



GUIDE
2021

TAUPO-NUI-A-TIA COLLEGE

ESTABLISHED
1960

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Welcome to Taupo-nui-a-Tia College

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





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 - Pononga

Willingness not to steal, cheat, lie or be unfair.

Kindness – Atawhai

Willingness to help, show concern for and be friendly to other people.

Consideration and Concern for others – Pairuri

Willingness to be kind, thoughtful and consider the interests of others before self.

Compassion – Ngākau Aroha

Willingness to help, empathise with, or show mercy to those who suffer.

Obedience – Ngāwari

Willingness to obey rightful authority.

Responsibility – Tākohanga

Willingness to be answerable, to be trustworthy and accountable for your own conduct and behaviour.

Respect – Kauanuanu

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

Duty – Hei Mahi

Willingness to do what is right or what a person ought to do.

2021 SCHOOL TERMS AND HOLIDAYS

Term	Start Date	End Date
1	Wednesday 3 February (Year 9 & 13 only)	Friday 16 April
	Thursday 4 February – Whole school	
2	Monday 3 May	Friday 9 July
3	Monday 26 July	Friday 1 October
4	Monday 18 October	Friday 10 December

2021 Holidays

Waitangi Day – 6 February (Observed Monday 8 February)

Good Friday – 2 April

Easter Monday – 5 April

Easter Tuesday – 6 April

Anzac Day – Saturday 25 April (observed Monday 26 April)

Queen’s Birthday – Friday 4 June – Monday 7 June

Labour Day – Monday 25 October

CONTACTING THE SCHOOL

Phone 07 376 1100

Press 0 for reception OR press 1 to record an absence

Attendance: Email office@taupocollege.ac.nz

Alternatively, you can report an absence through the school’s website, via the ‘Contact’ tab.

General Enquires: Email: mail@taupocollege.ac.nz

Website: www.taupocollege.ac.nz

News, student reports, attendance, fees and uniform purchases can be viewed and paid online. Contact the college office for the parent login and password.

Please advise the school if you have a change of address, contact phone number or email address to enrolments@taupocollege.ac.nz

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.

SKIRTS

Skirts are to be worn on the waist, the top of the skirt is not to be rolled. The bottom of the skirt is to be no more than 10cm off the ground when the student is kneeling. A good guide is the width of the student's hand, the skirt hem is not to sit higher than a hand width. The back of the skirt is to fall freely and it is not to hug the bottom and the side pocket zip should open with ease.

SHORTS/LONG TROUSERS

The legs on the shorts are not to be rolled.

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.

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 coloured nail polish is not allowed; only clear nail polish is permitted.

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

UNIFORM PURCHASES ONLINE

Uniform can be purchased online through the website. Go to the website www.taupocollege.ac.nz, click School Shop icon on left hand side to be redirected to Argyle Online. The school office will continue to have a stock of socks, ties, hats and scarves.

ARGYLE UNIFORM PRICE LIST

(Prices subject to change)

Item	Price	Item	Price
Polo shirt – short sleeve	\$32	Panty hose	\$8
Shorts	\$47	Girls socks – 3 pack	\$14
Skirt	\$67	College beanie	\$10
Trousers	\$50	College Baseball Cap	\$12.50
Jersey	\$85	College bucket hat	\$15
Polarfleece	\$62	College scarf	\$30
PE Top	\$33	College tie	\$25
Boys socks – 1 pair	\$13		

You can find more information on www.argyleonline.co.nz/faqs

Need further assistance? Live chat with Argyle’s customer services team online or contact them by phone or email

 **0800 110 059**



aolhelp@argyleonline.co.nz

UNIFORM FOOTWEAR

- Black leather lace up ‘school-style’ shoes (*please refer to photo*), 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.

UNIFORM FOOTWEAR

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, engagement 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.

PARENT/TEACHER INTERVIEW DAYS

We have two Parent/Teacher Interview Days a year. The purpose of these days are for parents/caregivers and whanau to meet with their child’s Whanau Group teacher or subject teacher to discuss their academic goals and ways in which we can help them reach their potential. Interview slots are booked online through the school website www.taupocollege.ac.nz

Prior to these Parent/Teacher Interview Days, a letter will be sent via email or post with your passwords to book your interview. Alternatively, you can call the student office for assistance.

We look forward to meeting with you on Parent/Teacher Interview 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, our trained Guidance Counsellor.

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

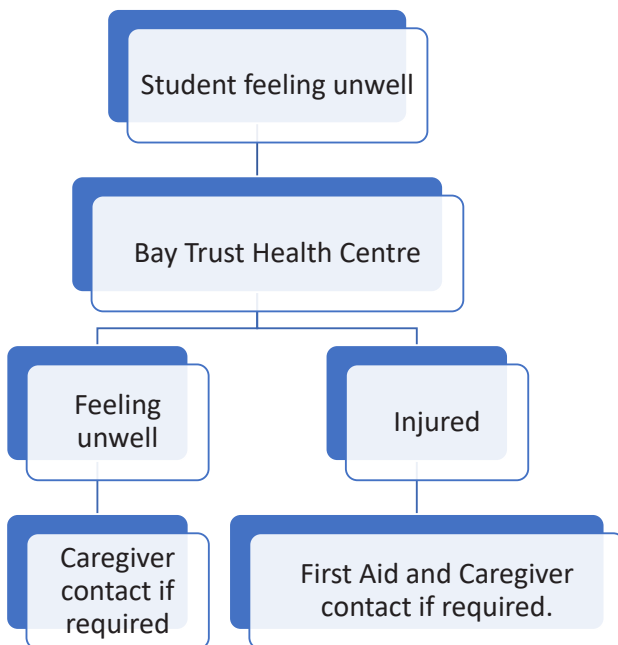
All students are able to make appointments with our experienced Careers Advisor, Mrs Kay Grant and a comprehensive display of careers information is readily available in the student centre. Senior students can complete workbased placements through the Gateway Programme which allows them to experience 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

Student Health (Bay Trust Centre): The Bay Trust 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 Wednesday, 12:30pm – 2:30pm. A registered nurse, physiotherapist 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 the 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 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 inform the college if the student is absent. Phone Absentees on **07 376 1100, dial 1** and leave an absence message or email the attendance officer office@taupocollege.ac.nz. Alternatively, you can report an absence through the school's website, via the 'Contact' tab. Truancy is regarded seriously by the college and parental/caregiver co-operation is requested in dealing with this.

You will receive a text **before 11:30am** 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 out at the student office when leaving and returning.

STATIONERY

Stationery requirements for each year level **from Term 4**, can be found at:

www.taupocollege.ac.nz/enrolment

or it can be ordered online at:

www.myschool.co.nz

Alternatively, the following local stationery shops will have stationery lists when purchasing student's stationery requirements.

Whitcoulls Paper Plus Warehouse Stationery Taupo Office Products

DISCIPLINE

The college always expects all students to be thoughtful and considerate and to show respect for others and their property.

When this is not the case, students may find themselves on the step discipline system. If required parents/caregivers are notified after each step has occurred. After five steps, parents are required to attend a family school conference with a senior staff member 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/Vaping: By law, no smoking/vaping is permitted within the college grounds. Smoking/vaping at the college or at any college function is prohibited. No smoking/vaping is permitted in public in college uniform to and from school.

COLLEGE LIFE

Bay Trust: 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 take to class.

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 at a cost of \$75.00 per term 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 school office who will then direct you to the Bus Controller 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. Failure to follow this rule will result in confiscation. (Refer to Appendix 2)

Course Fees: Some courses have a recommended contribution to cover the take home component of the course or field trips. The fees are in the course booklet on our website 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.

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. '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.

Lost Property: Students are asked to report to the Bay Trust 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 Deputy Principal. 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: Students wishing to bring a motor vehicle to the college must complete an application form (available from the college office) requesting permission from the Deputy Principal. Permission applies to the driver and the driver's family only.

Reports and Parent/Teacher Interview Day: All students receive a progress report after week six in Term one. Formal reports are posted/emailed throughout the year and Parent/Teacher Interview Days are held for you and your child to meet with the Whanau or Subject teacher to discuss progress and goal setting. Reports are available through www.taupocollege.ac.nz. You will be sent the parent login and password with notification of when these are available to view online.

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. Textbooks 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 www.taupocollege.ac.nz.

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
- Teamwork
- 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
- Lifelong 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.)

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

Information to appear on **my** Statement:

Particulars	Code	Reference

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: Mr/Mrs/Miss/Ms

OR

Name of Business Account:

Customer's Signature	Contact Phone Number	Customer's Signature	Contact Phone Number
Date		Date	
Day Month Year		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

ASB Bank Limited 13501-0001 (01/03)



HOW TO USE CELL PHONES AT NUI



- ◆ Phones can only be used during interval and lunch time.
- ◆ During assembly, cell phones must be turned off and earbuds removed.
- ◆ Misuse of a cell phone will result in confiscation. The phone will only be returned to a caregiver through the school office.
- ◆ Security for cell phones outside the classroom is the student's responsibility.

1

At the start of each lesson, clearly label your phone and hand it to your teacher.

2

Also, earbuds must be removed and stored safely out of sight during class time.

3

Before anyone leaves the classroom, all phones will be returned to students.

APPENDIX 3

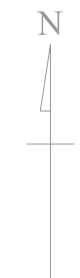
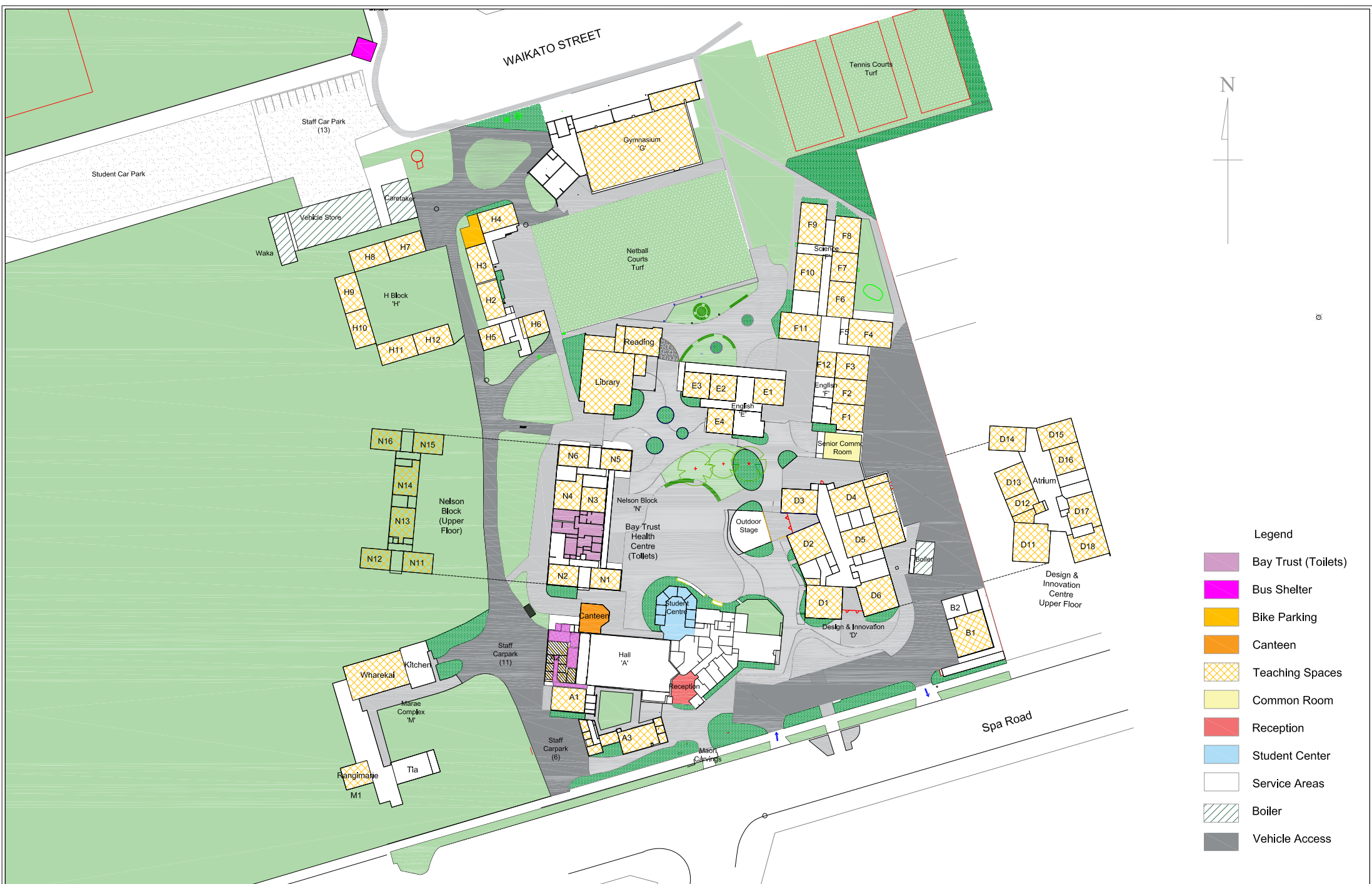


Taupo-nui-a-Tia College

Learner 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.



- Legend**
- Bay Trust (Toilets)
 - Bus Shelter
 - Bike Parking
 - Canteen
 - Teaching Spaces
 - Common Room
 - Reception
 - Student Center
 - Service Areas
 - Boiler
 - Vehicle Access

Rev	Revision Description	Drawn	Checked	Approved	Plot Date



CLIENT:
 PROJECT DESCRIPTION:
TAUPO-NUI-A-TIA COLLEGE
SITE PLAN (Overview)
 TNT PROJECT NUMBER:
 FILE_REF: G:\Shared 06\64\TNT PRESENTATION GRAPHICS\SCHOOL MAPS\TNT SITE PLAN - 2020.dwg

LOCATION:
 DRG #:
 SHEET:
 REVISION:
 SCALE: **1:500 @ A1**

TAUPO-NUI-A-TIA COLLEGE



excellence
academic honesty
knowledge academic motivation
kindness
duty respect
compassion honesty
leadership

Taupo-nui-a-Tia College
Spa Road, Taupo
Box 549, Taupo 3351, New Zealand
Telephone: 07 376 1100
email: mail@taupocollege.ac.nz
website: www.taupocollege.ac.nz

