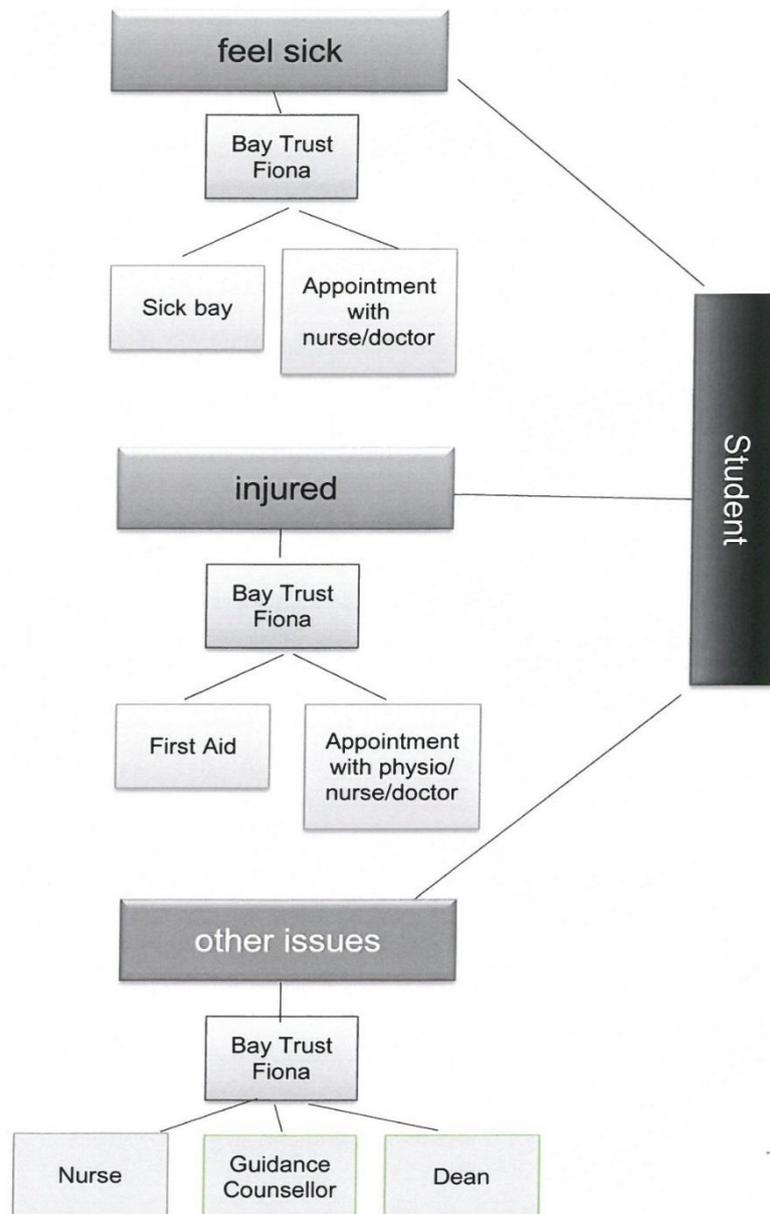
**Learning Advisor:** This teacher should be the first point of contact for students and caregivers.

**Careers:** A comprehensive careers programme operates in the college with up to date careers information freely available.

All students are able to make appointments with an experienced Careers Advisor and a comprehensive display of careers information is readily available in the student centre. Students can complete work based placements through the Gateway Programme which allows them to experience vocational pathways with local employers.

**Hardship:** There can be times that families experience financial hardship, please contact Deputy Principal, Brenda Ronke phone 376 1100 extn 7812 if you need to make arrangements.

# STUDENT HEALTH



**Student Health:** A free self-referral doctor's clinic is available to students on Mondays, 10:00am – 12:00 noon. The BayTrust Health Centre has been established at the college to cater for the physical and mental wellbeing of students. A registered nurse, physiotherapist and drug and alcohol counsellor are also available to students on an appointment basis during school hours.

The school will contact caregivers to collect their sick child. We ask that students do not contact their parents until they have been to the health centre.

## COLLEGE LIFE

**Ability Groups:** For the teaching of core subjects, year 9 and 10 students are grouped into upper, middle and lower bands for teaching. No ability grouping occurs in optional subjects.

**BayTrust:** All students that are unwell or require first aid must report to the nurse and she will contact home if required. This facility has toilets and storage for large items that students cannot fit in their locker

**Bicycles, Skateboards and Scooters:** Bicycles must comply with traffic regulations and students must obey the traffic rules as they apply to pedestrians, cyclists or motorists. All cyclists **must** wear a helmet. There is a storage facility for bicycles that is locked at 8.45am and reopened at 3.20pm.

Skateboards and scooters can only be used in the designated areas at interval and lunchtime.

**Blended Learning:** In 2015 Taupo-nui-a-Tia College became a Google Apps for Education (GAPE) school – a student learning platform that enables teachers and students to collaborate and integrate in and outside the classroom. Students will use their laptop/device extensively in their core classes. Places are limited. Security of the device is the student's responsibility.

**Bus Service:** The Ministry only provides funding for students who are attending their nearest appropriate school and who meet certain distance criteria. This means that students that are attending a school that is not their nearest will need to purchase a bus pass from their school. Permission to travel on a bus may be withdrawn if any pupil is reported for serious misbehaviour. If in any doubt about eligibility please contact the Bus Controller, Mrs Fraser, at the college. A meeting is called for all bus students at the start of term one.

**BYOD – Bring your own device:** The college has an open network capable of accepting a wireless device. Security of the device is the student's responsibility.

**Canteen:** The school canteen provides a selection of healthy and nutritious food to students and staff. It is open before school and at Interval and lunchtime. Eftpos is available.

**Cell Phones and iPods:** Students are responsible for these items if they are brought to school. They must be switched **off** in class and during assembly. Failure to follow this rule will result in confiscation.

**Chewing Gum:** Is not allowed in or out of the classroom.

**Course Fees** Some courses have a compulsory fee to cover the take home component of the course or field trips. The fees are in the course booklet and are listed on the student's school account which is emailed or posted twice a term. Compulsory fees must be paid before students can attend optional co-curricular activities. Caregivers are encouraged to set up regular automatic payments or fees can be paid online ASB 12-3162-0154524-00. The compulsory subject fees are discounted if the school donation is paid.

The **school donation** (which qualifies for a tax rebate) are **\$120** for first child, **\$215** for two children and **\$285** for three children or more enrolled

**House System:** The college is divided into a house system for administrative and pastoral needs and for sporting, cultural and academic competition. These houses are named after the four local prominent mountains of Ngauruhoe, Ruapehu, Tauhara and Tongariro. Learning Advisor Groups are placed within these houses. The athletics, cross country, swimming sports are competitions based on the house system, as are school service and academic achievement. An annual 'Spirit Week' is also organised amongst the houses at the end of the second term to enhance school spirit.

**Library:** The Library is open from 8.30am to 4.00pm every day of the week except for a short period between 2.00pm and 2.20pm when it is closed to enable the students to have some fresh air outside and eat their lunch before commencing the last lesson of the day. There is an active Book Club where students of all year levels meet for discussion. It is also the home to Chess and Bridge players and a Dungeons & Dragons Club.

**Lockers:** Lockers are available for hire at year 9 for a cost of \$25. Lost keys will be replaced at student's cost.

**Lost Property:** Students are asked to report to the BayTrust Centre for any lost or found items. Please ensure all items are named.

**Lunch Passes:** An application form for a permanent lunch pass should be completed and passed to the senior manager. A permanent lunch pass applies only from the **college to home** and return. A temporary lunch pass can be issued for the occasional lunch at home or urgent shopping upon receipt of a written request from home. Those absent from the college without written permission will be presumed to be truant.

**Motor Vehicles:** Pupils wishing to bring a motor vehicle to the college must complete an application form (available from the college office) requesting permission from the senior manager. Permission applies to the driver and the driver's family only. Other student passengers may not be transported without written permission from their parents and the consent of the senior manager. The vehicle may not be used during school time, or at lunch time or interval without permission. All vehicles must be parked at the rear of the school in the student carpark.

**Printing & Photocopying** Each child has a credit of \$5 on their printing account at the start of the year to print or photocopy assessments. Students can make payment at the office to 'top up' their account.

**PTA:** The Parent Teacher Association is a group of involved parents who support the school in many ways. As well as fundraising they also hold parent information evenings such as 'A parent's guide to NCEA'. New members welcome.

**Reports and Parent Evenings:** All students receive a progress statement after week six in term one, followed by a 'Meet the Teacher' evening. Formal reports are sent throughout the year and Whanau Days are held for you and your child to meet with the Learning Advisor to discuss progress and goal setting.

**Sport and Physical Education:** Excellent facilities exist for sport, and all students are expected to participate in sport as part of the life of the school. This includes participation in the annual athletic sports, swimming sports and cross country. Instruction in survival swimming is part of the summer physical education programme. In both summer and winter, teams coached and supervised by the staff and parents take part in local competitions. Students are encouraged get involved in these extra-curricular activities.

**Student Council:** Students are elected by their peers to represent their Learning Advisory Group at year level council meetings.

**Textbooks and Stationery:** All students are provided with necessary textbooks without charge or deposit. These remain the property of the college. Text books and library books that are lost or damaged must be paid for. Stationery and workbooks must be purchased by the students. Day to day stationery requirements can be purchased from the college office. A year 9 stationery pack can be purchased at the start of the year.

**Website and online learning:** Parents can access 'KAMAR', the student management system, to view the daily notices, your child's results, attendance records and fees. [www.taupocollege.ac.nz](http://www.taupocollege.ac.nz) select parent login, username: firstnamesurname (lower case, no gap) the password will be issued to your child at school.

Taupo-nui-a-Tia College can also be found on Facebook.

## 2016 School terms and holidays

Term	Start Date	End Date
1	Wednesday 3 February	Friday 15 April
2	Monday 2 May	Friday 8 July
3	Monday 25 July	Friday 23 September
4	Monday 10 October	Friday 14 December

### 2016 Holidays

Waitangi Day – 8 February  
Good Friday – 25 March  
Easter Monday – 28 March  
Anzac Day – Monday 25 April  
Queen's Birthday – 6 June  
Labour Day – 24 October

### Contacting the school

Phone 07 376 1100

Press 0 for reception OR press 1 to record an absence

Email: [mail@taupocollege.ac.nz](mailto:mail@taupocollege.ac.nz)

Website: [www.taupocollege.ac.nz](http://www.taupocollege.ac.nz)

Student reports, attendance, details and fees can viewed online. Contact the college office for the parent login

Please advise the school if you have a change of address or contact phone number

## NOTES

After Term one 2016 has commenced complete the following:

Your child's learning advisor and email address

.....

Your child's dean

.....

Your child's House

.....

Ruapehu – Green, Tongariro – Yellow, Tauhara – Red, Ngauruhoe – Blue

Your child's username and password for online access

.....

The following forms are located at the school office if required

- Permission to travel on the school bus
- Application for a permanent lunch pass
- Application to bring a motor vehicle to school
- Stationery Lists
- Uniform List
- Automatic Payment Authority

And finally, if you have any questions please contact the school office or your child's learning advisor. Phone 07 376 1100 or [mail@taupocollege.ac.nz](mailto:mail@taupocollege.ac.nz)