

# Heretaunga College



## Parent Handbook 2021

*Mission Statement*

*'A learning environment of opportunity and challenge'*

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## PRINCIPAL'S MESSAGE

Tena koutou

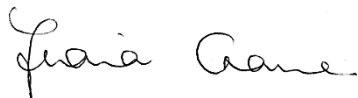
Welcome to Heretaunga College. We look forward to working with you and your child in the future to ensure they experience success and pride in everything they do.

We know that effective relationships are key to successful outcomes for our students, be they academic, sporting or cultural. These relationships ensure that there is excellent communication and that we all have a clear knowledge of what is expected of us.

As with any institution of our size, we are complex. This guide is to support you in your association with Heretaunga College. We have endeavoured to include as much information as possible so that you can refer to it throughout the year.

If you cannot find something or are unsure then please feel free to contact the school. There is a staff contact list on page 7 that may be useful.

We look forward to an exciting 2021

A handwritten signature in black ink, reading 'Fiona Craven'.

Fiona Craven  
**PRINCIPAL**

## MISSION STATEMENT

Developing a learning environment together.

## 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 leisure; 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.

## HERETAUNGA PRIDE VALUES



### **Heretaunga PRIDE Values**

**Participation, Respect, Integrity,  
Determination, Empathy**

### **Positive Behaviour for Learning Values:**

**We want students and staff to show and  
experience these in the classroom, on the  
campus and in the community**



# HERETAUNGA PRIDE

## Whakaatu te MANA – Showing PRIDE

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

<b>P</b>	<b>PARTICIPATION</b> Whai wāhitanga "Being Involved"	<b>in the classroom we:</b> <ul style="list-style-type: none"> <li>are engaged in our learning</li> <li>follow class rules and routines</li> <li>are encouraged to take learning risks and give everything a go</li> <li>grow into independent learners</li> <li>learn together</li> </ul>	<b>on campus we:</b> <ul style="list-style-type: none"> <li>take opportunities that are presented to us</li> <li>rise to the challenge</li> <li>are involved in events and activities outside of the classroom</li> </ul>	<b>in the community we:</b> <ul style="list-style-type: none"> <li>volunteer our time</li> <li>volunteer our services</li> <li>are helpful</li> <li>are role models</li> <li>support each other</li> </ul>
<b>R</b>	<b>RESPECT</b> Manaakitanga "Valuing ourselves and the Environment"	<ul style="list-style-type: none"> <li>respect the right to learn</li> <li>respect ourselves, each other and our learning environment</li> <li>are responsible for ours and others learning</li> <li>use our manners and respectable language</li> <li>are proud to wear our uniform correctly</li> </ul>	<ul style="list-style-type: none"> <li>care for our school environment</li> <li>dispose of our rubbish responsibly</li> <li>have appropriate manners and language</li> <li>are drug, alcohol and violence free</li> <li>follow instructions promptly</li> <li>value and uphold school rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>wear our uniform well</li> <li>have good manners</li> <li>use appropriate language</li> <li>are respectful citizens</li> <li>are law abiding</li> </ul>
<b>I</b>	<b>INTEGRITY</b> ngākau Pono "Being Honest and True to What we Value"	<ul style="list-style-type: none"> <li>do the right thing because it's the right thing</li> <li>are proud to acknowledge success and differences</li> <li>are honest to ourselves and each other</li> <li>acknowledge others work</li> <li>own our mistakes and learn from them</li> </ul>	<ul style="list-style-type: none"> <li>are proactive and take a positive stand</li> <li>take responsibility</li> <li>are gossip and rumour free</li> <li>are true to ourselves</li> <li>promote honesty</li> <li>are digitally responsible</li> </ul>	<ul style="list-style-type: none"> <li>play fair</li> <li>represent the school with pride</li> <li>help other people in need</li> <li>practice what we preach</li> <li>are honest about who we are</li> </ul>
<b>D</b>	<b>DETERMINATION</b> Te Hiringa "Never Giving Up"	<ul style="list-style-type: none"> <li>work hard to achieve our personal best</li> <li>are motivated to be positively involved</li> <li>ask for help and take opportunities to improve</li> <li>are challenged by our mistakes and learn from them</li> <li>set goals and work hard to achieve them</li> </ul>	<ul style="list-style-type: none"> <li>honour our commitments</li> <li>persevere when things are tough</li> <li>know our strengths and use them</li> </ul>	<ul style="list-style-type: none"> <li>stay true to our commitments</li> <li>are proud to speak up for HC</li> <li>challenge misconceptions about Heretaunga College</li> <li>add value to our community</li> </ul>
<b>E</b>	<b>EMPATHY</b> Aroha "Thinking of Others"	<ul style="list-style-type: none"> <li>are kind</li> <li>understand others and value different points of view/perspectives</li> <li>include everyone</li> <li>care for and help each other</li> <li>celebrate the success of ourselves and others</li> </ul>	<ul style="list-style-type: none"> <li>are kind</li> <li>care about all living things</li> <li>include others</li> <li>stand up and speak out</li> <li>support each other</li> <li>contribute to school being a safe place</li> </ul>	<ul style="list-style-type: none"> <li>are kind</li> <li>help people in the community</li> <li>learn about and appreciate other cultures and communities</li> <li>contribute to making Upper Hutt a safe place to grow up and live</li> </ul>

## 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)

## COMMUNICATION WITH THE COLLEGE

If you have a concern/enquiry regarding your son/daughter, you should first contact their Kaiarahi. If they are unable to help, they will refer you to the Year Dean. The following are the Deans for 2021 and their contact details:

Year 9	Mr Shaun Blackler	Extn 808	<a href="mailto:blacklers@heretaunga.school.nz">blacklers@heretaunga.school.nz</a>
Year 10	Mr William Wilson	Extn 852	<a href="mailto:wilsonw@heretaunga.school.nz">wilsonw@heretaunga.school.nz</a>
Year 11	Ms Megan Brownlie (first half of 2021)	Extn 880	<a href="mailto:brownliem@heretaunga.school.nz">brownliem@heretaunga.school.nz</a>
Year 11	Ms Sarah Landsey (second half of 2021)	Extn 876	<a href="mailto:landseys@heretaunga.school.nz">landseys@heretaunga.school.nz</a>
Year 12	Ms Emily McHalick	Extn 873	<a href="mailto:mchalicke@heretaunga.school.nz">mchalicke@heretaunga.school.nz</a>
Year 13	Ms Sara McKee	Extn 811	<a href="mailto:mckees@heretaunga.school.nz">mckees@heretaunga.school.nz</a>

## OTHER COLLEGE TELEPHONE EXTENSION NUMBERS

Principal – Fiona Craven	Extn 807	<a href="mailto:cravenf@heretaunga.school.nz">cravenf@heretaunga.school.nz</a>
Deputy Principal – Jacqui Lucas	Extn 805	<a href="mailto:lucasj@heretaunga.school.nz">lucasj@heretaunga.school.nz</a>
Deputy Principal – Siobhan Pike	Extn 805	<a href="mailto:pikes@heretaunga.school.nz">pikes@heretaunga.school.nz</a>
Assistant Principal – Matt Lambert	Extn 817	<a href="mailto:lambertm@heretaunga.school.nz">lambertm@heretaunga.school.nz</a>
Assistant Principal – Evan Sutherland	Extn 817	<a href="mailto:sutherlande@heretaunga.school.nz">sutherlande@heretaunga.school.nz</a>
Principal's PA – Ingrid Watts	Extn 807	<a href="mailto:wattsi@heretaunga.school.nz">wattsi@heretaunga.school.nz</a>
Finance Manager – Kirsty Fraser	Extn 803	<a href="mailto:fraserk@heretaunga.school.nz">fraserk@heretaunga.school.nz</a>
Careers/Transition – Sue Hanlon	Extn 877	<a href="mailto:hanlons@heretaunga.school.nz">hanlons@heretaunga.school.nz</a>
International Dean/ESOL – Viv Gillespie	Extn 844	<a href="mailto:gillespiev@heretaunga.school.nz">gillespiev@heretaunga.school.nz</a>
Guidance Counsellor – Elodie Dol	Extn 818	<a href="mailto:dole@heretaunga.school.nz">dole@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 the Kaiarahi or the office know. Alternatively you can log into the Kamar Parent Portal and advise of any updates via the link there.

## PARENTS CAN ACCESS INFORMATION ON-LINE

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

Heretaunga College uses KAMAR, a Student Management System (SMS) that enables student progress and results to be recorded and tracked. KAMAR allows teachers to record attendance, achievement and write reports as well as a variety of other data.

To access this information parents will need a KAMAR Web Portal username and password. Contact the school for information about accessing this facility.

## CAREERS

The college's careers service 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 teacher in charge of Careers/Transition is Ms Sue Hanlon:  
Email: [hanlons@heretaunga.school.nz](mailto:hanlons@heretaunga.school.nz)

## 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 are:

Mr Ara Te Pohe (Chair)  
Mr Gavin Willbond (Deputy Chair)  
Mrs Fiona Craven (Principal)  
Ms Kathryn Munro (Staff Representative)  
Mrs Nicole Banks (Parent Representative)  
Mrs Rachel de Lima-Brinkley (Parent Representative)  
Mr Chris Tock (Parent Representative)  
Mr Euclid Papier (Student Representative)  
Mrs Ingrid Watts (Board Secretary)



## TERM DATES FOR 2021

<b>Term 1:</b>	Monday 1 <sup>st</sup> February to Friday 16 <sup>th</sup> April
<b>Term 2:</b>	Monday 3 <sup>rd</sup> May to Friday 9 <sup>th</sup> July
<b>Term 3:</b>	Monday 26 <sup>th</sup> July to Friday 1 <sup>st</sup> October
<b>Term 4:</b>	Monday 18 <sup>th</sup> October to Friday 10 <sup>th</sup> December

## START UP DATES FOR 2021

Monday 1 <sup>st</sup> February	Years 9, 10, 11, 12 & 13 Kaiahi Conferences	Year 13 Peer Supporters, Year 13 Student Leaders All Staff
Tuesday 2 <sup>nd</sup> February	Years 9, 10, 11, 12 & 13 Kaiahi Conferences	Year 13 Peer Supporters, Year 13 Student Leaders All Staff
Wednesday 3 <sup>rd</sup> February	Year 9 – Transition Day	All Year 9, Year 13 Peer Supports, Year 13 Student Leaders All Staff
Thursday 4 <sup>th</sup> February	Full timetable operating	Whole school

## DATES SCHOOL IS CLOSED IN 2021

<b>Waitangi Day</b>	Monday 8 <sup>th</sup> February (observed)
<b>Teacher Learning Conference</b>	Friday 26 <sup>th</sup> March
<b>Good Friday</b>	Friday 2 <sup>nd</sup> April
<b>Easter Monday</b>	Monday 5 <sup>th</sup> April
<b>Easter Tuesday</b>	Tuesday 6 <sup>th</sup> April
<b>Anzac Day</b>	Monday 26 <sup>th</sup> April (observed)
<b>NCEA Teacher Training Day</b>	Friday 11 <sup>th</sup> May
<b>Queen's Birthday</b>	Monday 7 <sup>th</sup> June
<b>NCEA Teacher Training Day</b>	Tuesday 5 <sup>th</sup> August
<b>Labour Day</b>	Monday 25 <sup>th</sup> October

## SPECIFIC COLLEGE PROCEDURES

Heretaunga College is a large community, and as such, it requires rules and procedures to ensure the orderly conduct of its affairs. As Heretaunga College's prime function is education, its rules are designed to create through the co-operative effort of staff, students and parents, a positive learning environment. Since students attend school to learn, it is expected that they will:

- Be at school regularly and on time
- Come ready to learn with the correct stationery
- Respect their own and others' rights to learn
- Work at learning, including completing homework
- Ask for help and assistance
- Participate in co-curricular activities.

## BELL TIMES

Due to the significant changes to our Junior Curriculum and these being implemented in 2021, we will be changing some of our bell times and increasing our curriculum time. This will allow students to engage in Wellbeing Activities, Curriculum Support, Sports and Club Activities on a Wednesday afternoon.

Bells ring at **bold-faced** times

<b>BELL TIMES</b>	<b>Mon, Tues, Thurs, Fri</b>	<b>Wednesday *</b>
Staff Briefing/PL	8.25am – <b>8.35am</b>	8.15am – <b>9.15am</b>
<b>Spell 1</b>	8.40am – <b>9.40am</b>	9.20am – <b>10.20am</b>
Changeover	9.40am – 9.45am	10.20am – 10.25am
<b>Spell 2</b>	9.45am – <b>10.45am</b>	10.25am – <b>11.25am</b>
Morning Break	10.45am – <b>11.35am</b>	11.25am – <b>12.25pm</b>
<b>Spell 3</b>	11.35am – <b>12.35pm</b>	12.25pm – <b>1.25pm</b>
Changeover	12.35pm – 12.40pm	1.25pm – 1.30pm
<b>Spell 4</b>	12.40pm – <b>1.40pm</b>	1.30pm – <b>2.30pm</b>
Afternoon Break	1.40pm – <b>2.00pm</b>	
<b>Spell 5</b>	2.00pm – <b>3.00pm</b>	

\* There may be alterations to Wednesday times due to Professional Learning for staff.

## ATTENDANCE

The college requests close co-operation from parents in this matter. Every endeavour will be made to keep parents informed of irregularities in a pupil's presence at school. The college has appointed an Attendance Officer who will work closely with Te Roopu Awhina.

### Early Notification

We have registered to use a programme called School-Links which will enable the school to send 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 increase student safety and reduces unexplained absenteeism and truancy.

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

### Absence

If students are unable to come to school, parents or guardians should ring the school office and a message will be passed to the child's Kaiarahi. Alternatively, messages can be emailed to the schools absence email address: [absences@heretaunga.school.nz](mailto:absences@heretaunga.school.nz).

A note must also be written (hard copy or by email) when the student returns explaining the absence. If a student is away and no explanation has been received, the Attendance Officer or Kaiarahi will phone home.

## **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 a Deputy Principal. Regular and unexplained lateness will be treated as truancy and referral may be made to Te Roopu Awhina.

## **Appointments**

Students must have a note from a parent/guardian if they have an out-of-school appointment during school hours or need to leave the school grounds during the school day (except for going to lunch when they must have a lunch pass). Students must sign out/in at the Student Office.

## **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 parent or caregiver at home and no other students may go with them. Without a pass, students are not allowed to leave the school grounds without permission from an Assistant Principal, a Deputy Principal, or a Dean. Morning break pass application forms are available from an Assistant Principal or the office. Morning break passes are not to be used to visit food outlets.

## **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 textbooks to be handed in and 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 Runciman Motors on 528 5279.

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. Enquiries are to be made to the bus driver or City Rail.

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 Deputy Principal.
- Motor vehicles are to be parked in Ward Street, at the Sports Centre, or in the pen.
- 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 licenses' 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 7.40am & 7.45am  
Plateau Road Dairy at 7.42am & 7.47am  
Topaz Street (near number 16) at 7.45am & 7.50am  
Gemstone Drive at Birchville School at 7.47am & 7.52am  
Gillespies Road (Edmund Lomas Grove) at 7.50am & 7.55am  
Akatarawa Road/Birchville Picnic Area (opposite) at 7.52am & 7.57am  
Brown Owl Shops (near number 26) at 7.56am & 8.01am  
Timberlea – Norana Road (near number 126) at 8.00am & 8.05am  
Moeraki Road at Norana Road (near number 36) at 8.03am & 8.08am  
Fergusson Drive (near number 1242) at 8.05am & 8.10am  
Fergusson Drive at Kashmir Avenue (near number 1016) at 8.10am & 8.15am  
Arriving at Heretaunga College at 8.20am & 8.25am

#### Totara Park

Route 926 : Totara Park – Heretaunga College  
Departs from Totara Park Shops (California Drive) at 8.13am  
California Drive at Delaware Grove at 8.15am  
Totara Park at Tulsa Park at 8.16am  
Totara Park Road (near number 8) at Fergusson Drive at 8.19am  
Arriving at Heretaunga College at 8.26am

#### Stokes Valley

Route 954 : Stokes Valley - Heretaunga College (combined with Maidstone Intermediate)  
Departs from Rakau Grove, Stokes Valley at 8.10am  
Stokes Valley Road Shops at the Library at 8.14am  
Hawthorn Crescent at Glen Road (near number 25) at 8.14am  
Stokes Valley Entrance – Stop C at 8.17am  
Fergusson Drive at St Patrick's College at 8.22am  
Fergusson Drive at Trentham School at 8.27am  
Arriving at Heretaunga College at 8.30am

**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 7.38am

Route is McLaren Street, Maymorn Railway Station, Flux Road, Mangaroa Hill Road, Fergusson Drive, Maidstone Intermediate to Heretaunga College arriving at 8.10am

**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 - Te Marua, Birchville & Timberlea

Departs Heretaunga College at 3.30pm & 3.35pm

**Totara Park**

Route 926 : Heretaunga College – Totara Park (combined with Upper Hutt College)

Departs Heretaunga College at 3.35pm

**Stokes Valley**

Route 954 : Heretaunga College – Stokes Valley (combined with Maidstone Intermediate)

Departs Heretaunga College at 3.20pm

**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

## BOUNDARIES

On 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 3.30pm. 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

- The entry to the main office is prohibited to students.
- Students wishing to meet with a 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 and enter through the external entry opposite the courts.
- Students should knock on the Counsellor’s door and wait quietly in the Guidance waiting area.

## COLLEGE UNIFORM

School uniform, as listed, must be worn, from school and in school time and when attending functions associated with the College outside school hours. Those students without the correct uniform may be removed from class and parents/caregivers contacted. Non-regulation uniform items may be confiscated. All clothing and footwear should be clearly named.

School uniform can be purchased from NZ Uniforms, 92 High Street, Lower Hutt (effective from 5<sup>th</sup> January 2021)

UNIFORM ITEMS	COST
<b>Junior Light Grey SS Blouse</b> ( Years 9-11) Sizes 8-28	\$40.00
<b>Junior Light Grey SS Shirt</b> ( Years 9-11) Sizes Kids 8-14, S-6XL	\$40.00
<b>Senior Pinstripe SS Blouse</b> ( Years 12-13) Sizes 8-28	\$40.00
<b>Senior Pinstripe LS Shirt</b> ( Years 12-13) Sizes Kids 12-14, S-4XL	\$40.00
<b>Charcoal Skirt</b> ( Years 9-13) Sizes 52-112	\$58.00
<b>Charcoal Shorts</b> ( Years 9-13) Sizes Kids 8-16, 76-108	\$66.00
<b>Charcoal Trousers</b> ( Years 9-13) Sizes Kids 12-16, 80-128	\$70.00
<b>Maroon Jersey</b> ( Years 9-13) Sizes 82-122	\$100.00
<b>Maroon Cardigan</b> ( Years 9-13) Sizes 82-107	\$100.00
<b>Maroon/Gold Scarf</b> ( Years 9-13) One Size	\$30.00
<b>Black/Maroon Hoodie</b> ( Years 9-13) Sizes 2XS-4XL	\$70.00
<b>Maroon/Gold PE Tee</b> (Compulsory Years 9-10, Optional Years 11-13) Sizes 2XS-5XL	\$40.00
<b>Maroon/Gold PE Short</b> (Compulsory Years 9-10, Optional Years 11-13) Sizes 2XS-5XL	\$34.00
<b>Black Jacket</b> ( Years 9-13) Sizes 3XS-3XL	\$100.00
<b>Boys Light Grey/Maroon socks</b> ( Years 9-13) Sizes 3-5, 6-8, 12-14, 15-17	\$10.00
<b>OTHER ITEMS</b>	
Black Leather Lace Up Shoes	From \$119.00
School Bags	From \$45.00
Clothing Labels <i>Heat pressed name labels</i>	\$3.00 per garment
Laundry Pen <i>White or Black</i>	From \$12.00
Hair Accessories	From \$5.00
<i>PAYMENT OPTIONS: NZ Uniforms accepts Cash, Eftpos, all major Credit Cards and WINZ payments. They also offer ZIP, and have a 'Uniform Club' which is a great way to save for your School Uniform purchases – ask them for more details. Prices are current at time of print, but are subject to change.</i>	

### ITEMS NOT SOLD BY NZ UNIFORM SHOP

- Shoes** - Black sturdy leather flat heel, lace-up school shoes. No canvas shoes  
- Roman sandals (plain black or brown) may be worn in Terms 1 and 4, with no socks.
- Girls' socks** - White calf or ankle length socks or black opaque stockings to be worn all year round with shoes.
- PE Shoes** - Road/court shoes (non-marking soles)
- Beanies** - Plain black (with no logo) may be worn in school grounds Terms 2 and 3
- Caps** - Plain black (with no logo) may be worn in school grounds Terms 1 and 4

## 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, parents/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 extra curriculum 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 SHOES

The correct shoes are specified as:

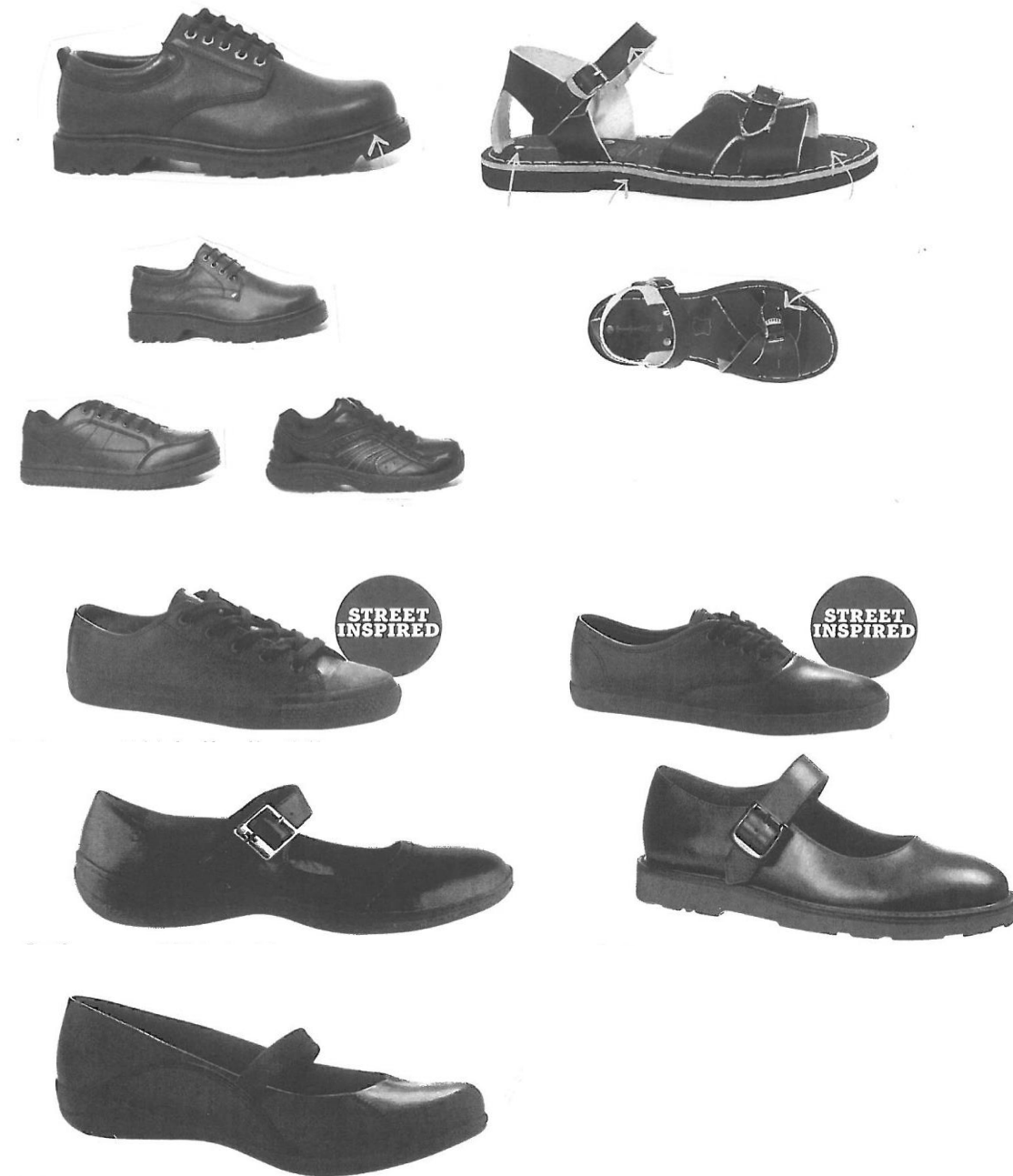
Plain leather flat-heel, lace-up or single strap shoes with back

OR

Plain soft black lace-up road shoes (not canvas/mesh fabric shoes)

Roman sandals with single back-strap, plain black or brown are allowed in Terms 1 and 4.

### ACCEPTABLE STYLES:



**ACCEPTABLE STYLES:**



**THE FOLLOWING STYLES ARE NOT ACCEPTABLE:**



## PERSONAL APPEARANCE

### Jewellery

For Health and Safety reasons jewellery is not worn with school uniform with the exception of a watch and two plain studs or small sleepers in ears. Body and facial piercings are not allowed except for one (1) small spherical nose stud no more than 2mm in diameter. Bars, rings, loops, chains, spikes etc are NOT permitted. Where a departure to these rules is required for cultural considerations this should be discussed with the Principal prior to enrolment. Tattoos are not to be visible. Necklaces of cultural/religious significance may be worn inside clothing and not be visible. The wearing of Taonga is permitted.

### Hair

The main criteria governing hair is that it shall be clean and tidy. Extremes of fashion or colour are not permitted in hair styles or hair accessories. Boys must be clean shaven.

### Makeup

Makeup that portrays a natural look or unobtrusive appearance is acceptable. Nail polish is not permitted with uniform.

### Hats

Caps, black only (for sun protection) may be worn in grounds only, during Terms 1 and 4. College beanies only may be worn around the grounds in Terms 2 and 3, not in class.

## 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 parent being advised to come and collect their child's electronic device.

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

## LEARNING AND TEACHING

### Homework

All teachers are asked to set homework as part of the general teaching instruction, as a means of:

- (a) reviewing work and practising skills learnt
- (b) providing extension activities beyond the classroom
- (c) developing habits of home study.

It may take a number of different forms depending on the subject, the purpose and the level of the group concerned.

For example, the importance of reading (fiction and non-fiction) cannot be overstressed; watching TV news, current affairs and documentaries related to current topics at school, are a valuable addition to classroom work. In addition is the traditional written exercises from textbooks or assignments.

All students should have some work to do at home each night. Achieving a balance between work related to school and leisure activities is very important.

The school believes that the following offers a reasonable guide to the amount of time which should be spent on homework:

Year 9: 1 hour nightly

Year 10: 1-1½ hours nightly

Year 11: 1½-2 hours nightly

Year 12 & 13: More flexible, realising that at this stage most students will have developed skills of self-management.

### Books and Equipment

A student's learning is greatly assisted by the availability at home of a good study area and access to a good dictionary (e.g. the Oxford Dictionary), an atlas and other reference books which the family can afford.

Students of secondary school age should be able to organise their own equipment for school. All of them should bring the following items daily:

- A suitable bag for books and other equipment
- Stationery requirements for each class
- A pen and pencil.
- Coloured pencils
- A ruler and eraser
- A scientific calculator

Other equipment as required by individual subject areas including PE uniform.

## **Presentation of Work**

Staff have been asked to insist upon the following as it will introduce a disposition that many of our students need to develop:

- Students must have the correct stationery and appropriate equipment (pens, ruler, etc)
- All stationery must be named and kept 'graffiti free'
- Presentation of work:
  - must be neat and tidy (to the best of the student's ability)
  - headings underlined; frames around maps; etc
  - layout should be continuous
  - all notes, exercises, diagrams/maps completed
- Work should be repeated if not up to standard
- Folders/exercise books should contain course outline, assessment statement and record of completed, marked assessments.

**Note:** Folders/exercise books should be checked regularly by each teacher (endorsed by a tick/comment/signature).

## **TESTIMONIALS**

Testimonials for senior students (Years 12 and 13) are provided on request for students who are leaving school. These provide a summary of the subjects taken, academic achievement, participation and success in activities, and a statement of the special strengths and attributes of the student. These are a valuable addition to a student's curriculum vitae.

## **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 and in many cases to assess externally assessed 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.
- In Years 9 and 10 there are formal tests especially at the end of the year.

### **External Examinations**

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

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

## PARENT REPORT MEETINGS

These take the form of evening meetings when parents are invited into the school to discuss their son's and daughter's progress. Prior to school beginning for the year, students and their caregivers will attend Kaiarahi meetings (15 minutes) with their child's Kaiarahi (Mentor) for the year. This meeting will be repeated in Term Three, on opportunity to discuss academic progress. Senior subject school parent evening will take place in mid-June (Term Two).

Although these are formal situations to discuss student progress, parents are welcome to make contact at other times to discuss matters.

## LIBRARY

### **Library and Information Centre**

Hours 8.30 – 4.00pm

Open from 11.15am at morning break

Closed at afternoon break

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

### **Contact:**

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

Fiona McDiarmid – Teacher with library responsibility [mcdiarmidf@heretaunga.school.nz](mailto:mcdiarmidf@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; a Reading option; 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. Parents who wish to discuss individual learning disabilities/difficulties should contact the person in charge of Learning Assistance Programmes.

## 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 parents, 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 parents.

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 parent 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.

### **Maori Cultural Group**

Heretaunga College has a kapa haka group. It welcomes any new students.

## **Clubs**

- Club activities offered include Chess, Christian Fellowship, Debating, Library, Magazine and Polynesian Group.
- 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, Young and Hungry Theatre Ambassadors and Class Comedians every year. The 'Smokefree' Stage Challenge and a School Production alternate, with 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 Secondary Schools' Science Fair; the Young Enterprise Scheme, and Stage Challenge.

# **STUDENT WELFARE AND DISCIPLINE**

## **Management of Individual Student Needs**

### **Heretaunga College Guidance Network**

#### **1. Enrolment and Programme Development**

Key Staff: Principal and Dean

Initial identification of student needs is integral to the enrolment process. Information is sought from parents/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: Kaiarahi, subject teachers, Dean and HOD

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

Strategies will include contact with parents/care givers, individual mentoring, referral for counselling, attendance monitoring, daily report, detentions, 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

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, International Dean, and Upper Hutt Truancy Team 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.

## **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 etc.; 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. Parent/s 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. Parents 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.

**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 parent/s 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.

## **RESTORATIVE CONFERENCING / PRACTICE**

The College introduced Restorative Practice as an alternative strategy in the management of students with at risk behaviour who were at the stage of requiring a board hearing for suspension. 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/whanau and the student.

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

## MEDICAL MATTERS

Any injuries or illnesses are dealt with in the first instance by staff in the school office. Parents 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, student's parent/guardian will be notified. For all accidents, details will be entered in the Accident Register held in the office.

## COMPLAINTS

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

For serious matters or unresolved problems, contact the Principal or DP 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. Parents 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 parents informing us of any change in their personal details and especially if they leave Heretaunga College for another school.

### **Other information held:**

- The DP and APs maintain individual records of matters usually relating to discipline as well as the Incident Reports
- Each Dean supervises the Pride Group Comments book and hold data in relation to individual student programmes and interviews
- The Principal holds the Stand Down and Suspension reports
- Kaiarahi, along with Deans, are responsible for matters of attendance
- Classroom teachers record attendance, work completion and assessments
- Learning Assistance Teacher has data relating to special learning difficulties

## PARENT ACCESS

Information held on a student is confidential to the college and the child's parents or guardians. Parents 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 etc are listed below. As a school, we regularly practise our evacuation procedure for fire and earthquake, as well as lockdowns, due to intruders.

As parents 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.

A Civil Defence Emergency Information Form will be emailed to all parents/caregivers Term 1 and Term 3 to update for the school records.

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

### Guidelines

The Principal or Deputy Principals 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 parents post emergency

1. If students **are held on the school premises**, parents 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 parents 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 parents 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 parents 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.