

Parents Information Booklet 2009

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THE BOARD

BOARD MEMBERSHIP

Elected Members (*Retire April 2007*)

Mrs S Ordish	Chairperson	Elected March 2007
Mr M Rouse	Deputy Chairperson	Elected March 2007
Mr R Sowry		Elected March 2007
Mrs S Cotter		Elected March 2007
Mr L McCarthy		Elected March 2007
Mr M Taitoko		Co-opted August 2007

Staff Representative: Ms D Conningsby Elected March 2007
(*Retire April 2007*)

Student Representative: Mr J Lane September 2008 – August 2009

Principal: Mr R A Campbell Ex officio

Secretary to the Board: Mrs M Millar

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

STAFF

Senior Staff

Principal: Mr Richard Campbell (Cbr)
Deputy Principal: Mrs Sharon Gilman (Gms)

Assistant Principals: Mrs Andrea Stonehouse (Soa)
Mr Cliff van Schooten (Vsc)
Ms Chrissie Jorgensen (Jgc)

Senior Dean	Mr John Bocoock (Bkj)	
Guidance Counsellors	Ms Jules Esther (Ejj)	
	Mr Grant McNabb (Mng)	
Careers Adviser (Counselling)	Mrs Barbara Browne (Brb)	
Careers Adviser (Programmes)	Ms Brenda Thompson (Thb)	
Year 13 Deans	Mrs Barbara Browne (Brb)	Mr Ross Burtton (Bur)
Year 12 Deans	Ms Margaret Priest (Pmm)	Miss Charlotte McNamara (Mmc)
Year 11 Deans	Ms Coline Diver (Dvc)	Mr Dave Richards (Rcs)
Year 10 Deans	Mr Steve Marshall (Mas)	Mrs Julie Laursen (Lnj)
Year 9 Deans	Mrs Fiona Jeffries (Jff)	Mr Henry Collette-Moxon (Cqh)
RTLB	Mrs Diane Watson (Wsd)	
Community Liaison Officer	Mr Ra Higgott (Hgg)	
Attendance Officer	Mr Ra Higgott (Hgg)	
Chaplain	Mrs Riria Rees (Rer)	

Curriculum and Other Management Responsibility Holders

Art	Acting HOD	Ms Nicole Hoddinott (Hdn)
Arts Coordinator		Mr Denis Browne (Bed)
Commerce	HOD	Ms Julie Parsons (Psj)

English	HOD	Mrs Ragne Maxwell (Mwr)
	Asst HOD	Mrs Sonia Overton (Ovs)
	Assoc HOD	Mr Matthew Cowens (Cow)
	Assoc HOD	Mr Henry Collette-Moxon (Cqh)
Gateway Coordinator		Mr Jenny Bocock (Bcj)
Health and Safety Officer		Ms Bridget Janse (Jsb)
Health	HOD	Miss Candace Knight (Kcc)
Home Economics	HOD	Mrs Shelley Gilman (Gxs)
International Languages	HOD	Mrs Naomi Booth (Bt)
	Acting Terms 1-2 2009	Ms Rachel Gaul (Gzr)
Japanese	TIC	Mr Koichi Tomita (Tmk)
Learning Support	HOD	Mr Duncan Smith (Sdd)
Library	Teacher Librarian	Mr Tim Mapplebeck (Mbt)
	Assistant	Mrs Lucy Watson (Wsl)
Maori	HOD	TBC
Mathematics	HOD	Mr Graham Bond (Bng)
	Asst HODs	Ms Margaret Priest (Pmm)
		Mr Phil Glasson (Glp)
Music	HOD	Mr Merrick Stein (Stm)
Outdoor Education	HOD	Ms Bridget Janse (Jsb)
Performing Arts	HOD	Miss Clare Thorley (Tyc)
	Asst HOD (Acting)	Mrs Angela King (Kia)
Principal's Nominee		Mr Ross Burtton (Bur)
Timetable/KAMAR Manager		Mr Jon Allan (Alj)
Physical Education	HOD	Mr Jon Allan (Alj)
	Asst HOD	Miss Candace Knight (Kcc)
Prizegiving	TIC	Mr Matthew Cowens (Cow)
Reports Coordinator		Mrs Anne Rose (Roa)
Science and Horticulture	HOD	Mr Brendon Monk (Mkb)
	Asst HOD Science/Biology	Mr Dave Richards (Rcs)
	Asst HOD Science	Mrs Anne Rose (Roa)
	Assoc HOD Science	Mr David Boyes (Byd)
	Assoc HOD Science Physics/ICTPD	Mr Graeme Richardson (Rhg)
	HOD Horticulture	Mr Tom Graham (Grt)
Social Studies	HOD	Mr John Bocock (Bkj)
	Asst HOD	Mr Guy Martin (Mrg)
	Asst HOD	Miss Charlotte McNamara (Mmc)
History	HOD	Mr Brent Adams (Amb)
Tourism	TIC	Mrs Shirley Sowry (Swr)
Special Needs	HOD	Ms Maria Nicholls (Ncm)
	HOD Reading	Mrs Adele Campbell (Cma)
Special Projects	HOD	Ms Deb Coningsby (Cnd)
Specialist Classroom Teachers		Mrs Fiona Jeffries (Jff) and Ms Coline Diver (Dvc)
Sports Coordinator		Mrs Julie Meiring (Mrj)
Technical/Graphics	HOD	Mr Dave Smith (Sqd)
Technology Junior (Years 7-8)	HOD	Mr Dave Smith (Sqd)
IT	HOD	Mr Peter Brown (Bwp)

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 Counsellors, Senior Deans or Senior staff
- Senior staff (Mr Campbell, Mrs. Gilman, Mrs. Stonehouse, Ms Jorgensen 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 2009

The programme for parent/teacher meetings for 2009 is as follows.

Tuesday 3 rd March 7 pm	Parents of Year 9 students to meet with Form Teachers in the College Auditorium.
Wednesday 29 th April (from 3.00 pm)	Parents of students with surnames A-L
Thursday 7 th May (from 3.00 pm)	Parents of students with surnames M-Z
Thursday 30 th July (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 3rd March) 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

The formal written reporting system to parents will be similar to that operational in 2008.

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. Senior reports will be issued on the last day of Term 2 rather than early Term 3.

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.

Interim reports will be issued in Term 1 and 3 for all students. Senior students will receive an examination summary report in early Term 4

Reports will be issued as follows –

Interim	Tuesday 7 th April	Year 9-13 Interim Reports issued
Mid Year	Thursday 2 nd July	Year 11-13 Reports issued
	Tuesday 21 st July	Year 9 and 10 Reports issued
Interim	Thursday 27 th August	Year 11-13 Interim Reports issued
	Thursday 24 th September	Year 9-10 Interim reports issued
	Wednesday 21 st October	Senior School based examination results summary issued
End of Year	Thursday 12 th November	Year 11 Reports issued after Year 11 Prizegiving.
	Friday 13 th November	Year 13 Reports issued after Senior Prizegiving.
	Friday 13 th November	Year 12 Reports issued after Senior Prizegiving
	Wednesday 9 th December	Year 10 Reports issued after Year 10 Prizegiving
	Thursday 10 th December	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:

President:	Mrs Ruth Hughes
Treasurer:	Mrs Kim Sarcich
Secretary:	Mrs Lindsay Mathison

Contact can be made through the College office.

The School Day (Monday-Wednesday and Friday)

Glide Time Classes	8.00 - 8.55 am	
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)

Thursday times for 2009

8.30 - 9.30	Staff professional development
9.30 - 9.45	Deans with Form Teachers
9.45 – 10.00	Assembly/Form period
10.00 - 10.55	Period 1
10.55 - 11.15	Interval
11.15 – 12.05	Period 2
12.05 -12.55	Period 3
12.55 – 1.05	Lunch Eating
1.05 – 1.35	Lunch
1.35 - 2.25	Period 4
2.25 - 3.15	Period 5

Assemblies Time - 8.55 am each day except Thursday (9.45)

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

Term Dates 2009

2009 TERM DATES

Term Dates 2009			
Term 1	Monday 2 nd February	To	Thursday 9 th April
Term 2	Monday 27 th April	To	Friday 3 rd July
Term 3	Monday 20 th July	To	Friday 25 th September
Term 4	Monday 12 th October	To	Friday 11 th December

2009 Holidays – School will be closed in 2009 on:

Waitangi Day Friday 6 February Queen's Birthday Monday 1st June Labour Day Monday 26 October

Plus one other day to be confirmed and two days for Curriculum planning, one of which is Friday 19th June and the other to be confirmed.

Absence from School:

- 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.
- 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. They may only be used with the permission of the classroom teacher for classroom related tasks.
- 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.

LATENESS DETENTION SYSTEM

All students who are late to school **MUST** sign in at the Office.

This will be registered on Kamar.

If a student is late more than three times in two weeks they will attend detention in B4 (Form Teacher will ask the Dean to place them on it). Parents will be informed by the Form Teacher.

If punctuality does not improve parents may be asked to meet either the Deans of the relevant year level or a member of the senior management where this issue will be discussed further.

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 Ms Jorgensen 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.

Please be fully aware that the speed limit outside all schools is to be vigorously monitored by the police. Cars travelling at 55kph or higher are liable for an instant fine.

Car Transport

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

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 16th November 2009. This is a similar time in the school year to 2008. **All Prizegivings and Award ceremonies for seniors are at a similar time to 2008.**

Scholarship examinations commence on Saturday 14th November.

Internal examinations will occur in the last two weeks of Term 3. The proposed start date is Wednesday 9th September; exact details will be confirmed close to the time. Dates for report issue are included in this information booklet.

SENIOR STUDENTS

YEAR 13 and YEAR 12 ATTENDANCE POLICY

1. Students must attend all timetabled classes/morning form periods/assemblies regardless of whether they have a free period following.
2. Year 13 students only may leave school during lunchtime.
3. Any Year 12 or 13 student may leave school/go home in the **afternoon** when their lessons have finished their timetabled classes for the day (ie Period 5 or Periods 4 and 5).
4. 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.

We emphasise that:

- Whenever a student leaves the College grounds during school time with parental/guardian permission, they are under the authority of their parent(s)/guardian(s) but are still subject to normal school rules and expectations.
- Should students be late for, or miss timetabled classes on a regular basis they may lose **all** privileges for leaving school early during the day.
- Usual College rules on driving cars and carrying passengers will apply
- Normal procedures for lateness to school, exeats and appointments must continue to be followed.

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/i-pods 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 SYSTEM

The following outlines the discipline system within the College.

Students failing to behave appropriately will receive notifications by the Heads of Departments, Deans and Senior Staff.

Examples of offences that could earn notifications will include:

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

Notifications 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.

If a student accumulates 5 notifications a letter to their parents/caregivers expressing concern and inviting them to ring the College and discuss the matter will be considered.

If a student accumulates 10 notifications there will be further contact from the College inviting parents/caregivers to attend a meeting.

If a student accumulates 11 – 15 notifications 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. A further meeting with parents/caregivers might also be requested. A stand down at this point becomes a strong possibility.

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.

UNIFORM & APPEARANCE

Details of the approved uniform follow. This is a reprint from the 2009 prospectus.

Uniform is available only from the College Uniform Shop

During term time the Uniform Shop is open on Mondays and Thursdays, 12.30 pm 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 (not trainer liners) 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 or headbands

Boys

- College white overshirt or College polo shirt.
- Mid-grey wool/poly blend trousers or shorts (only College Shop trousers/shorts acceptable)
- 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
- Short sleeve Polypropylenes of the same colour may be worn under shirts ie blue with blue, white with white.

Jersey:

Wellington Green, V-neck

Shoes:

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

Jacket:

College Navy/Green Jacket with the College logo or

Black shower proof jacket, Fairydown/Zone/Stormtech shower proof jacket or equivalent plain black jacket

Caps:

Plain 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 Uniform (for special occasions)

White long sleeved shirt, skirt/trousers and black lace-up shoes.
College blazer and tie supplied by the College

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)

This is for use in PE and/or school sport only. This jacket is **NOT** part of the standard uniform

Please note that regulation uniform is available ONLY from the College Uniform Shop and items from other retailers are non-regulation and are 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.

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 Ms Thompson at morning form time.

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

www.minedu.govt.nz/goto/NCEA

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 entrance

For information about discretionary 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

Approved Subject	Field/Subfield/Domain/Standards	<i>Last updated: 22 December 2008</i>
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 US18741 and US18749
Cook Islands Māori	Domain Cook Islands Māori
Dance	Domains Dance Choreography, Dance Performance, Dance Perspectives
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
Health Education	Domain Health Education
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	Domains Music Studies or Making Music
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
Technology	Domain Technology - General Education
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			
Standards	Credits	Reading	Writing
Scholarship		X	X
Achievement standards			
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
Unit standards			
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			
Standards	Credits	Reading	Writing
Scholarship		X	X
90441	6	X	
90444	4	X	
7266	3	X	
90544	6	X	
90538	4	X	
7267	3	X	
7268	10	X	
90445	4		X
90448	6		X
7258	3		X
90545	4		X
90539	6		X
7259	3		X
7260	10		X

- 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.

- 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 examination. 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 will be during the examination period commencing 19th November 2007.
- 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.

ENTRY FEES FOR 2009 NATIONAL SECONDARY SCHOOL QUALIFICATIONS (Provisional as at February 7th 2009)

(A) NZQA has advised the College that the Minister of Education has set the following entry fees for 2008. These fees apply to all domestic students only

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

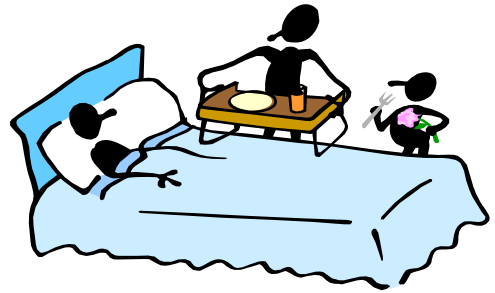
(B) Fees for International Fee paying Students

Entry	Fee
Entry for all NQF standards	\$375
All Scholarship entries	\$100 per subject

STUDENT NCEA INTERNAL ASSESSMENT GUIDE

ABSENCES

- If you miss an assessment through absence you may have an opportunity for a re-assessment. This depends on the physical resources and time needed to prepare an alternative task. Each department determines their own policy for this.



COMPASSIONATE CONSIDERATION

- You can apply for this if you are ill, have an accident or if there is a family crisis within three days before an assessment.
- You may not apply if you miss an assessment due to any other reason (eg. a sports trip or family holiday)
- A passing grade may only be given if you have demonstrated your ability in earlier aspects of the course to the satisfaction of the TIC/HOD.

APPEALS



- If you feel your work has not been fairly assessed you may appeal this decision.
- You should first discuss this with your subject teacher.
- If you are still unhappy, you may appeal, in writing, to the teacher in charge (TIC) of the course.
- If the matter is still not resolved you may appeal to the Principal's Nominee, Mr Burtton.

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 web sites.
- 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.
- Ensure that you back up your work on flash drives or similar devices.
- 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.



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

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.

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 outside 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.

School Donation and Subject Material Charges 2009

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 2008 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 2008. All families who pay the full School Donation will be entitled to receive a 2009 College Magazine free of charge. This will be published in early 2010. 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.

School Donation (Tax Deductible)

2009

For one student in a family.	\$113
For two or more students in one family	\$165

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 12/13 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 also remain comparatively low in relation to other schools in the Greater Wellington area.

Subject Charges

Subject	<i>Year Level</i>	Charge 2009	
Art	Year 9	\$15	
	Years 10-12	\$25	
	Printmaking	Year 13	\$35
	Painting and Photography	Year 13	\$40
	Design	Year 13	\$40
	Technology Materials	Year 12	\$80
	Furniture Making	Year 12	\$80
Technology Hard Materials	Year 9	\$35	
	Year 10	\$65	
	Year 11	\$80	
	Graphics	Years 11-13	\$25
Technology Textiles	Year 9	\$25	
	Year 10 – 12	\$30	
	Year 13	\$60	
Home Economics	Year 9 and 10	\$60	
	Years 11-13	\$50	
Catering and Hospitality	Years 11-13	\$100	
Health/Home Economics	Year 13	\$35	
Horticulture	Year 9-12	\$20	
	Year 13	\$15	
Information Science	Year 13	\$25	
Information Technology	Years 9 and 10	\$15	
	Years 11 -13	\$25	
Music - individual tuition	Use of school instrument	\$40	
	Use of own instrument	\$10	

