



2019

GUIDE

TAUPO-NUI-A-TIA COLLEGE

ESTABLISHED 1960

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Graduate Profile **School Map**



Welcome to Taupo-nui-a-Tia College

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

2019 School terms and holidays



Term	Start Date	End Date
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1	Friday 1 February	Friday 12 April
2	Monday 29 April	Friday 5 July
3	Monday 22 July	Friday 27 September
4	Monday 14 October	Friday 6 December

CORNERSTONE VALUES

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

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

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

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

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

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

Obedience – willingness to obey rightful authority.

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

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

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

2019 Holidays

Waitangi Day – 6 February
Good Friday – 19 April
Easter Monday – 22 April
Easter Tuesday – 23 April
Anzac Day – Wednesday 25 April
Queen's Birthday – Friday 31 May – Monday 3 June
Labour Day – Monday 28 October

Contacting the school

Phone 07 376 1100
Press 0 for reception OR press 1 to record an absence

Email: mail@taupocollege.ac.nz

Website: www.taupocollege.ac.nz

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

<p>HAVE YOU DOWNLOADED OUR SCHOOL APP YET?</p> <hr/> <p>NEVER MISS IMPORTANT SCHOOL INFORMATION AGAIN!</p>		<ul style="list-style-type: none">* Events* Notices* Instant school messages* Absentee* Newsletters	  	<p>Simple free download: In the Play Store and App Store search 'Parent Teacher Calendar' and choose our school once installed.</p>
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Please advise the school if you have a change of address, contact phone number or email address

UNIFORM

The Board of Trustees has decided that we are a uniformed school.

Students are expected to be in full school uniform travelling to and from school.

There is no specific summer or winter uniform. Any combination of regulation uniform may be worn at any time of the year apart from a Winter Jacket (**See note Winter Jacket below**). Each item is expected to be in neat and tidy condition. All clothing must be carefully and durably

marked with the owner's name. Non uniform items will be confiscated and returned to the student at the end of the day.

Uniform can be purchased from the college office during term time 8.30am to 4.00pm Monday to Friday.

GIRLS

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

BOYS

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

SKIRTS

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

HATS and SCARVES

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

WINTER JACKET

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

Sport hoodies are not a jacket or part of the everyday school uniform so cannot be worn during the normal school day.

PHYSICAL EDUCATION UNIFORM

- Years 9 and 10 must wear school regulation PE uniform

(TNT PE top and own black shorts) and non-marking sports shoes.

- Years 11 – 13 may wear suitable sports clothing. (No part of the school uniform is to be worn for practical activities)

UNIFORM PRICELIST

This is subject to change

Item	Price	Item	Price
Polo shirt – short sleeve	\$30	Pantyhose	\$8
Shorts	\$50	Girls Socks – 3 pack	\$12
Skirt	\$70	College beanie	\$15
Trousers	\$50	College baseball cap	\$15
Jersey	\$65	College bucket hat	\$15
Polar fleece	\$65	College scarf	\$30
PE Top	\$30	College Tie	\$20
Boys Socks – 1 pair	\$12		

UNIFORM FOOTWEAR

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

If you are unsure please contact the school office for clarification

JEWELLERY

A watch, ear studs and one other piece of jewellery may be worn.

FACIAL PIERCINGS ARE NOT ALLOWED.

HAIR/GROOMING

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

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

Taupo-nui-a-Tia College – UNIFORM SHOES

These leather shoes are permitted at school:



These shoes are NOT permitted at school – No CANVAS or SUEDE shoes



Posters are displayed at both HANNAHS shoes and NUMBER ONE SHOES

WHANAU GROUPS

‘Every child needs a champion’

Each student at Taupo-nui-a-Tia College has a whanau teacher who provides

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

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

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

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

It is important that you advise the whanau teacher or school office of changes to personal details ie address, phone number, email address or caregiver

WHANAU DAY

We have two Whanau Days a year. The purpose of these days are for parents/caregivers and whanau to meet with their child’s Whanau Group teacher to discuss their academic goals and ways in which we can help them reach their potential. Interviews are 30 minute slots that you will book online through www.schoolinterviews.co.nz.

Prior to these Whanau days, a letter will be sent with your passwords to book your interview or you can call the student office for assistance.

We look forward to meeting with you on Whanau Day.

STUDENT WELLBEING

Whanau Teacher: This teacher should be the first point of contact for students and caregivers.

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

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

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

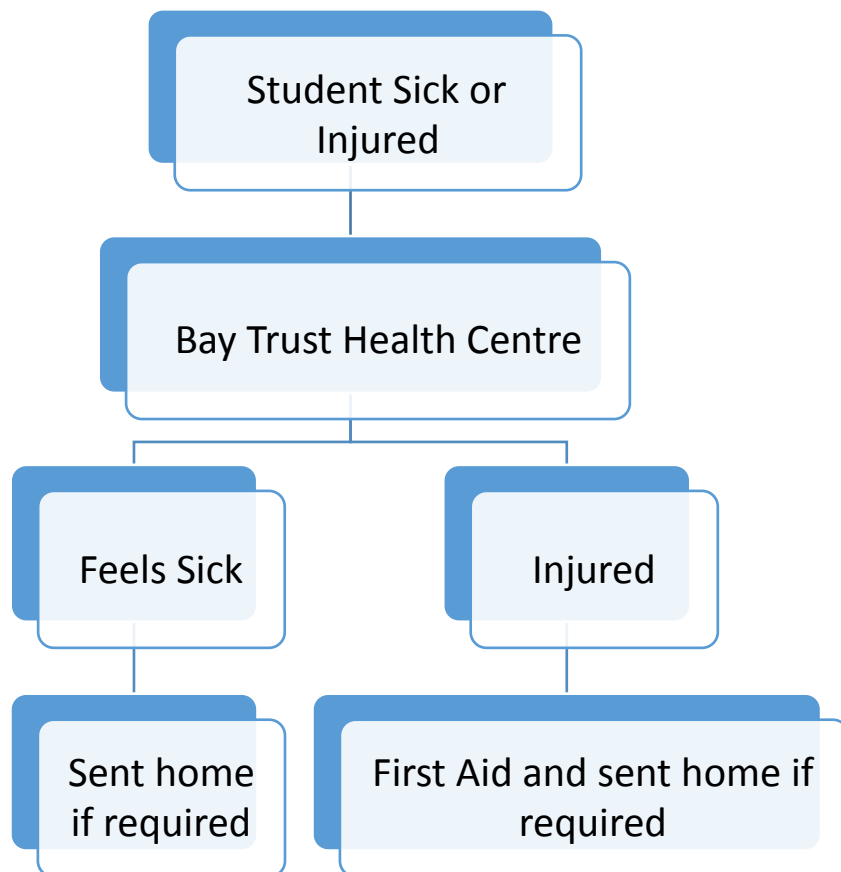
All students are able to make appointments with an experienced Careers Advisor and a comprehensive display of careers information is readily available in the student centre. Students can complete work based placements through the Gateway Programme which allows them to experience vocational pathways with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

Hardship: There can be times that families experience financial hardship, please contact Deputy Principal, Mrs B. K. Ronke phone 376 1100 extn 7812 if you need to make arrangements. It is strongly recommended families set up an automatic payment to spread the financial burden. (Refer to Appendix 1)

STUDENT HEALTH

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

If a student is unwell, they are to consult the teacher in class who will then send the student to Bay Trust Health Centre. Bay Trust will assess student then if necessary contact caregivers to collect their sick child. We ask that students do not contact their parents until they have been to the Bay Trust Health Centre.



ATTENDANCE

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

Caregivers should phone the college if the student is absent and a note explaining the absence must be handed to their Whanau teacher on the day of the student's return to college. Truancy is regarded seriously by the college and parental/caregiver co-operation is requested in dealing with this.

Attendance Officer: Phone 376 1100, dial 1 to leave an absence message or email the attendance officer office@taupocollege.ac.nz. You will receive a text before 11am each morning from the attendance officer if your child is not at school or an absence is unexplained.

Signing In or Out: All students who leave the college during school hours must have written permission from home which has been checked by a Dean or Deputy Principal. Students must sign the leave book at the student office when leaving and returning.

STATIONERY

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

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

DISCIPLINE

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

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

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

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

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

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

COLLEGE LIFE

BayTrust: All students that are unwell or require first aid must report to the Bay Trust. Home will be contacted if necessary. This facility has toilets and storage for large items that students cannot fit in their locker.

Bicycles, Skateboards and Scooters: Bicycles must comply with traffic regulations and students must obey the traffic rules as they apply to pedestrians, cyclists or motorists. All cyclists **must** wear a helmet. There is a storage facility for bicycles that is locked at 9.00am and reopened at 3.10pm.

BYOD – Bring your own device: The college has an open network capable of accepting any wireless device. An attached keyboard is recommended. Students are able to use their laptop in their classes. Phones are not to be used as a device in class without permission from the class teacher.

Equity devices are available for use by students in Year 9 who qualify. These are stored in the library and can be signed out in the morning but must be returned by 3.10pm in the afternoon.

Security and insurance of the laptop is the student's responsibility.

Bus Service: The Ministry only provides funding for students who are attending their nearest appropriate school and who meet certain distance criteria. Therefore, students who are attending our school and it isn't their nearest secondary school, will need to purchase a bus tag from the student office to allow them on the bus.

Permission to travel on a bus may be withdrawn if any pupil is reported for serious misbehaviour. If in any doubt about eligibility please contact the Bus Controller, Mrs Fraser, at the college. A meeting is called for all bus students at the start of term one.

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

Cell Phones: Students are responsible for these items if they are brought to school. They must not be used in class without prior permission from

the class teacher. Failure to follow this rule will result in confiscation.
(Refer to Appendix 2)

Course Fees: Some courses have a recommended fee to cover the take home component of the course or field trips. The fees are in the course booklet and are listed on the student's school account which is emailed or posted twice a term. Caregivers are encouraged to set up regular automatic payments or fees can be paid online

ASB 12-3162-0154524-00.

The **school donation** (which qualifies for a tax rebate) is **\$120** for first child, **\$95** for second child, **\$70** for third child but no donation payment for the fourth child.

House System: The college is divided into a house system for sporting, cultural and academic competition. These houses are named after the four local prominent mountains of Ngauruhoe, Ruapehu, Tauhara and Tongariro. Whanau classes are placed within these houses. The athletics, cross country, swimming sports are competitions based on the house system. School service, academic week and academic achievement also count towards house points. 'Spirit Week' held at the end of the second term also involves interhouse competitions and a talent quest.

Library: The Library is open from 8.30am to 4.00pm every day of the week. There is an active Book Club where students of all year levels meet for discussion. It is also the home to Chess matches.

Lockers: A number of lockers are available for hire. Senior school students are allocated lockers first. Subsequently, students in the junior school are issued lockers but may be required to share. Both students are required to sign the locker contract.

Locker fees:

There is a one off non-refundable charge of:

Y9 \$40; Y10 \$30; Y11 \$25; Y12 \$20; Y13 \$15 for locker use for the entire time at College. There is no refund regardless what year a student leaves College.

Lost keys will be replaced at the expense of the student.

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

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

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

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

Reports and Parent Evening: All students receive a progress report after week six in term one, followed by a 'Meet the Teacher' evening. Formal reports are posted/emailed throughout the year and Whanau Days are held for you and your child to meet with the Whanau teacher to discuss progress and goal setting. Reports are also available through the Kamar Parent Portal.

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

Sport is funded by the students i.e. user pays. Sport fees **must** be paid before a child may compete.

Student Council: Students are elected by their peers to represent their Whanau class at year level council meetings. Representatives from each year level then meet at a full school council.

Study/Homework: There is an expectation that students complete subject based study to enhance achievement. Extra help sessions are available after school and at lunchtime. Check school notices for details.

Textbooks: All students are provided with necessary textbooks without charge or deposit. These remain the property of the college. Text books and library books that are lost or damaged must be paid for.

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

Online course selection is also accessed through the Kamar portal.

Taupo-nui-a-Tia College's website is currently being revamped. When the new website goes live, we will inform you.

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

KEY COMPETENCIES

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

THINKING

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

RELATING TO OTHERS

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

USING LANGUAGE, SYMBOLS & TEXT

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

MANAGE SELF

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

PARTICIPATING AND CONTRIBUTING

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

APPENDIX 1

Automatic Payment Authority

(Not to operate as an assignment or an agreement)

If you need help to fill in this form there is a guide on the back

The Manager

Statement account only

1	2	3																	
---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch where my/our account is held

Dear Sir,

Please start this Automatic Payment by debiting my/our account. Details are:

New Payment

or

Change existing payment number to the same account holder

Amount

Start/Change date

Day
Month
Year

Frequency

Pay to (name)

Taupo-nui-a-Tia College

Pay to (account no.)

1	2	3	1	6	2	0	1	5	4	5	2	4	0	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Until:

Further notice

or

a final payment amount of \$ on

Day
Month
Year

Information to appear on **their** Statement: **(Students name and / or ID Number)**

Particulars	Code	Reference
<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>

Information to appear on **my** Statement:

Particulars	Code	Reference
<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>

CONDITIONS:

I/We understand and accept that the Bank accepts this authority only upon the conditions on the reverse of this authority.

Name of Personal Account:

OR

Name of Business Account:

Customer's Signature

Contact Phone Number

Date

Day
Month
Year

Customer's Signature

Contact Phone Number

Date

Day
Month
Year

BANK USE ONLY

Form Accepted by	Signature Verified by	Details Ait/Loaded by	Checked to DBR of
(Signature)			
(Personnel No.)			

DATE
STAMP

APPENDIX 2

HOW TO USE CELL PHONES AT NUI



- Cell phones **MUST** be turned off during class and in assemblies.
- Text messaging is not allowed during class or assemblies.
- Misuse of a cell phone will result in confiscation and home contacted.
- Students should understand that the right to carry a cell phone means the owner has the responsibility to use them according to school rules.

1

1ST OFFENCE

Confiscated.
Held in office.
Recorded.
Student to collect from office staff at end of school day.

2

2ND OFFENCE

Confiscated.
Held in office.
Recorded.
Student to collect from Dean/DP at end of school day.

3

3RD OFFENCE

Confiscated.
Recorded.
Dean/DP to contact home.
Caregivers must collect from Dean/DP at end of school day.



Taupo-nui-a-Tia College

Graduate Profile – our vision for our students

Students will be			Students will have	
Empowered participants in a changing world	Culturally Located and Connected	Values Driven	Well-being Hauora	Positive Pathways
<ul style="list-style-type: none"> • Contributing • Independent • Effective communicators • Collaborative • Creative • Curious • Critical thinker • Motivated • Enterprising • Confident • Resilient 	<ul style="list-style-type: none"> • Sense of identity and culture • Language understanding and awareness • Interacts positively with a diverse range of people in varying contexts 	<ul style="list-style-type: none"> • Respectful • Honest • Kind • Compassionate • Empathetic • Responsible • Considerate to others • Obedient • Dutiful 	<ul style="list-style-type: none"> • Mental and Emotional - Taha Hinengaro • Physical - Taha Tinana • Spiritual - Taha Wairua • Social - Taha Whanau 	<ul style="list-style-type: none"> • Life skills • Employability skills • Appropriate qualifications to pursue broad career choices

All learners empowered to participate locally, nationally, globally.