

# **Parents Information Booklet 2005**

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# **THE BOARD**

## **BOARD MEMBERSHIP**

### **Elected Members (*Retire April 2007*)**

Mr J Cosgrove	Chairperson	Elected March 2004
Mr M Rouse	Deputy Chairperson	Elected March 2004
Mrs S Selvadurai		Elected March 2004
Mr L McCarthy		Elected March 2004
Mrs S Ordish		Elected March 2004

**Staff Representative:** Mr W Russell Elected July 2004  
(*Retire April 2007*)

**Student Representative:** Mr R Bridge September 2004 – August 2005

**Principal:** Mr R A Campbell Ex officio

**Secretary to the Board:** Mrs M A Basire

The Board meets on the last Tuesday of each month, February-December (except September) at 6.00 pm in the Boardroom.

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## **STAFF**

### **Senior Staff**

**Principal:** Mr Richard Campbell  
**Associate Principal:** Mrs Sharon Gilman (on leave 21<sup>st</sup> February – late October 2005)  
**Assistant Principals:** Mr Gordon Dickson (acting Associate Principal after 21<sup>st</sup> February)  
Mrs Andrea Stonehouse (for 2005)  
Mr Cliff van Schooten (interim until a new senior staff member is appointed)

### **Pastoral Care/Guidance**

**Senior Deans:** Mrs Jocelyn Arthur (Ar)  
Ms Chrissie Jorgensen (Jg)  
Mr Rod Gilman (Gl)  
**Guidance Co-ordinator:** Mr Cliff Van Schooten (Vs)  
**Guidance Counsellor:** Ms Jules Esther (Es)  
**Careers Adviser (Counselling):** Mrs Barbara Browne (Br)  
**Careers Adviser (Programmes):** Mrs Tricia Winter (Wr)  
**Year 13 Deans:** Mrs Barbara Browne (Br)  
Mr Ross Burttton (Bu)  
**Year 12 Deans:** Ms Margaret Priest (Pm)  
Mr Cliff van Schooten (Vs)  
**Year 11 Deans:** Ms Deb Coningsby (Cn)  
Mr Brent Adams (Am)

<b>Year 10 Deans:</b>	Mrs Julie Laurenson (Ln) Mr John Boccock (Bk)
<b>Year 9 Deans:</b>	Mrs Fiona Jeffries (Jf) Mr Tom Graham (Gr)
<b>RTL B:</b>	Mr Duncan Smith (Sd)
<b>Community Liaison Officer:</b>	Mr Ra Higgott (Hg)
<b>Attendance Officer:</b>	Mr Ra Higgott (Hg)
<b>Chaplain:</b>	Mrs Riria Rees (Re)
<b>Public Health Nurses:</b>	Mrs Joy Fairburn and Mrs Chris Kerr

### Curriculum and Other Management Responsibility Holders

<b>Admin Co-ordinator/ STAR Co-ordinator</b>		Mr Bill Russell (Rs)
<b>Assistant Admin Co-ordinator</b>		Mrs Anne Rose (Ro)
<b>Art</b>	<b>HOD</b>	Mr Grant McNabb (Mn)
<b>Commerce</b>	<b>HOD</b>	Ms Julie Parsons (Ps)
<b>English</b>	<b>HOD</b>	Mrs Judy Haskell (Hk)
	<b>Asst HOD</b>	Mr Tim Mapplebeck (Mb)
	<b>(Alternative Programmes)</b>	Mr Bruce Stephenson (Sp)
	<b>(Junior Programmes/Profiling)</b>	Ms Ragne Maxwell (Mw)
<b>Health and Safety Officer</b>		Mr Trevor Hook (Ho)
<b>Health</b>	<b>HOD</b>	Ms Roz White (Wt)
<b>Home Economics</b>	<b>HOD (Acting)</b>	Miss Sally Fox (Fx)
<b>International Languages</b>	<b>HOD</b>	Ms Sharon Vial (VI)
<b>Japanese</b>	<b>TIC</b>	Mr Koichi Tomita (Tm)
<b>Library</b>	<b>TIC</b>	Mr Matt Coxon (Cx)
<b>Life Skills</b>	<b>TIC</b>	Mrs Tricia Winter (Wr)
<b>Mathematics</b>	<b>HOD</b>	Mr Rod Gilman (Gl)
	<b>Asst HOD's</b>	Ms Margaret Priest (Pm)
		Mr Phil Glasson (Gs)
<b>Maori</b>	<b>HOD (Acting)</b>	Ms Deb Coningsby (Cn)
	<b>TIC</b>	Mr Kahu Ropata (Rp)
<b>NZQA Principal's Nominee</b>		Mr Bill Russell (Rs)
<b>Physical Education</b>	<b>HOD</b>	Ms Di Clark (Cl)
	<b>Asst HOD</b>	Mr Alistair Hose (Hs)
<b>Outdoor Education</b>	<b>HOD</b>	Mr Bevan Smith (Sb)
<b>Reading</b>	<b>TIC</b>	Mrs Adele Campbell (Cm)
<b>Science and Horticulture</b>	<b>HOD</b>	Mrs Jocelyn Arthur (Ar)
	<b>Asst HOD Science</b>	Mr Brendan Monk (Mk)
<b>Biology</b>	<b>HOD</b>	Mr Ross Burtton (Bu)
<b>Chemistry</b>	<b>HOD</b>	Ms Sheena Broome (Bm)
<b>Horticulture</b>	<b>HOD</b>	Mr Tom Graham (Gr)
<b>Physics</b>	<b>HOD</b>	Mr Hugh Fairweather (Fh)
<b>Social Studies</b>	<b>HOD</b>	Mr John Boccock (Bk)
	<b>Asst HOD</b>	Ms Sara Mullooly (Mq)
<b>Geography</b>	<b>TIC</b>	Mrs Melanie Meikle (Ml)
<b>History</b>	<b>HOD</b>	Mr Brent Adams (Am)
<b>Special Needs</b>	<b>HOD</b>	Mr Cliff Van Schooten (Vs)
<b>Special Projects</b>	<b>HOD</b>	Ms Deb Coningsby (Cn)
<b>Technical</b>	<b>HOD</b>	Mr Trevor Hook (Hk)
<b>Junior (Years 7 and 8)</b>	<b>Co-TIC's</b>	Mrs Shelley Gilman (Gx)
		Ms Amanda Prenter (Pr)
<b>IT (Computing)</b>	<b>HOD</b>	Mr Peter Brown (Bw)
<b>IT (Technology)</b>	<b>HOD</b>	Mrs Tricia Winter (Wr)
<b>Work Experience</b>	<b>TIC</b>	Mrs Christine Vaughan-Dawkes (Vn)
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## Communication with the College

### Contact with the College

If there are matters with which you need assistance, guidance or any form of help, please do not hesitate to contact the College. If you know the name of the person who can help, please ring the office. If the person concerned is available then contact can be made immediately. Often, however, staff will be in the classroom or not readily available. In such cases please leave a message and a contact number and the person concerned will get back to you.

Please do not ring staff at home.

If you have concerns or worries and wish to discuss them or advise the College of them, then please contact the person concerned so that these matters can be addressed.

In general the following staff should be contacted:

- For classroom matters, the teacher concerned or the subject HOD
- For general pastoral student matters the form teacher or dean
- For student personal guidance, the Guidance Coordinator, Guidance Counsellor, Senior Deans or Senior staff
- Senior staff (Mr Campbell, Mrs Gilman, Mr Dickson, Mrs Stonehouse or Mr van Schooten) can be contacted if it is felt appropriate.

If you are unsure who you should contact please ring the College office and outline the general issue you wish to raise and Office staff will transfer you accordingly.

### PARENT/TEACHER EVENINGS 2005

The programme for parent/teacher meetings for 2005 is as follows.

Tuesday 22 <sup>nd</sup> February 7.30 pm	Parents of Year 9 students to meet with Form Teachers in the College Auditorium.
Thursday 7 <sup>th</sup> April (from 3.00 pm)	Parents of students with surnames A-K
Wednesday 13 <sup>th</sup> April (from 3.00 pm)	Parents of students with surnames L-Z
Thursday 4 <sup>th</sup> August (from 3.00 pm)	Parents of students from any level

As last year, the school day will be restructured on these parent/teacher occasions (with the exception of the 22<sup>nd</sup> February meeting when there will be no changes to the school bell times) so that classes conclude by 2.00 pm. Lunchtime will be shortened and other adjustments will be made to bell times. The parent/teacher interviews will then occur in two sessions. One will commence at 3.00 pm and conclude at 4.45 pm. The second will commence at 6.00 pm and conclude at 8.00 pm.

We shall also be continuing with the policy of holding the interviews in a range of rooms. We shall use the Senior Student Centre, the Library, E Block and the Performing Arts Centre for these meetings. Details will be confirmed when interview sheets are issued.

## REPORTS

From 2005 the formal written reporting system to parents will be similar to that operational in 2004.

There will be no Interim report issued but Parent/Teacher meetings have been brought forward to April and this will give parents an earlier opportunity to discuss any matter with teachers.

At mid year (mid July) all students will receive a full report which indicates their academic performance in their courses of study as well as general comment on classroom performance, conduct and attitude. For seniors this report will indicate performance in Internal Achievement Standards and Unit Standards assessed to that time for those students involved in NCEA programmes. It will also report on school based performance on any External Achievement Standard assessed to date. There will be no Form Teacher comment on these reports.

At the end of the year a full report will be issued. The style will be similar to the mid year report but will indicate performance for the whole year and the teacher comment will be longer. All reports will have a Form Teacher comment which will include Prizegiving awards, school involvements and awards as well as a brief summary comment.

All reports will be computerised.

Reports will be issued as follows –

<b>Mid Year</b>	Tuesday 26 <sup>th</sup> July	All students
<b>End of Year</b>	Thursday 10 <sup>th</sup> November Friday 11 <sup>th</sup> November Friday 11 <sup>th</sup> November Wednesday 7 <sup>th</sup> December Thursday 8 <sup>th</sup> December	Year 11 Reports issued after Year 11 Prizegiving. Year 13 Reports issued after Senior Prizegiving. Year 12 Reports issued after Senior Prizegiving Year 10 Reports issued after Year 10 Prizegiving Year 9 Reports issued after Year 9 Prizegiving

## PARENTS' ASSOCIATION

The College's Parents Association remains active and is fully involved in supporting the College during the year. Such activities included:

- Helping at parent/teacher evening.
- Running a Ball Gown parade after the Annual Ball.
- Running a raffle.
- Running a film evening
- Selling bulk foods and cookbooks.
- Selling plants

During the year funds are donated to the College and these are allocated to Prizegiving awards and for other capital items.

Current Office Holders:

<b>President:</b>	Mrs Sue Ordish
<b>Treasurer:</b>	Mrs Sue Selvadurai
<b>Secretary:</b>	Mrs Liz Waterhouse

Contact can be made through the College office.

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## ROUTINE MATTERS

### The School Day

Glide Time Classes	8.00 - 8.55 am	(not Thursdays)
Staff Meeting	8.30 - 8.50 am	
Form Time/Roll Check/Notices	8.55 - 9.10 am	
Period 1	9.10 - 10.10 am	
Interval	10.10 - 10.25 am	
Period 2	10.30 - 11.25 am	
Period 3	11.25 - 12.25 pm	
Lunch Eating	12.25 - 12.35pm	
Recreation	12.35 - 1.20 pm	(Wet Days 12.35 – 1.10 pm)
Period 4	1.25 - 2.20 pm	(Wet Days 1.15 – 2.10 pm)
Period 5	2.20 - 3.15 pm	(Wet Days 2.10 – 3.05 pm)

Wet days are signalled by three bells at the 12.25 pm bell to end Period 3.

### Assemblies Time - 8.55 am each day

Monday	Year 12
Tuesday	Year 13
Wednesday	Year 9
Thursday	Year 11
Friday	Year 10

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## TERMS AND HOLIDAY DATES FOR 2005

Term Dates 2005			
Term 1	Monday 31 January	To	Friday 15 April
Term 2	Monday 2 May	To	Friday 8 July
Term 3	Monday 25 July	To	Friday 23 September
Term 4	Monday 10 October	To	Thursday 8 December (Year 9 Prizegiving)

### 2005 – Holidays

Good Friday 25 March (Easter break during term 1 2005)  
Easter Monday 28 March (Easter break during term 1 2005)  
Easter Tuesday 29 March (Easter break during term 1 2005)  
Anzac Day 25 April (During term1-2 vacation)  
Queen's Birthday Monday 6 June  
Labour Day Monday 24 October

### **Absence from School:**

- (a) Please ensure that a note explaining the absence is brought to the Form Teacher on the first day your son/daughter returns to College **OR** that you telephone the College office to let us know about the absence.
- (b) Absences which can be foreseen should be notified to the Principal before the student is away from school. These should be kept to an absolute minimum to avoid disruption to individual programmes of study. Please note that, as a general rule, no special assessment opportunities will be available to students where they are absent on non school related matters.

Paraparaumu College has systems in place to identify student non-attendance on a daily basis.

Parents' responsibility is to be active participants and supporters of their children in attending school.

Parents need to contact the school promptly of all absences and when students are likely to be late for justified reasons.

After continued unexplained absences and after the school has undertaken substantive efforts to ascertain a student's whereabouts and has failed to do so, the school will notify the District Truancy Service that a student is absent. The school would however, like to meet with parent(s)/caregiver(s) and students where unsatisfactory explanations are given for non-attendance or when a pattern of non attendance is developing.

### **Cell Phones**

A reminder about our policy relating to cell phones.

- All cell phones must be turned off in all lessons and meetings
- Cell phone use is also prohibited in toilets and changing areas
- Cell phones are prohibited in any examination or assessment. Using cell phones in an NCEA exam/assessment, internal or external, may result in disqualification
- **Taking photographs by cell phones without authority on the school site is prohibited for privacy reasons.**

Students abusing this policy and using cell phones in class, for whatever reason are likely to have the phone confiscated. If the policy is broken by a student on a regular basis or in an improper way then disciplinary action may follow.

Cell phones have become more costly items and are attractive to thieves. Students should be aware of their own cell phone security if they wish to bring one to College.

If it is necessary to bring a cell phone to College they may be left at the office for safe keeping.

Parents and students are reminded that the College does have a phone for student use, provide by Telstra Clear free of charge, in the Admin block.

### **Internet Policy**

A copy of the College policy on Internet access may be collected from the College office. It is available to all students who have not yet completed the return form, and is particularly important for those who are new to the College. Please ensure that this form is completed as soon as possible. Any questions can be directed to Mr P Brown or Mrs T Winter.

## **LATENESS DETENTION SYSTEM**

1. All students whom form teachers believe are late to school without a reasonable excuse will be sent to the office.
2. Procedures at the Office
  - Students to sign in the Late Book
  - Students will be issued a late slip to be returned to their form teacher
  - Students will be given a 20 minute detention on the day of the lateness. Detentions will be held in B4 and start at 12.40 pm
  - Non attendance means the detention will be doubled (2 / 20 minute detentions on consecutive days)
  - Further non attendance will result in a Thursday after school detention being issued.
3. During the detention students will copy out the lateness sheet
4. Students who are continually late will be dealt with by Deans/Senior Management.

### **Leaving School Premises**

The College keeps a close check on pupils leaving the school grounds during school hours. Parental permission is required should students need to leave College during normal hours. Should you require your son/daughter to come home for lunch, please fill in the appropriate form and a pass may be issued. At all other times when you wish your son/daughter to leave the grounds please ensure a note is sent to Mr Dickson.

### **Medical problems**

It is important for the staff to be aware of any problems which may arise as a result of your child's medical history. Please advise Mrs Gilman or Mrs Stonehouse if you feel there is further information which the College should be aware of.

Please ensure that the students who require inhalers carry them on their person. Any extra medication should be stored in the College office.

### **Sick Bay**

We are equipped to look after sick students for a **short time only** during the day. Please keep children at home **IF THEY ARE NOT WELL BEFORE SCHOOL**. If your child becomes ill during the day, you will be contacted, so that you can make arrangements to collect him/her. If you are not at home during the day, please advise the College of the telephone number of a friend/relative who can be contacted and who can collect your son/daughter. If students may require medication while at school, Mrs Gilman or Mrs Stonehouse should be notified and arrangements made for medication to be stored at school.

## **Transport**

### ***Congestion in Mazengarb Road / Drop off and Pick-up of students***

Mazengarb Road outside the College is a very congested place especially in the periods 8.20 am to 9.00 am and 3.00 pm until 3.30 pm. Congestion also occurs on wet days when more students are transported to College by cars.

Students in Year 13 may park vehicles in the parking area to the east of the main gate. Other students who travel to College by car may park in the Gymnasium car park. Parking in local side streets should be avoided where possible.

When dropping off or picking up students – would parents please note the following details, which have been put together in association with local senior traffic police:

1. Please observe the ***no stopping*** area on the northern (College) side of Mazengarb Road between the western gate and the eastern gate.
2. There is a pedestrian crossing west of the College by the Gymnasium and close to this area is a convenient place to drop off and pick up.
3. Dropping off students in the car park areas in front of the school in the morning is all right, but **please** be careful when doing so as these areas become very busy. Picking up students in these areas after school should be avoided, unless a designated parking space should be available as they become very congested with all students leaving together at the end of school. The best pick up places are west of the College by the new classrooms or to the east of the College on the northern (College) side. In these cases students do not need to cross Mazengarb Road or can use the pedestrian crossing.

All Waikanae bus students are dropped off by the pedestrian entrance to the College and are picked up from the bus bay in the College grounds. No Waikanae bus student needs to cross Mazengarb Road.

### **Car Transport**

Senior students wishing to travel to College in cars or motor cycles should seek application forms from Mr. Russell.

Parents should be aware of the requirements regarding Provisional Licences and carriage of passengers.

## **SENIOR PRIZEGIVING and NCEA EXAMINATION DATES**

NCEA external examinations will commence on Monday 14<sup>th</sup> November 2005. This means that the examinations will start at an earlier time in the school year than in 2004. Hence there has been a change to the timing of Prizegivings for Years 11-13. All Prizegivings and Award ceremonies for seniors are slightly earlier than in 2004.

As in 2004 the Senior Prizegiving will be held in the afternoon of the last school day before exams commence. This will be on Friday 11<sup>th</sup> November at Southwards Theatre with a start time of 3.30pm and a finish time of about 5.30 pm. This will allow us the time we need for preparation, allow students to prepare for their examinations without a late night the day before and still make the occasion a formal one.

As in 2004 the start time of our October school examinations will be the first day of Term 4. This will give about the same time between the end of school examinations and the start of NZQA examinations as in the past. Dates for report issue are included in this information booklet.

## SENIOR STUDENTS

### YEAR 13 ATTENDANCE POLICY

- 1 All students **must** attend every roll check or assembly
- 2 Students stay at school until **all** of their classes are completed
- 3 When students “glide out”, they must sign out at the main office
- 4 Students may leave school at lunchtime provided they have completed the lunchtime permission, car driver and passenger forms. A laminated pass will be issued to confirm this.
- 5 Every time a student leaves at lunchtime, he/she must sign out in the book in the Student Centre foyer
- 6 Students must be aware of the possibility of a short lunch hour (3 bells)
- 7 All other absences must be processed in the usual way, ie, a note is required and an exeat pass will be issued. A student must sign in and out at the main office
- 8 Facilitators must attend their year 9 lunch eating and interform activities
- 9 Any unauthorised absence or lateness will have consequences including the removal of these privileges

### YEAR 12 ATTENDANCE POLICY (Students taking Glide classes)

- 1 All students must attend roll check or assembly regardless of whether they have a free period following.
- 2 Students stay at school until all of their classes are completed.
- 3 When students “glide out” they must sign out at the main office.

#### **Note:**

All senior (Years 12 and 13) students will not need to be at College on Wednesday Period 5 unless required to do so for specific reasons, e.g. liaison officer visits, career visits, special assessments, special meetings, etc. Students will be advised if they need to remain at College when necessary. Students do not need to sign out at the end of period 4.

Any Year 12 student who has a non contact Period 4 on a Wednesday may leave school at the start of lunchtime if they wish. These students will still need to sign out as per 3 above

## **BEHAVIOUR GUIDELINES FOR STUDENTS**

**These guidelines reflect the general statements in the Prospectus and wishes of the Board of Trustees.**

- 1. Apply commonsense. Always be co-operative, courteous and considerate.**
- 2. Respect others, their property, and the school in general. Promote a safe school.**
- 3. Meet commitments you have made.**
- 4. Be punctual. Work must be completed on time and to the best of your ability.**
- 5. Do not visit lockers between lessons.**
- 6. Students in Year 9-11 classes will line up outside the room and wait for their teacher to ask them to enter.**
- 7. No eating or drinking in class. No chewing or bubble gum at school.**
- 8. In classrooms and other activities only one person in the class/group should be talking at any one time.**
- 9. Homework must be recorded in a diary and completed on time.**
- 10. Correct uniform is to be worn in a proper manner. Jewellery, which is visible, is restricted to one stud, in either or both ears, and a wristwatch.**
- 11. Students in Years 9-12 must attend lunch eating in their form room.**
- 12. Rooms and grounds are to be kept clean and tidy.**
- 13. Do not leave class during class time. If there is a need to leave the room a note from the teacher is required.**
- 14. Cell phones must be turned off during all lessons and meetings. Cell phones are banned in all toilets and changing rooms.**
- 15. Be a credit to yourselves, your family/whanau and the school at large.**

## **COLLEGE DISCIPLINE DEMERIT SYSTEM**

The following outlines the discipline system within the College.

Students failing to behave appropriately will be awarded demerit points by the Heads of Departments, Deans and Senior Staff.

Examples of offences that could earn points will include:

- continually disrupting the learning of others
- disrespectful behaviour
- refusal to follow instructions and failure to attend detentions.

Points may also be awarded by the senior staff for gross misconduct. These offences include bullying, vandalism and issues relating to drug or alcohol possession at College.

Demerit points acquired by students will be removed after 6 calendar months.

If a student accumulates 3 points a letter will be sent to their caregivers expressing concern and inviting them to ring the College and discuss the matter.

If a student accumulates 6 to 8 points there will be further contact from the College and a stand down may be considered.

If further points are accumulated the student is likely to be placed under the supervision of the Senior Deans who will then monitor the behaviour of the student and make recommendations to the Senior Staff as necessary.

We feel that these changes will provide clearer communication regarding inappropriate behaviour. The changes should also help us to maintain the quality learning environment we strive to provide for all students.

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## **UNIFORM & APPEARANCE**

**Details of the approved uniform follow. This is a reprint from the 2005 prospectus.**

“During term time the Uniform Shop is open on Mondays and Thursdays, 12.30 to 1.30 pm. In December/January the opening times will be extended and times will be advertised in local newspapers.

Year 9 to 12 students are expected to dress in keeping with their own and the College’s status in the community.

### ***Girls***

Red MacPherson tartan pleated skirt

Grey trousers (only College Shop trousers acceptable) may be worn as an alternative to the skirt.

College white overblouse or College polo shirt.

Plain white ankle or knee high socks with the skirt, grey with trousers.

Black tights or neutral pantyhose may be worn with the skirt as an alternative to white socks.

Plain dark hair ties.

### ***Boys***

College white overshirt or College polo shirt.

Mid-grey wool/poly blend trousers or shorts.

College grey knee length socks with green stripe to be worn with shorts, and grey ankle socks to be worn with trousers.

### ***Girls & Boys***

#### **Shirt:**

Options available are any **ONE** of:

- College navy or white polo (short sleeve)
- White long sleeved shirt (to be worn with College tie)
- College white overblouse/overshirt (as listed above) with or without College tie

#### **Jersey:**

Wellington Green, V-neck

#### **Shoes:**

Plain black leather lace-up shoes (no boots, sports shoes or suede or platform/high heels)

#### **Jacket:**

College Navy/Green Jacket with the College logo or black Fairydown/Zone jacket

#### **Caps:**

Navy cap. No other types of hats are to be worn

#### **Cycle Helmets:**

A cycle helmet must be worn at all times when riding a cycle

#### **Scarf:**

Plain dark scarf

#### **Dress Uniforms:**

White long sleeved shirt, skirt/trousers, black shoes

College blazer and tie

#### **Wet Weather:**

Travelling to and from College in wet weather, students may wear a yellow safety coat or black oil skin parka

## **Physical Education:**

### **Years 9-11:**

Lotto navy shorts & Lotto emerald sports shirt  
White sport socks  
Sports shoes  
College cap strongly recommended for outside classes  
Navy track suit (optional)

**Please note that regulation uniform is available ONLY from the College Shop and items from other retailers is non-regulation and is NOT approved by the Board of Trustees for students who attend the College.**

Year 9 to 12 students are expected to wear ONLY regulation items of uniform from the time they leave home until they return each day.

### **SECOND HAND UNIFORMS**

*Items of uniform may be donated or sent in to the College Office for sale by the Parents' Association.*

It is important that **ALL ITEMS** are **CLEARLY AND INDELIBLY LABELLED** so that anything mislaid has a better chance of being found and returned.

### **Short Term/Special Uniform passes**

Students who, for whatever reason, need to wear non-regulation items of uniform should bring a note from home and obtain an authorisation slip from Mrs Rose or Mr Hook at morning form time.

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## NCEA

Copies of policies relating to NCEA Assessments are included in this handbook. **Students should make every endeavour to take assessments at the confirmed time.** Where assessments are missed there may or may not be opportunity for assessment at a later date. Please check the policy to clarify such situations.

Parents should be aware that missing assessment because of holidays or similar events may not give later assessment opportunities.

It is important for students and parents to be aware that each Achievement Standard stands alone. There will be no final “mark” for each subject. Once internal assessments (or re-assessments, if they are available) are completed and students have **not** achieved credit **there will be no further chances to gain those credits in that year.**

More details about the NCEA qualification can be found at the following websites.

[www.tki.org.nz](http://www.tki.org.nz)

[www.minedu.govt.nz/goto/NCEA](http://www.minedu.govt.nz/goto/NCEA)

[www.ncea.govt.nz](http://www.ncea.govt.nz)

### Some Basic Information about NCEA (National Certificate of Educational Achievement)

- The qualification will be obtained from credits achieved in courses at school and later from other providers (Polytechnics etc)
- Each course of study will be divide into several achievement standards (or unit standards) which give credits towards the NCEA
- Each course of study will have some achievement standards which are Internally Assessed and others which are Externally Assessed. The general guidelines are that at least 50% of the achievement standards in a subject should be able to be Externally Assessed. There are some exceptions to this guideline. All Unit Standards are internally assessed.
- Examinations will occur for External Achievement Assessment at all levels in most subjects. There will be exceptions for subjects where an examination is not the best method of External Assessment (e.g. Art, Music, Technology). In these cases students will be advised of the relevant external assessment method.
- In general each course will comprise of Achievement Standards which have a combined total of 24 credits each year. There may be some courses which may have more and some courses which may have a mix of Achievement Standards and Unit Standards. Some courses may be made up of Unit Standards only.
- To obtain a National Certificate students will need to achieve at least 80 credits in total with at least 60 at the level (or higher) of the National Certificate. For example to gain a level 2 National Certificate a student must have achieved at least 80 credits with at least 60 at level 2 (or higher).
- Level 1 subjects are essentially aimed at Year 11 students
- Level 2 subjects are essentially aimed at Year 12 students
- Level 3 subjects are essentially aimed at Year 13 students
- Achievement Standards will be awarded in three performance categories. They are achieved with excellence, achieved with merit and achieved. These awards are available for both internal and external standards.
- Each student will receive a Record of Learning which details all Achievement and Unit Standards, similar to current degree transcripts, on an annual basis.
- Achievement Standards will be reported in a way so that students can identify their performance against the national pattern in that year.

Some other key points include:

## **University Entrance**

### **Summary**

14 credits at level 3 or higher in an approved subject	14 credits at level 3 or higher in an approved subject	14 credits at level 3 or higher in no more than 2 domains or approved subjects
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- 14 credits in Mathematics at level one or higher
- 4 credits at level two or above in Reading
- 4 credits at level two or above in Writing

See [Standards fulfilling the literacy requirement](#) for more detail.

Credits can be accumulated over more than one year. Where a unit standard and an achievement standard assess the same learning outcome they are mutually exclusive for the NCEA and university entrance purposes.

### **Discretionary and provisional entrance**

For information about discretionary and provisional entrance to New Zealand universities, see the website of the [New Zealand Vice-Chancellors' Committee](#).

## **Discretionary Entrance Regulations**

The Discretionary Entrance Regulations were published in July 2002 and came into force in 2003. They provide a route to university study for students who have not continued secondary education beyond Year 12.

The chief features of the regulations are as follows:

- They apply only to New Zealand citizens and permanent residents under 20 years of age.
- Applicants must have a minimum of 14 credits in an approved subject at Level 2 towards NCEA.
- Applicants must also have met the literacy and numeracy standards required for University Entrance.
- Application must be made to the university of choice and a fee may be payable.
- A reference from a school principal or other suitable person is required and there may be an interview.
- Students who have attempted to qualify for University Entrance are ineligible to apply in the same year as that attempt but may be considered for mid-year admission in the following year.

A copy of the regulations may be downloaded [here](#) (PDF) or [here](#) (Word document).

## **Approved Subjects**

<b>Approved Subject</b>	<b>Field/Subfield/Domain/Standards</b>
Accounting	Domain Accounting - Generic
Agriculture & Horticulture	Domain Agricultural & Horticultural Science
Biology	Domain Biology
Chemistry	Domain Chemistry
Chinese	Domain Chinese
Classical Studies	Domain Classical Studies
Computing	Domain Generic Computing
Cook Islands Māori	Domain Cook Islands Māori
Design (Practical Art)	AS90515, AS90516, AS90517 US9072, US9073
Drama	Subfield Drama
Economics	Domain Economics
English	Subfield English
French	Domain French
Geography	Domain Geography
German	Domain German
Graphics	Subfield Design
History	Domain History
History of Art	Domain Art History
Indonesian	Domain Indonesian
Japanese	Domain Japanese
Korean	Domain Korean
Latin	Domain Latin
Mathematics with Calculus	Domain Trigonometry Domain Geometry Domain Calculus AS90638, AS90639 US5267, US11102, US12344
Statistics and Modelling	Subfield Statistics and Probability AS90644, AS90647 US5256, US5264, US5262, US5272
Media Studies	Domain Media Studies
Music Studies	Domain Music Studies
Painting (Practical Art)	AS90659, AS90663, AS90667 US9066, US9067
Photography (Practical Art)	AS90660, AS90664, AS90668 US9064, US9065
Physical Education	Domain Physical Education
Physics	Domain Physics
Printmaking (Practical Art)	AS90661, AS90665, AS90669 US9069, US9068
Samoan	Domain Samoan
Science	Domain Core Science Domain Earth Science
Sculpture (Practical Art)	AS90662, AS90666, AS90670

	US9070, US9071
Spanish	Domain Spanish
Social Studies	Domain Social Studies
Te Reo Rangatira or Te Reo Māori	Subfield Reo Māori

## ***Literacy Requirements for University Entrance***

The standards fulfilling the university entrance literacy requirement are detailed in the tables below.

### **English standards fulfilling the literacy requirement for university entrance from 2004**

<b>Standards</b>	<b>Credits</b>	<b>Reading</b>	<b>Writing</b>
Scholarship		X	X
<b>Achievement standards</b>			
90720	4		X
90721	4	X	X
90722	4	X	X
90723	4	X	X
90724	2	X	
90726	3	X	X
90375	3		X
90376	3		X
90377	3	X	X
90378	3	X	X
90379	3	X	X
90380	3	X	
90381	3	X	X
<b>Unit standards</b>			
8834	6	X	
8823	4	X	
8841	6		X
8842	6		X
8835	6		X
8825	5		X
12427	4	X	
12428	4	X	
12430	3	X	
12429	3	X	
12905	4	X	
12419	4	X	
12420	4	X	
12422	3	X	
12421	3	X	

**X** = the standard is recognised for reading and/or writing credits.

**Note 1** Where standards count for either Reading or Writing, an individual student may not count credits for **both** Reading and Writing unless it is the Scholarship standard.

**Te Reo Maori and Te Reo Rangatira standards fulfilling the literacy requirement for university entrance from 2004**

<b>Standards</b>	<b>Credits</b>	<b>Reading</b>	<b>Writing</b>
Scholarship		<b>X</b>	<b>X</b>
90441	6	<b>X</b>	
90444	4	<b>X</b>	
7266	3	<b>X</b>	
90544	6	<b>X</b>	
90538	4	<b>X</b>	
7267	3	<b>X</b>	
7268	10	<b>X</b>	
90445	4		<b>X</b>
90448	6		<b>X</b>
7258	3		<b>X</b>
90545	4		<b>X</b>
90539	6		<b>X</b>
7259	3		<b>X</b>
7260	10		<b>X</b>

- To gain a Level 1 NCEA, students must have gained at least 8 credits from defined standards in both literacy and numeracy.
  - Specific standards which can generate the Numeracy credits are as follows.
  - Any Mathematics Achievement Standard
  - Any Numeracy Unit Standards
  - Any Pangarau Standards
  - Specific standards which can generate the Literacy credits are as follows.
  - Any English Achievement Standard
  - Any English Unit Standard
  - Any Te Reo Maori Achievement Standard
  - Communication Unit Standards 1277, 2989, 2977 and 10792 or any Communication Unit Standards at Level 2 or higher.
  
- To ensure that national standards are maintained in the internally assessed components of each course NZQA will undertake an annual audit of each school's assessment processes and procedures. This will involve assessing the assessment tasks and examining 8 students' work from specified achievement standards in each subject the school offers. This will occur each year and will ensure that national standards are maintained. Where there are difficulties NZQA will require matters to be resolved. It has the final sanction to withdraw a school's accreditation (in full or in part) should matters not be resolved satisfactorily.
- The College reports results to NZQA in electronic form.
- There will be Grade Point Score for each course which will give a broad measure of performance. This is not a mark as has been the case in previous external examinations.
- Examinations will occur as usual at the end of the year.
- There are NO pre-determined "pass rates." Each standard stands alone and students will achieve results based on **their** performance against the stated standard. There will be no scaling of marks; no pre-determined grades allocated to a school and the concept of 50% as a pass will be removed.

**SCHOLARSHIP**

- Scholarship is an external qualification at Level 4 from 2005. Each subject will have an end of year external assessment (usually an examination) which will be in advance of Level 3, aimed at the most able students and will cover all aspects of the course.
- The timing of these examinations is likely to be after the NCEA level 3 examinations in December

- Each Scholarship examination will be worth 24 credits with a qualification called New Zealand Scholarship registered at Level 4 on the National Qualifications Framework. To gain this qualification, students must gain 72 credits (3 subjects).
- Monetary awards will be allocated to top scholars nationally and to the top performer gaining Scholarship in each school

Details of this qualification can be found at [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

## **ENTRY FEES FOR 2005 NATIONAL SECONDARY SCHOOL QUALIFICATIONS**

(A) NZQA has advised the College that the Minister of Education has set the following entry fees for 2005. These fees apply to all domestic students only.

<b>Entry</b>	<b>Fee</b>
Entry for all NQF standards and up to 3 Scholarship subjects	\$75
Additional Scholarship entries	\$75 per subject

(B) Fees for International Fee paying Students

<b>Entry</b>	<b>Fee</b>
Entry for all NQF standards	\$375
All Scholarship entries	\$100 per subject

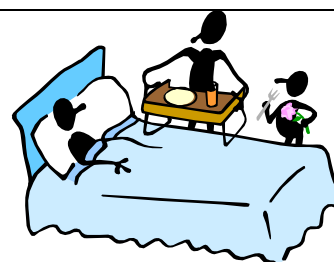
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## **INTERNAL POLICIES**

### **STUDENT ASSESSMENT GUIDE**

#### **ABSENCE**

- If you know beforehand that you are going to be absent you should apply for leave from the Principal. This means that you need to bring a note, there may not be a special assessment opportunity made available in these cases.
- If you miss an assessment you need to bring a medical certificate not just a note from home.



#### **COMPASSIONATE CONSIDERATION**

- You can apply if you are ill, have an accident or there is a family crisis within three days of a final assessment.
- You may not apply if you miss an assessment due to any other reason (eg a non school sports trip or family holiday)
- Credit may only be given if you have demonstrated your ability to the satisfaction of the TIC of the course.

## APPEALS



- If you feel your work has not been fairly assessed you may appeal your teachers decision.
- You should first talk to the teacher.
- If you are still unhappy write down why and see the TIC of the course.
- If the matter is still not resolved you may appeal to the NZQA Principal's Nominee, Mr Russell.

## AUTHENTICITY

- Any work that you hand in for assessment must be your own.
- You may ask other people's advice but you need to acknowledge any sources of information that you have used for your research: this includes internet addresses.
- You may be asked to sign forms stating that your work is your own and your teacher may ask you questions about your work to make sure you have understood what you have written.

## USE OF TECHNOLOGY

- Computer or printer failure is not an acceptable excuse for lateness of work.
- Make sure you back up your work on floppy disk
- Make sure you use software that is available at the College so that you can submit your work electronically if you have a technical problem at home.



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## ASSESSMENT POLICY: Internal Achievement Standards/Unit Standards

This basic policy and guideline document relates to **Achievement Standards** (Internal) and **Unit Standards** at all levels.

### 1 Absence

- 1.1 Where students are absent for summative assessments they must provide written reason (usually a medical certificate) for their inability to attend the assessment. A note signed by a parent or caregiver is not sufficient.
- 1.2 Students are expected to attend all classes.

### 2 Appeals

- 2.1 If students wish to appeal their result they should first discuss the matter with their class teacher. If that cannot resolve the issue then the matter should be discussed with the subject HOD within two school days of receiving the assessment after marking. If the matter still remains unresolved the student may appeal to the Principal's Nominee who will convene a panel to make a final decision.
- 2.2 Any appeals to the Principal's Nominee must be in writing and include reasons for the appeal.
- 2.3 Any appeal to the Principal's Nominee must be lodged no more than five school days after receiving the assessment back from the class teacher.
- 2.4 Any other appeals relating to any assessment process or procedure must be directed to the Principal's Nominee who will convene a panel to make a final decision.
- 2.5 If the issue is still not settled then the student may approach NZQA for a review of the appeal. NZQA will investigate to ensure that the process has been followed correctly. NZQA will not be involved in any assessment of internal standards.

### **3 Authentication**

- 3.1 Work submitted for assessment against the Standards must be the student's own.
- 3.2 Students will be asked to sign a document to verify that all unsupervised work is their own.
- 3.3 Where work is proven not to be authentic the student is liable to receive no credit in that particular Standard.

### **4 Compassionate Consideration**

- 4.1 Compassionate consideration only applies to illness or trauma and does not apply to family holidays, long periods of illness and sporting/cultural events (school or community related).
- 4.2 To be eligible for any compassionate consideration a student must have demonstrated that learning and competence in the relevant standard has occurred.
- 4.3 Where a student is unable to be present for an internal assessment for compassionate reasons (illness, trauma, etc.) they may apply to the TIC/HOD for an alternative assessment opportunity. No further reassessment opportunity will be provided beyond this, for that particular Standard.
- 4.4 To apply for compassionate consideration, this illness or trauma must have occurred within 3 school days with a weekend or school holiday period being counted as 1 school day.
- 4.5 Compassionate consideration will not be given to re-assessments.
- 4.6 If a student misses, or fails to complete, an assessment or work leading to an assessment because of absence associated with family holidays, long periods of illness, sporting or cultural events (school or community based) then no compassionate consideration will be approved.

### **5 Lateness**

- 5.1 All assessments will have a due date. Work must be completed and handed in on or before that date.

### **6 Re-assessment**

- 6.1 The opportunity for reassessment may be made available to students only **once** within any Standard. This will occur only where it is practical to do so.
- 6.2 A course outline provided to students at the beginning of any course will detail the Standards to be assessed, when the assessments are likely to occur and which Standards will have opportunities for reassessment.

### **7 Recording of Results**

- 7.1 Students should keep a record of results themselves.

### **8 Use of Computers**

- 8.1 If students use a computer to produce assessment work they must ensure that their work is backed up on floppy disk or other appropriate backup media and that the software used is available at the College. Computer or printer problems at home will not be acceptable reasons for lateness of work. If students experience computer problems at home they must make arrangements to print their work at school at the beginning of the day the work is due.

### **9 Work Retention**

- 9.1 After work has been assessed, returned and results confirmed it may be held by the College for NZQA moderation purposes. It will be returned to the student after it is no longer needed for this purpose.

### **10 Special Assessment Conditions**

- 10.1 The Head of Special Needs, in consultation with teachers and the Principal's Nominee, will have responsibility for identifying students requiring special assessment conditions. Provision will be made

for these students to have valid and fair assessment conditions. Each case will be actioned based on individual circumstances.

## REASSESSMENT POLICY

1. A reassessment opportunity will only be provided in an internally assessed achievement standard where the HOD considers it manageable. This decision will be based on:
  - workload involved in the preparation of an alternative assessment task
  - the physical resources required to do the task.
2. Students will be advised at the beginning of the year in the course statements for each subject which internally assessed achievement standard will have reassessment opportunity and how many reassessment opportunities will be offered in each internally assessed achievement standard.
3. Where there is only one assessment opportunity for an internally assessed achievement standard and a student has a valid reason for applying for compassionate consideration, then a further reassessment opportunity will be provided subject to clause 1 above.
4. When there is a reassessment opportunity provided in an internally assessed achievement standard then a request for compassionate consideration will only apply to the reassessment opportunity. If the student has a valid reason for applying for compassionate consideration then a further reassessment opportunity will be provided subject to clause 1 above. [This provides a third opportunity for reassessment].
5. Students who do not attempt any assessment opportunity or reassessment opportunity for any internally assessed achievement standard will be deemed to have withdrawn from that standard.
6. Any student may sit a reassessment opportunity to gain a higher grade in an internally assessed achievement standard.
7. If a student has a valid reason for applying for compassionate consideration and no further reassessment opportunity can be provided then the decision will be based on information already held related to the standard. If there is insufficient information to justify a grade then no grade will be awarded.
8. A student who has gained N, A or M in a first attempt and only missed an M or E by a small point may be assessed orally or otherwise to determine whether they have mastered the standard at the higher level. This will only be allowed at the discretion of the HOD.
9. Where a student has sat a reassessment opportunity the determination of a grade of A or M can be based on the work from all formal assessment attempts for this standard.
10. A student who gains N, A or M in the first assessment opportunity may sit a reassessment opportunity to try to gain an E. In this case the determining of the grade of E will be based only on the work demonstrated in the reassessment opportunity. Work from previous tasks cannot be combined to gain a grade of E.

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## **Creating a learning environment for students**

Several parents have asked what could assist students to learn effectively and achieve well with their studies.

Some suggestions are:

- Assign a specific area where homework and study can take place without distractions (eg a desk or table in a quiet room) with good lighting.
- Establish a routine where homework, assignment work, study etc, occurs regularly. It is suggested that study should occur each night with some time during the weekend also assigned to study (particularly for senior students).
- Parents should check diaries or homework programmes and encourage students to discuss their work with them. This should ensure that deadlines are met.
- Ensure that students are aware of deadlines for work completion. It is very important in Years 11-13 where late work will not be assessed.
- Establish routines to ensure enough time is given to schoolwork and that a balance occurs between school demands, sport and cultural activities, social activities and any work commitments.
- Perhaps some limits could be placed on the use of the telephone, and/or use of the computer for games.
- Ensure that students get sufficient sleep each night.
- Maintain a regular attendance pattern. Where possible avoid missing school and if this does occur catch up missed work immediately.
- Seniors should use any non-contact time at school wisely in rooms set aside for study, or use the library for research.

### **Contact the College if your son/daughter –**

- Says they have no homework or assignment work on a consistent basis
- Appears to be having genuine difficulty with a subject or level of a subject
- Mentions other factors which may be affecting their learning

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# **POLICY ON SUBSTANCE ABUSE**

(including drugs and alcohol)

## **RATIONALE**

To confirm the College policy with respect to students who are involved with drugs, alcohol or solvent use at College.

## **PURPOSES**

1. To actively promote a health education programme which discourages such conduct and emphasises to students the dangers involved.
2. To facilitate and make available professional help or counselling for students who need assistance in respect of substance abuse, drug or alcohol use.
3. To identify procedures to be followed if students are involved in substance abuse in a College context.

## **GUIDELINES**

1. The term drug is used to mean any controlled drug under the Misuse of Drugs Act or any other similar substance, the use or possession of which without authority, is prohibited by law.
2. The term substance abuse is used to mean the abuse of glue or other substances, the use or possession of which is not by itself, unlawful.
3. (a) No student may use or smoke any drug (consume alcohol or use a solvent) at the College, whilst in school uniform, in public or when associated with a College activity.  
(b) No student may associate with any other student who is using or smoking any drug, using solvents or drinking alcohol.
4. Educational programmes as part of the Health and Life Skills courses will be offered to inform students of the dangers associated with substance abuse. Other educational programmes will be available on an ad hoc basis to individuals or groups depending on availability of presenters. The use of community funded programmes will be encouraged.
5. Where any student is found using, carrying, buying, selling or under the influence of drugs the student will be liable to be suspended and required to attend a hearing of the Board **if** the Principal, after due consideration of the facts of the case, considers that the behaviour is gross misconduct or continual disobedience and is a harmful and/or dangerous example to other students. The matter may also be referred to the Police.
6. Students who have left or have been excluded or expelled from other schools for dealing in drugs or for substance abuse must make a formal request for enrolment through the Principal.
7. Students who have left or who have been excluded or expelled from schools for being in possession of drugs will have any request for enrolment considered by the Principal.
8. A student who offends against the alcohol consumption/possession guidelines will be liable to be stood down or suspended **if** the Principal, after due consideration of the facts of the case, considers that the behaviour is gross misconduct or continual disobedience and is a harmful and/or dangerous example to other students. If suspended the student will be required to attend a hearing of the Board.

9. Any student who offends against the solvent abuse guidelines will, initially, be subject to in-house disciplinary procedures and appropriate counselling. Repeated or more serious breaches may lead to a stand down or suspension. If suspended the student will be required to attend a hearing of the Board.
10. While the College operates education programmes that discourage the use of illegal drugs and substance abuse, the fact that any student has not experienced such a programme will not be acceptable as a defence if a student should offend against these College regulations. Nor shall it constitute a reason for not standing down, suspending, excluding or expelling a student.
11. When necessary or appropriate the College's counselling and guidance staff will be available to assist students who are offered or request counselling help regarding substance abuse. The use of outside agencies and support personnel will be actioned in appropriate situations.

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## **POLICY: Drug Testing of Students**

### **Rationale**

1. Recent research indicates that adolescents are using drugs on a more regular basis. This abuse of non prescription drugs is having an effect on adolescent health, educational progress and general behaviour and well being.
2. The aim of this policy is to allow senior staff to request drug testing of students where certain behaviours are identified which may indicate drug abuse.
3. The policy has a thrust of support, assistance and rehabilitation but does not preclude disciplinary action being taken when necessary.

### **Guidelines**

1. Senior staff may request students to undertake a drug test when behaviour of a student indicates that drug abuse may be occurring.
2. The indicators which would be evident in a student's behaviour, which would prompt a drug test, would, in most cases, be at least 3 of those listed as follows:-
  - rapid decline in personal appearance
  - diminished interest in sports or extracurricular activities
  - extreme emotional mood swings
  - decline in academic performance
  - increase in truancy
  - disorderly conduct
  - theft
  - extreme belligerence/verbal abuse of others
  - lying, secretive when questioned
  - eyes are red or glassy, runny nose but no allergies
  - using street or drug language
  - increasing insensitivity towards others
  - loss of short term memory/loss of concentration/emotional outbursts
3. If a student is found in possession of illegal drugs or paraphernalia intended to facilitate drug use then a drugs test may be requested without reference to other indicator behaviour. Such situations may also invoke disciplinary action.
4. Parents would be counselled about students being asked to take a drugs test except where a student explicitly requests that this does not happen. The request for non consultation with parents does not preclude parents being informed at a late stage if the test proves positive.
5. The drugs test will not be compulsory and students and/or parents may decline the request. It is noted, however, that should the indicator behaviours continue to be evident then appropriate disciplinary action will occur. If the behaviours are serious enough to be considered to be continual disobedience or gross misconduct, then stand down or suspension action may be taken.
6. Drugs tests can be administered by WellTrust at school or through local laboratories.
7. If a student returns a positive drugs test then a rehabilitation programme will be managed through the school, usually by the Guidance Counsellor using WellTrust counsellors. Other counselling or programmes may be actioned if necessary. Parents will be consulted during the process.

8. If a student's test continue to prove positive and not indicate a decline in drugs in their system and the behaviour/performance continues then disciplinary action such as a stand down or suspension may occur. In such circumstances parents will need to be involved. Appropriate advice and guidance and rehabilitation programmes will remain available in these circumstances.
9. This policy does not apply when a student appears before the Board Disciplinary Committee. In such circumstances the Board may require a compulsory drug test and/or random drug tests. In such circumstances the testing would be mandatory not optional.

### **Conclusion**

The concept of requesting drug tests where students display declining performance and patterns of well being is aimed at intervening the decline and rehabilitating the student.

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## School Donation and Subject Material Charges 2005

### **A**      **School Donation:**

This annual donation is confirmed by the Board of Trustees and is used for a variety of student-orientated programmes and activities. In 2004 the funds collected were allocated to sport, library, the magazine, outdoor education, first aid equipment and to assist in the purchase of capital items, particularly gymnasium, technology and computer based equipment.

Income derived from the School Donation will be allocated in a similar fashion as in 2004. All families who pay the full School Fee will be entitled to receive a College Magazine free of charge. Any further copies will need to be purchased at the time of publication.

Our proposed donation still remains comparatively low in relation to other schools in the Greater Wellington area.

<b><u>School Donation (Tax Deductible)</u></b>	<b><u>2005</u></b>
For one student in a family.	\$95
For two or more students in one family	\$145

### **B**      **Subject Charges:**

These charges, confirmed by the Board of Trustees, contribute to the costs of the “take-home” component of materials in practical subjects and travel and out-of-college costs in Year 13 Physical Education, Year 13 Sports Management and Year 12/13 Outdoor Education. These charges are compulsory for all students entering the specified courses. There are many subjects at all levels that have no subject charges. Our charges still remain comparatively low in relation to other schools in the Greater Wellington area.

### **Subject Charges**

<b><i>Subject</i></b>	<b><i>Year Level</i></b>	<b><i>Charge</i></b>
Art	Year 9	\$10
	Years 10-12	\$15
Photography	Year 13	\$30
Painting	Year 13	\$30
Design	Year 13	\$20
Technology Materials	Year 12	\$65
Furniture Making	Year 12	\$65
Technology Materials	Year 9	\$25
Technology Materials	Year 10	\$60
Technology Materials	Year 11	\$65
Graphics	Years 12-13	\$15
Technology Textiles	Year 9	\$15
Technology Textiles	Year 10	\$20
Technology Textiles	Year 11	\$20
Technology Textiles	Year 12	\$20
Technology Textiles	Year 13	\$20
Home Economics	Year 9	\$28
Home Economics	Years 10-12	\$48
Catering and Hospitality	Years 12-13	\$58
Horticulture	Year 9	\$15

