

# Heretaunga College



## Parent/Caregiver Handbook 2024

*Mission Statement*

*'Growing connected, creative, resilient, and engaged citizens'*

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## PRINCIPAL'S MESSAGE

Kia ora e te whānau,

Welcome to Heretaunga College, where we believe in fostering a dynamic learning environment that empowers our learners to reach their full potential. We are delighted to have you as part of our school community, and we look forward to a successful and rewarding partnership with belonging/whanaungatanga at the centre of our relationship.



At Heretaunga College, our dedicated staff are committed to providing a holistic education that goes beyond academic achievement. We strive to cultivate well-rounded individuals who are equipped with the skills, knowledge, and values necessary to thrive in an ever-changing world. We want our learners to leave us with everything that they need for their future pathway.

Our school's values of participation, respect, integrity, determination, and empathy (PRIDE) serve as the foundation for everything we do. We encourage our learners to embrace these values and apply them in their academic pursuits, personal growth, and interactions with others.

We strongly believe in the importance of open communication and collaboration between school, home, and the wider community. We encourage you to actively engage in your child's education, attend school events, and maintain regular communication with our staff. Together, we can provide the support and guidance necessary for your child's success.

This Parent/Caregiver Handbook is designed to serve as a valuable resource for you, providing essential information about our school's policies, procedures, and expectations. It covers various aspects of school life, including academic programs, co-curricular activities, student well-being, and parent involvement opportunities.

Please take the time to familiarise yourself with the contents of this handbook and keep it handy for future reference. Should you have any questions or require further clarification, our friendly staff are always here to assist you.

We believe that education is a shared responsibility, and we appreciate your active involvement in your child's educational journey. Together, we can create a nurturing and supportive environment where every learner can thrive and achieve their goals and have what they need for their future once they leave Heretaunga College.

Thank you for entrusting us with your child's education. We are excited about the year ahead and look forward to a successful partnership with you and your whānau.

Ngā mihi nui,

A handwritten signature in black ink that reads "Fiona Craven".

Fiona Craven  
**PRINCIPAL**

## MISSION STATEMENT

Growing connected, creative, resilient, and engaged citizens.

## PHILOSOPHY

The philosophy of the college is reflected in its crest (the Phoenix) and motto ('Kia Hiwa Ra') i.e. growth and development will occur if students are awake and alert to the many opportunities and challenges the school offers.

Academic emphasis is balanced by a concern for the individual's personal and social development.

As part of the growth and learning process, high priority is given to preparation for employment, tertiary education and active participation in the wider community; skills of self-management; respect for others; and enhancement of individual confidence and self-esteem. A positive partnership between college, home and community is developed and nurtured.

Our vision statements – our why – include:

- To prepare Upper Hutt youth for life as engaged, informed and educated citizens;
- To create connections and build meaningful relationships;
- To create a place in which it is safe for akonga to express themselves, think critically and to broaden their horizons;
- To make learning inspirational, enjoyable and enriching thus fostering life-long learning;
- To encourage our akonga to have confidence, to explore boundaries and to find their passion.

**He Manu e kai ana i te miro, nona te Ngahere.**

**He Manu e kai ana i te matauranga, nona te Ao.**

*The bird that eats the miro berry has the forest; the bird that eats knowledge has the whole world.*

## SCHOOL ORGANISATION

### SCHOOL ADDRESS DETAILS

Heretaunga College  
Ward Street  
Upper Hutt

Telephone: 939 9370

Absences [absences@heretaunga.school.nz](mailto:absences@heretaunga.school.nz)

Email: [info@heretaunga.school.nz](mailto:info@heretaunga.school.nz)

Web: [www.heretaunga.school.nz](http://www.heretaunga.school.nz)



# HERETAUNGA PRIDE

## Whakaatu te MANA – Showing PRIDE

Heretaunga College is a learning environment of opportunity and challenge which values:



### PARTICIPATION

Whai wāhitanga

"Being Involved"

#### in the classroom we:

- are engaged in our learning
- follow class rules and routines
- are encouraged to take learning risks and give everything a go
- grow into independent learners
- learn together



### RESPECT

Manaakitanga

"Valuing ourselves and the Environment"

- respect the right to learn
- respect ourselves, each other and our learning environment
- are responsible for ours and others learning
- use our manners and respectable language
- are proud to wear our uniform correctly



### INTEGRITY

ngākau Pono

"Being Honest and True to What we Value"

- do the right thing because it's the right thing
- are proud to acknowledge success and differences
- are honest to ourselves and each other
- acknowledge others work
- own our mistakes and learn from them



### DETERMINATION

Te Hiringa

"Never Giving Up"

- work hard to achieve our personal best
- are motivated to be positively involved
- ask for help and take opportunities to improve
- are challenged by our mistakes and learn from them
- set goals and work hard to achieve them



### EMPATHY

Aroha

"Thinking of Others"

- are kind
- understand others and value different points of view/perspectives
- include everyone
- care for and help each other
- celebrate the success of ourselves and others

## COMMUNICATION WITH THE COLLEGE

If you have a concern/enquiry regarding your son/daughter, you should first contact their Kaiārahi. If they are unable to help, they will refer you to the Year Level Dean. The following are the Deans for 2024 and their contact details:

Year 9	Mrs Neeti Iyer	Extn 808	<a href="mailto:iyern@heretaunga.school.nz">iyern@heretaunga.school.nz</a>
Year 10	Ms Harriette Barker	Extn 880	<a href="mailto:barkerh@heretaunga.school.nz">barkerh@heretaunga.school.nz</a>
Year 11	Mrs Amy Johnson	Extn 836	<a href="mailto:johnsona@heretaunga.school.nz">johnsona@heretaunga.school.nz</a>
Year 12	Ms Megan Brownlie	Extn 880	<a href="mailto:brownliem@heretaunga.school.nz">brownliem@heretaunga.school.nz</a>
Year 13	Ms Sara McKee	Extn 852	<a href="mailto:mckees@heretaunga.school.nz">mckees@heretaunga.school.nz</a>

## OTHER COLLEGE TELEPHONE EXTENSION NUMBERS

Principal – Mrs Fiona Craven	Extn 807	<a href="mailto:cravenf@heretaunga.school.nz">cravenf@heretaunga.school.nz</a>
Deputy Principal – Ms Jacqui Lucas	Extn 805	<a href="mailto:lucasj@heretaunga.school.nz">lucasj@heretaunga.school.nz</a>
Deputy Principal – Mrs Siobhan Pike	Extn 805	<a href="mailto:pikes@heretaunga.school.nz">pikes@heretaunga.school.nz</a>
Assistant Principal – Mrs Briony Hibberd	Extn 817	<a href="mailto:hibberdb@heretaunga.school.nz">hibberdb@heretaunga.school.nz</a>
Assistant Principal – Mr William Wilson	Extn 817	<a href="mailto:wilsonw@heretaunga.school.nz">wilsonw@heretaunga.school.nz</a>
Principal's PA – Mrs Ingrid Watts	Extn 807	<a href="mailto:wattsi@heretaunga.school.nz">wattsi@heretaunga.school.nz</a>
Executive Officer – Mrs Kirsty Fraser	Extn 803	<a href="mailto:fraserk@heretaunga.school.nz">fraserk@heretaunga.school.nz</a>
Student Pathways – Miss Sarah Landsey	Extn 877	<a href="mailto:landseys@heretaunga.school.nz">landseys@heretaunga.school.nz</a>
Guidance Counsellor – Elodie Dol	Extn 818	<a href="mailto:dole@heretaunga.school.nz">dole@heretaunga.school.nz</a>
Guidance Counsellor – Sabastian Pau		<a href="mailto:paus@heretaunga.school.nz">paus@heretaunga.school.nz</a>
Guidance Counsellor – Dan Jackson		<a href="mailto:jacksond@heretaunga.school.nz">jacksond@heretaunga.school.nz</a>

## CHANGE OF ADDRESS AND TELEPHONE NUMBERS

It is very important that the school files are kept up-to-date. If family circumstances change and students/families have a change of telephone number, address or any other circumstances, please let your child's Kaiārahi or the office know. Alternatively you can log into the KAMAR whānau/caregiver Portal and advise us of any updates via the link there.

## WHĀNAU/CAREGIVERS ONLINE ACCESS

Student academic achievement is enhanced by whānau/caregivers being involved in their child's education. Heretaunga College encourages whānau/caregivers to be knowledgeable of their child's academic progress. Heretaunga College makes this information available online. Whānau/caregivers are able to access their child's details, attendance, achievement and reports, and track NCEA progress.

Heretaunga College uses KAMAR to record student results, attendance and progress reports. To access this information whānau/caregivers will need a KAMAR Web Portal username and password. Contact the school for information about accessing this facility.

## BOARD OF TRUSTEES

The Board of Trustees is a crown entity. It is the employer of all school staff and sets the school's overall strategic direction. The Principal, as the Board's Chief Executive, manages the school operations in line with school policies.

Board meetings are held on the first Tuesday of the month in the College Meeting Room at 6.30pm (the public are welcome to attend).

Current members as at 30<sup>th</sup> September 2022 are:

Mrs Rachel de Lima-Brinkley (Presiding Member / Board Chair)

Mrs Nicole Banks (Presiding Member / Deputy Board Chair)

Mrs Fiona Craven (Principal)

Mr Phil de Greve (Parent Representative)

Mr Rob Houghton (Parent Representative)

Ms Abbie Spiers (Parent Representative)

To be Confirmed (Staff Representative)

Mr Oliver Moreland (Student Representative)

Mrs Ingrid Watts (Board Secretary)

## STUDENT PATHWAYS

The college's Student Pathway department provides information on request as well as contributing to careers programmes at various levels in the school. Facilities provided include a careers information centre.

The Head of Learning, Student Pathways is Miss Sarah Landsey

Email: [landseys@heretaunga.school.nz](mailto:landseys@heretaunga.school.nz)

## TERM DATES FOR 2024

<b>Term 1:</b>	Tuesday 30 <sup>th</sup> January to Friday 12 <sup>th</sup> April
<b>Term 2:</b>	Monday 29 <sup>th</sup> April to Friday 5 <sup>th</sup> July
<b>Term 3:</b>	Monday 22 <sup>nd</sup> July to Friday 27 <sup>th</sup> September
<b>Term 4:</b>	Monday 14 <sup>th</sup> October to Monday 9 <sup>th</sup> December

## START UP DATES FOR 2024

Tuesday 30 <sup>th</sup> January	Years 9, 10, 11, 12 & 13 Three-Way Conversations/ Kōrero/Talanoa ( <i>Booking link and code will be emailed to you in January 2024</i> )	Year 13 Peer Supporters, Year 13 Student Leaders All Staff
Wednesday 31 <sup>st</sup> January	Teacher Only Day	
Thursday 1 <sup>st</sup> February	Years 9, 10, 11, 12 & 13 Three-Way Conversations/ Kōrero/Talanoa ( <i>Booking link and code will be emailed to you in January 2024</i> )	Year 13 Peer Supporters, Year 13 Student Leaders All Staff
Friday 2 <sup>nd</sup> February	Year 9 – Transition Day	All Year 9, Year 13 Peer Supports, Year 13 Student Leaders All Staff
Monday 5 <sup>th</sup> February	Normal timetabled classes for all students	Whole school

## DATES SCHOOL IS CLOSED IN 2024

Tuesday 6 <sup>th</sup> February	<b>Waitangi Day</b>
Friday 22 <sup>nd</sup> March	<b>Teacher Learning Conference</b>
Friday 29 <sup>th</sup> March	<b>Good Friday</b>
Monday 1 <sup>st</sup> April	<b>Easter Monday</b>
Tuesday 2 <sup>nd</sup> April	<b>Easter Tuesday</b>
Thursday 25 <sup>th</sup> April	<b>ANZAC Day</b>
Friday 31 <sup>st</sup> May	<b>Teacher Learning Conference</b>
Monday 3 <sup>rd</sup> June	<b>King's Birthday</b>
Friday 28 <sup>th</sup> June	<b>Matariki</b>
Friday 6 <sup>th</sup> September	<b>Teacher Learning Conference</b>
Monday 28 <sup>th</sup> October	<b>Labour Day</b>

## BELL TIMES

Bells ring at **bold-faced** times

BELL TIMES	Mon, Tues, Thurs, Fri	Wednesday
<b>Spell 1</b>	8.40am – <b>9.40am</b>	9.20am – <b>10.20am</b>
<b>Spell 2</b>	9.45am – <b>10.45am</b>	10.25am – <b>11.25am</b>
Morning Break	10.45am – <b>11.30am</b>	11.25am – <b>12.20pm</b>
<b>Spell 3</b>	11.35am – <b>12.35pm</b>	12.25pm – <b>1.25pm</b>
<b>Spell 4</b>	12.40pm – <b>1.40pm</b>	1.30pm – <b>2.30pm</b>
Afternoon Break	1.40pm – <b>1.55pm</b>	
<b>Spell 5</b>	2.00pm – <b>3.00pm</b>	

## ATTENDANCE

The college requests close co-operation from whānau/caregivers in this matter. Every endeavour will be made to keep whānau/caregivers informed of irregularities in a pupil's presence at school. The college has an appointed Attendance Officer who works closely with Attendance Services.

### Early Notification

The school sends you a text message/email if your daughter/son is not at school. To that end we request an email address or mobile phone number. We believe this system ensures increased student safety and reduces unexplained absenteeism and truancy.

You can also check the attendance of your child via the KAMAR portal on our school website. Contact the school for information about accessing this facility.

### Absence

If students are unable to come to school, whānau or caregivers should ring the School Office and a message will be passed to the child's Kaiārahi. Alternatively, messages can be emailed to the school's absence email address: [absences@heretaunga.school.nz](mailto:absences@heretaunga.school.nz).

### Special Leave

For special leave, requests should be presented to the principal, in advance, before the pupil is taken away for the day(s) or period of time involved.

### Lateness

Punctuality is important. Frequent lateness to school often means poor classroom performance. Students should arrive at school in good time, prepared for the day's classes, i.e. 8.35 a.m. Students late to school must first report to the Student Office.

## Appointments

Whānau/caregivers must inform the school office if their child has an out-of-school appointment during school hours or needs to leave the school grounds during the school day. Students must sign out/in at the Student Office and provide evidence of their appointment.

## Morning Break Passes

If a student lives close to the college and wishes to go home at morning break, they can be issued with a pass by the Assistant Principal. There must be a whānau or a caregiver at home and no other students may go with them. Morning break pass application forms are available from the student office.

## Withdrawing from School

All students intending to leave the college permanently are required to give the college at least a day's notice. This is to enable the leaving process to be completed.

# TRANSPORT

## Cycles

All students who ride a bicycle to school must wear a safety-approved helmet. Cycles must be left in the bicycle area outside the back of E Block. Students must ensure that cycles are suitably padlocked. **Bicycles, scooters and skateboards must not be ridden in the school grounds.**

## Buses

School buses are available from many areas of Upper Hutt – to find the best bus to catch, please contact Metlink on 0800 801 700 or Transit Coachlines (Wellington) on 387 2018.

Some students who live more than 4.8km from the school may be entitled to a Transport Assistance Grant. These students can get an application form from the Ministry of Education website – [www.minedu.govt.nz](http://www.minedu.govt.nz). All other students will have to use public transport services. Concession fares are available.

In the afternoon, students need to line-up in the area designated by staff. Inappropriate behaviour on the buses or while waiting for a bus, will result in students being asked to find another way to and from school.

## Motor Vehicles

Students need the school's permission to bring a motor vehicle to school. The bringing of a car or motorcycle to school is a privilege, which may be withdrawn if the following procedures are not followed:

- Motor vehicles are for student transport to and from school.
- Permission requests are to be addressed to the Assistant Principal.
- Motor vehicles are to be parked in Ward Street or behind the Sports Centre.
- Student motor vehicles are NOT to be used or accessed during school time.
- If vehicles are used for school related (co-curricular) activities it must be with expressed parental permission.

Students with 'restricted' licences are expected to abide by the conditions of their licence. Permission is only granted to students in Years 12 and 13.

## BUS TIMETABLES

All buses depart from the front of Heretaunga College on Ward Street.

### Morning Buses to Heretaunga College

#### Te Marua

Route 930: Te Marua, Birchville & Timberlea – Heretaunga College

Departs from Plateau Road (near number 232) at 7.45am

Plateau Road Dairy at 7.45am

Topaz Street (at Pearl Grove) at 7.50am

Gemstone Drive at Birchville School at 7.53am

Gillespies Road (Edmund Lomas Grove) at 7.50am

Akatarawa Road/Birchville Picnic Area (opposite) at 7.52am & 7.54am

Brown Owl Shops (near number 26) at 7.56am & 7.58am

Timberlea – Norana Road (near number 126) at 8.00am & 8.02am

Moeraki Road at Norana Road (near number 36) at 8.03am & 8.05am

Fergusson Drive (near number 1242) at 8.04am & 8.06am

Fergusson Drive at Kashmir Avenue (near number 1016) at 8.08am & 8.11am

Lane Street at Seddon Street (near 58) at 8.13am & 8.13am

Arriving at Heretaunga College at 8.20am & 8.25am

#### Totara Park

Route 926: Totara Park – Heretaunga College

Effective from Monday 26<sup>th</sup> July 2021, this service will not operate. Students who use this bus service will need to catch the Route 111 public bus that departs Upper Hutt Station at 7.58am. It is scheduled to arrive at the Totara Park shops at 8.06am. This service has been altered to include Heretaunga College as part of the route.

#### Stokes Valley

Route 110: Emerald Hill (public bus run by Metlink – does not depart or arrive at Heretaunga College). Further information can be found on their website: [www.metlink.org.nz](http://www.metlink.org.nz)

#### Riverstone

Route 113: Riverstone – Upper Hutt (Public bus)

Departs Percy Kinsman Crescent (near number 27) at 7.32am & 8.12am

Arrives at Fergusson Rest Home, Fergusson Drive at 7.45am & 8.25am

#### Whitemans Valley

Route 6068: Whitemans Valley – Heretaunga College

Departs Corner Wallaceville Road/Whitemans Valley Road (by the church) at 7.15am

Route is Whiteman's Valley Road, Katherine Mansfield Drive, Whiteman's Valley Road, Johnson's Road, Blue Mountains Road, Whiteman's Road to Heretaunga College (via Upper Hutt College) arriving at 8.15am

#### Whitemans Valley

Route 6069: Corner Whitemans Valley Road/Blue Mountains Road – Heretaunga College

Departs Flannagan's Woolshed, Whitemans Valley Road at 7.40am

Route is Flannagan's Woolshed, Whitemans Valley Road, Whitemans Valley Road, Wallaceville Road to Heretaunga College arriving at 8.30am

#### Maymorn

Route 6074: McLaren Street – Heretaunga College

Departs end of McLaren Street at 7.37am

Route is McLaren Street, Maymorn Railway Station, Flux Road, Mangaroa Hill Road, Fergusson Drive, Maidstone Intermediate to Heretaunga College arriving at 7.59am

**Akatarawa**

Route 6075: Staglands Wildlife Reserve & Café – Heretaunga College

Departs Staglands at 7.50am

Route is Akatarawa Road via Birchville School, Maoribank School, St Joseph's School, Maidstone Intermediate to Heretaunga College arriving at 8.30am

**Kaitoke**

Route 6081 – 1715 State Highway 2 - Heretaunga College

Departs 1715 SH2 at 8.00am

Arrives Heretaunga College at approximately 8.20am

**Afternoon Buses from Heretaunga College****Te Marua**

Route 930: Heretaunga College – Emerald Hill

Departs Heretaunga College at 3.10pm (does not service Gillespies Road)

Route 930: Heretaunga College - Te Marua, Birchville & Timberlea (via Gillespies Road)

Departs Heretaunga College at 3.12pm

**Totara Park**

Route 926: Heretaunga College – Totara Park

Departs Heretaunga College at 3.27pm, once arriving at Upper Hutt Station, it will change numbers to the Route 111 public bus and continue on the normal 111 route.

**Stokes Valley**

Route 110 Emerald Hill (public bus run by Metlink – does not depart or arrive at Heretaunga College). Further information can be found on their website: [www.metlink.org.nz](http://www.metlink.org.nz)

**Riverstone**

Route 113: Upper Hutt – Riverstone (Public bus)

Departs Fergusson Rest Home, Fergusson Drive at 3.30pm

Arrives at Percy Kinsman Crescent (near number 27) at 3.43pm

**Whitemans Valley**

Route 6068: Heretaunga College - Whitemans Valley

Departs Heretaunga College at 3.20pm

Arrives at Corner Wallaceville Road/Whitemans Valley Road (by the church) at 4.30pm

**Whitemans Valley**

Route 6069: Heretaunga College – Flannagan's Woolshed, Whitemans Valley Road

Departs Heretaunga College at 3.20pm

**Maymorn**

Route 6074: Heretaunga College – McLaren Street

Departs Heretaunga College at 3.20pm

**Akatarawa**

Route 6075: Heretaunga College - Staglands Wildlife Reserve & Café

Departs Heretaunga College at 3.20pm

**Kaitoke**

Route 6081 – Heretaunga College - 1715 State Highway 2

Departs Heretaunga College at approximately 3.20pm

For further information, please contact Metlink directly - <https://www.metlink.org.nz/>

## BOUNDARIES

Upon arriving at school, students are expected to move into the school grounds and not loiter or gather in groups on the streets or areas surrounding the school.

Students are not permitted to wait outside the dairy across the road from school. They may visit the dairy before 8.35am and after 3.00pm. This is to reduce traffic congestion outside the school gates.

Students are expected to know the school boundaries and stay within the permitted areas.

Bicycle racks and car parking areas are out of bounds during the school day.

## ADMINISTRATION AREA

- **Entry to the main office is prohibited to students.**
- Students wishing to meet with a Kaitiaki Dean, an Assistant Principal or a Deputy Principal should go to the **STUDENT OFFICE**, who will check the availability of the staff. The student will then wait to be collected.
- Students who already have a scheduled appointment should also wait in the Student Office waiting area.
- Students wishing to meet with the Guidance Counsellor should make an appointment at the Student Office or by using the QR Code (these are located throughout the school).
- Students should knock on the Counsellor's door and wait quietly in the Guidance waiting area.

## FINANCE

As we do not have an on-site uniform shop, and curriculum/workbooks are no longer charged under the Ministry of Education \$150 Donation Scheme, whānau/caregivers no longer have the requirement to run an automatic payment system to pay off student costs.

However, you can still start up or continue automatic payments (using the bank account details below) if you wish to build up a credit for extracurricular activities (sports, tournament fees, take home components, etc) your child may participate in.

### **Banks Account Details:**

Details for direct credit / internet transfer / automatic payment

Heretaunga College ASB 12-3478-0030501-00

**Please ensure you include your child's full name and reason for payment as a reference**

## UNIFORM EXPECTATIONS FROM 2024

Please see below the Heretaunga College Uniform Expectations from 2024. Some changes have been made in light of the community consultation of 2023.

### Heretaunga College Uniform

The Heretaunga College uniform encompasses both the uniform items and the expectations around appearance. Students wearing the Heretaunga College uniform are expected to wear uniform items correctly and follow appearance expectations in representing our college and our PRIDE values. Upon enrolment, students and caregivers have signed a declaration acknowledging agreement to follow the Heretaunga College uniform expectations.

Branded uniform items are only available through NZ Uniforms (Lower Hutt).

### Key uniform items:

Items branded specifically for Heretaunga College:

(These items do not allow for non-branded alternatives)

- School jersey (new merino non-scratch blend)
- School cardigan (new merino non-scratch blend)
- School vest - seniors only available from term 2, 2024 (new merino non-scratch blend)
- School skirt, trousers, shorts
- School hoodie (available until December 2024 - to be replaced with new sweatshirt from 2025) - can be worn until student leaves Heretaunga College
- Senior school shirt (long or short sleeve, fitted or unfitted) and school tie
- Junior school grey shirt
- Senior school blazers (cannot wear a school hoodie underneath)
- PE uniform
- School scarf
- School cap or bucket hat
- School branded black jacket

Other non-branded school uniform items:

1. Plain black jackets either sleeveless or with sleeves - no cotton / sweatshirt / fleece materials, no other colours permitted. **No logos permitted.**
2. Plain black shoes - including trainers. Shoes must have a plain black sole and no other colours. No high-top shoes, boots or high heels permitted. Preferably leather for health and safety in the classroom. **No coloured logos.**
3. Plain black stockings / tights (not to be worn with socks)
4. Plain black formal lavalava, also known as sulu or tupenu or ie-faitaga (no added colours, designs or logos)
5. Sandals - black Roman sandals or black Birkenstock sandals **with backstrap only** (see photos). Sandals must have a strapped back. No socks to be worn with sandals.



6. Socks - plain black or white socks only. Must be below the knee. No other colours, **no logos** (current HC woollen school socks may also be worn).
7. Cap or bucket hat - plain black, no other colours, no logos.

## **Appearance Expectations:**

### **1. Hair**

Natural hair colour shades only (blonde, black, auburn, brown). If hair is dyed, ONE natural colour is permitted.

### **2. Nails**

Rounded nails. Clear or natural colour polish is permitted. No other colours. No nail extensions permitted for health and safety reasons.

### **3. Jewellery**

ONE bracelet. ONE necklace. ONE ring on ONE finger. Items must be removed if required for health and safety reasons in specific curriculum courses.

### **4. Piercings**

Ears: Studs and sleeper earrings (8mm in diameter) are permitted. No hoops, bars, chains, dangling earrings (for health and safety reasons).

Nose: ONE small stud (2mm) OR ONE nose ring (8mm in diameter) permitted. No septum piercings. No other facial piercings are permitted.

### **5. Tattoos**

No gang affiliation or offensive tattoos permitted. Upper Hutt Industry Appearance Bylaw 2022 clause 7.3: "No Operator shall allow or carry out any Prescribed Practice on any person under the age of 16 years without the written permission of that person's parent or legal guardian."

### **6. Facial Hair**

Facial hair is allowed.

# Heretaunga College Uniform Photo Gallery

## SENIOR UNIFORM



**School jersey and skirt  
Senior shirt and tie  
Plain black shoes, plain  
white socks**



**Senior vest, shorts  
Senior shirt and tie  
Plain black shoes**



**Senior fitted shirt  
and tie, grey skirt  
Plain white socks  
Plain black shoes**



**Senior vest, shirt and tie  
Plain black shoes**



**Senior shirt and tie  
Plain black Lavalava,  
plain black Roman  
Sandals**

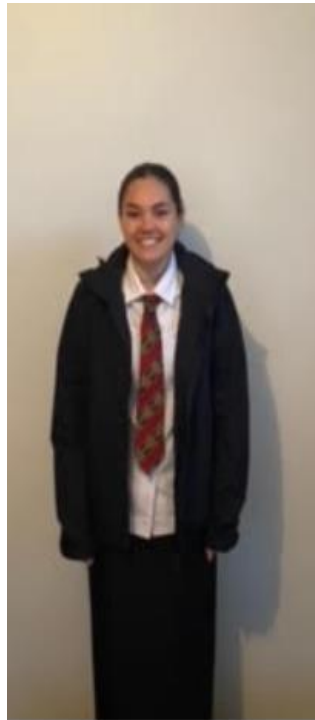


**School hoodie, skirt  
Plain white socks  
Plain black shoes**

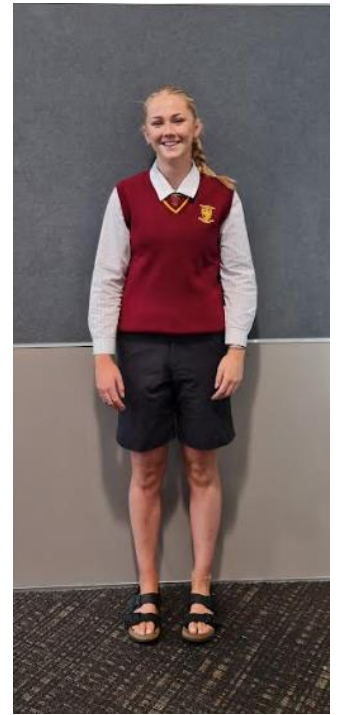
## SENIOR UNIFORM



**Senior unfitted, long sleeve shirt and tie  
School shorts, grey socks,  
Plain black shoes**



**Senior school shirt and tie, Plain black jacket  
Plain black lavalava**



**School vest, shirt and tie  
School shorts  
Plain black Birkenstock sandals with backstrap**



**Senior blazer – to be worn with shirt and tie  
Vest or jersey only  
(no hoodie)**



**Executive Leader blazer – worn with shirt and tie  
Vest or jersey only  
(no hoodie)**

## **JUNIOR UNIFORM**



**School skirt, junior shirt  
Black Roman Sandals**



**School shorts and  
cardigan  
Junior shirt, plain white  
socks, plain black shoes**



**School shorts, Junior  
shirt, Plain black socks,  
Plain black shoes**



**School trousers  
Junior shirt  
Plain black shoes**



**School skirt,  
Junior shirt,  
Plain white socks,  
Plain black shoes**



**School hoodie, school  
skirt, plain white socks,  
Plain black shoes**

## COLLEGE EXPECTATIONS

The Board of Trustees has imposed a ban on all spray cans in the possession of students within the school grounds. This applies to spray deodorants as well. Any student found in possession of a spray can, will have it immediately confiscated.

Permanent markers or felt pens are also banned items.

We are a 'fizz free' school. Fizzy drinks are not to be brought into the school grounds – they will be confiscated.

### **Electronic Devices Rule**

Electronic devices are not to be on or visible inside unless a teacher has given permission for the device to be used as an aid to learning.

The spine is considered an outside space.

### **First Breach of Rule**

The first breach of this rule will result in confiscation and collection from the office at the end of the school day.

### **Second Breach of Rule**

The second breach of this rule will result in confiscation and the whānau or caregiver being advised to come and collect their child's electronic device.

Subsequent breach of rules will result in discussion with whānau on future action which is likely to be device stays at home or is left in school office during the school day.

## EXAMINATIONS

### **School**

- There are senior school derived examinations for Year 11, Year 12 and Year 13 students. These take place at the end of Term 3. They are used to give students an indication of how they are progressing in externally assessed achievement standards. They are also important with a view to a student being unable to attend their formal NCEA examinations in November/December. Derived Grades from school examinations provide the grades for such situations.

### **External Examinations**

These are the responsibility of NZQA and contribute credits towards a National Certificate of Educational Achievement Level 1, 2 and 3.

- NCEA Examinations are held in mid-November – early December.

## WHĀNAU/CAREGIVERS MEETINGS

### Three-Way Conversations/Kōrero/Talanoa

For Senior Students, these are held twice a year, once at the beginning of the year and then again in Term 3.

For Junior Students these are held three times a year, at the beginning of the year, at the end of the first semester and again in Term 3.

Three-way Conversations/Kōrero/Talanoa involve the child's Kaiārahi (mentor), the student and their whānau/caregiver. They take 15 minutes and are designed to allow for an in-depth discussion of a student's progress and to set goals for their future development.

The three-way Conversations/Kōrero/Talanoa in Term 3 has a focus on course confirmation and pathway planning.

### Senior Students Subject Caregiver Evening

At the end of Term 2 whānau/caregivers can book five-minute appointments with subject teachers to discuss student progress.

### Reports

Weekly Junior PRIDE Reports are emailed out to all Year 9 and Year 10 students and their whānau/caregivers. These reports give whānau/caregivers a clear indication on how the students' learning behaviours have gone for the week.

Termly Junior Poutama Reports are emailed out to all Year 9 and Year 10 students and their whānau/caregivers. The Poutama Reports on your child's school participation and academic progress.

Senior PRIDE Reports are emailed out to all Year 11, Year 12 and Year 13 students and their whānau/caregivers six times a year at key dates. These reports give whānau/caregivers a clear indication on how the students' learning behaviours have gone since the previous report and if the student is on track to achieve their NCEA credits in each course.

Student reports can also be found on the parent portal (via Heretaunga College website – a link for this is on the top right of the home page on the website).

## LIBRARY

### Library and Information Centre

Hours 8.30 – 4.00pm

**Before School:** Open from 8.20am – 8.40am (Monday, Tuesday, Thursday and Friday) and 8.15am – 9.15am (Wednesday)

**Morning Break:** Open from 10.45am – 11.30am (Monday, Tuesday, Thursday and Friday) and 11.25am – 12.20pm (Wednesday)

**Afternoon Break:** Open from 1.40pm – 1.55pm (Monday, Tuesday, Thursday and Friday)

<http://heretaunga.blogspot.co.nz/>

### Contact:

Kate Leamy – Librarian [leamyk@heretaunga.school.nz](mailto:leamyk@heretaunga.school.nz)

## LEARNING ASSISTANCE

Learning assistance is offered to students who require support in mainstream classes. Students are assessed, usually in Year 9, or in entrance tests, and their learning needs identified.

Junior students who would benefit from a learning assistance or strategic approach to their learning difficulties are offered opportunities to further develop their abilities through reading; mathematics; teacher aide assistance; and individual approaches to their school programmes.

Student progress continues to be monitored in the senior school and assistance maintained where appropriate including reader/writer assistance. Whānau/caregivers who wish to discuss individual learning disabilities/difficulties should contact the person in charge of Learning Assistance Programmes, Mr William Wilson.

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

Students who are not native speakers of English and are having difficulty coping with all or some subjects can receive extra help. The students can attend additional English classes, and/or receive help in the classroom from a teacher aide or a student tutor.

All students identified as having second language problems are referred to the ESOL teacher(s) as soon as possible. The ESOL teacher, in consultation with the student's teachers and whānau/caregivers, will make recommendations as to how the students' needs can be met.

## OUTDOOR EDUCATION

Activities beyond the school, especially in relation to curriculum areas, sport and outdoor education are encouraged.

A letter giving details of an activity plus a return permission slip should be issued to students to take home to whānau/caregivers.

A high standard of dress and behaviour is expected on each and every trip. In most situations, staff will be expected to complete a Risk Assessment Safety Management plan before any activity commences. This is in keeping with the college's Outdoor Education Policy and to ensure student safety. A first-aid kit is carried in each minibus.

The college has the right to exclude a student from participating if their behaviour is likely to be disruptive or place others at risk. In such situations, alternative work will be set so that curriculum requirements are met.

## STUDENT ACTIVITIES

The college offers a wide variety of sporting, recreational and cultural interests for students. We receive valuable assistance from whānau/caregiver supporters and the wider community. Students who take advantage of the opportunities find school life enriched and are better prepared for adult life. Involvement in co-curricular activities also reduces the likelihood of students becoming 'at risk' of underachieving, 'dropping out' or becoming involved in anti-social activities.

### Sport

- The school has teams in boys' and girls' cricket, tennis, golf, softball, volleyball, dragon boating, athletics and swimming in the summer.
- Winter teams include rugby, hockey, soccer, netball, badminton, basketball, cross-country, shooting, skiing, table tennis and mountain biking.
- All teams are involved in inter-college school competitions in the Hutt Valley or within the greater Wellington region.
- Loyalty to fellow students and school is all important. Pupils are expected to be correctly attired and maintain commitment to the team or sports code.
- A Sports Directory is issued at the beginning of the year.

### Music

- The college has a concert band as well as other smaller performing groups.
- Opportunity is given to all students to learn an instrument (e.g. brass, woodwind, string, guitar or percussion) through the itinerant music scheme.
- Students are also given tuition in choral work and the college provides opportunity for participation in 'musicals', the choir, and other groups.

### Cultural Group

Heretaunga College has a Kapa Haka group and a Polynesian Group. These groups welcome new students.

### Clubs

- Club activities offered include chess, debating, library, and magazine. Debating teams represent the school at both junior and senior levels. They compete regularly against other Wellington secondary schools.

### Performing Arts

Students participate in the Sheilah Winn Shakespeare competition every year. The 'Smokefree' Stage Challenge and a school production every second year.

We also have visiting performances by theatre groups and comedians, class productions and student directed short plays. Students are encouraged to be involved on and off stage in every aspect of production.

### Competitions

Participation is actively encouraged in mathematics, computer, science and English competitions; the Young Enterprise Scheme, and Stage Challenge.

### Management of Individual Student Needs

#### Heretaunga College Guidance Network

##### 1. Enrolment and Programme Development

Key Staff: Principal and Kaitiaki Dean

Initial identification of student needs is integral to the enrolment process. Information is sought from whānau/caregivers, contributing schools, students themselves, school testing procedures and any other appropriate agencies.

Initial information informs decisions about programme development, class placement, option subjects, learning assistance, ESOL, potential for extension programmes as well as social groupings, sport and cultural involvements.

##### 2. Student Support Networks

Key Staff: Kaiārahi, subject teachers, Kaitiaki Dean and HoL (Head of Learning)

Concerns about student adjustment, performance, focus and well-being will be managed in the first instance by the subject teacher and Kaiārahi with recourse to the Kaitiaki Dean and HoL who will support initiatives taken by Kaiārahi and subject teachers. The Kaitiaki Dean and HoL may at this level take over the management of some students.

Strategies will include contact with whānau/caregivers, individual mentoring, referral for counselling, attendance monitoring, daily report, encouragement to participate in school sport and cultural activities.

The school has other support groups available for students. Students who might benefit from partaking in these are advised on an individual basis.

##### 3. Wider Guidance Team

Key Staff: DPs, APs and Dean

Kaitiaki Deans will meet weekly with the DP/AP overseeing year groups. Members of the wider student support team may be brought on board to support particular students at this stage.

Involvement from RTLB, Careers Counsellor, Guidance Counsellor, Kick-Start (youth workers) and Attendance Services may be initiated. We are also fortunate to be able to engage the support of a number of other agencies as required.

##### 4. Student Welfare Group

Key Staff: DPs, APs, Deans, Guidance Counsellor, RTLB, Careers Staff

Students presenting as having concerns will be referred to a guidance group for consideration by the School Guidance Team. This early intervention team approach will focus on students at risk and develop individual action plans designed to enhance focus and engagement.

## RESTORATIVE CONFERENCING/PRACTICE

The college follows the Restorative Practice model as an alternative strategy in the management of the student behaviour. The Restorative Conference looks hard at what has happened using a formal process designed to highlight the strengths, talents and attributes of the student. The conferences are facilitated by trained staff and may include family/whānau and the student.

Each conference will establish a plan to move forward and support the student.

## STAND DOWNS AND SUSPENSIONS

These are the most serious forms of discipline that the college can administer. Both require that the Board of Trustees Chairperson and the Ministry of Education be informed. They are used for continual misbehaviour; gross misconduct which includes verbal and physical abuse, use or possession of alcohol and drugs, vandalism; and where a student is likely to harm her/his self or others if they are not removed from the school.

When stood down or suspended, a student may not attend school or be on the school grounds. Whānau/caregivers will be informed of the incident and will be asked to remove their child from the school.

**Stand Down** - Students can receive stand downs of varying length depending on the offence. They will be given work to do at home. Whānau/caregivers will be requested to come into school to discuss the incident. Students can only be stood down for five days in any one term or ten days in a school year. Beyond these ten days, students may be put forward for suspension.

**Suspension** - If a student is suspended, they may not attend school. The principal has to prepare a report for the Board Disciplinary Committee who must meet within seven school days to consider the suspension. The student and whānau/caregivers are expected to attend the meeting. The Board can decide to return the student to school with or without conditions; extend the suspension; or exclude the student from the college.

## MEDICAL MATTERS

Any injuries or illnesses are dealt with in the first instance by staff in the school office. Whānau/caregivers are asked not to send children to school who are obviously ill.

If it is necessary for your child to take any medication during the school day, please send it to the school office in a secure container with name and dosage clearly marked. Pupils should not carry tablets or medicine with them. A permission form **MUST** be completed.

If a student is to be transported to either hospital or doctor's surgery for further treatment, the student's whānau/caregiver will be notified. For all accidents, details will be entered in the School Management System (KAMAR).

## COMPLAINTS

If you are unhappy about any aspect of your child's schooling, you should in the first instance contact the Kaiārahi or the Kaitiaki Dean.

For serious matters or unresolved problems, contact the Principal or Deputy Principals directly.

Written complaints including those concerning staff members should be directed to the Principal.

If you are dissatisfied with the outcome of your complaint, contact the Board of Trustees Chairperson in writing.

There is a Complaints Policy, including formal procedures. This is available upon request.

## STUDENTS' RECORDS

Every student in a New Zealand school has their name and other details recorded on the Ministry of Education ENROL register. The main reason is to ensure quick action if a child leaves one school but does not enrol in another. Whānau/caregivers are obligated to (a) ensure that their children aged 6-16 years of age are enrolled at a school (unless they have an exemption), (b) ensure that their children attend school and (c) notify the school as soon as possible, if their children need to be absent. School staff will update a student's record when they enrol, transfer or leave school. Schools are required by law to keep a record of all their students. We would appreciate whānau/caregivers informing us of any change in their personal details and especially if they leave Heretaunga College for another school.

## WHĀNAU/CAREGIVER ACCESS

Information held on a student is confidential to the college and the child's whānau or caregivers. Whānau/caregivers have the right to access or read this information by arrangement with the Principal.

## WHAT WE DO IN A CIVIL EMERGENCY

The school's procedures in cases of an emergency such as a flood, earthquake, storm are listed below. As a school, we regularly practise our evacuation procedure for fire and earthquake, as well as lockdowns, due to intruders.

As whānau and caregivers it is important for you to know that we will account for all of our students and keep them safe until they can be reunited with their families in a safe and orderly way. It is extremely important that you **update** the names and designated emergency person, if any changes occur, whom the college can contact or who can pick up students.

The following are the guidelines for **releasing students in a Civil Emergency**.

### Guidelines

The Principal or Deputy Principal(s) will announce the state of emergency as enforced by Civil Defence to the school body through staff and so keep students safe at Heretaunga College.

### Collection of students by whānau/caregivers post emergency

1. If students **are held on the school premises**, whānau or authorised caregivers **should report to the main office after the emergency has been lifted or when safe!** Students will be brought to the area and office staff will keep a record of students collected. This procedure can also be used **for other emergencies**, if the college deems it necessary to account for all students in this way.
2. If it is still possible, the college can also phone whānau or authorised caregivers to collect students in a staggered manner.
3. If students have been **evacuated to a safe area** on the advice of Civil Defence authorities, then whānau or authorised caregivers will need to report to the 'administration desk' at that venue. Students will be brought to them and staff will record the names of students collected.
4. In a civil defence or other emergency, details and releasing procedures from the school will be supplied through **local radio stations**.

### Bus Students

1. In the case of a civil emergency the deputy principal will liaise with Civil Defence authorities to ensure it is safe for students to travel by bus.
2. Once approval is given the deputy principal will liaise with other schools and bus companies to arrange the transport of students.

### Students walking, biking or with own vehicle transport

1. Students will only be released on the advice of Civil Defence authorities to ensure they are not placed in danger in making their way home.

### Retention of students beyond normal school hours

1. If students are unable to return to their homes, they will be kept at the school unless the numbers are small enough in which case they can be accommodated at other venues.
2. The school will provide food and other necessities, if possible, according to the resources available.
3. Where students remain at school, close liaison with Civil Defence authorities will be maintained and information about the situation will be provided to the local radio stations.
4. Where possible, direct contact will be made with the whānau/caregivers of these students.
5. Senior staff who have ensured their own families are safe will remain with these students for the duration of the emergency.