

HUANUI COLLEGE



Student and Parents' Handbook 2017

This booklet has been prepared to give you information about Huanui College. We have outlined Huanui College's expectations so that we can work together effectively.

Please consult this Handbook whenever you have a query concerning the School.

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RD3
Whangarei 0173

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www.hc.school.nz

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Huanui College Vision

“To provide the highest standards of teaching and learning in a supportive environment and to be globally competitive in middle school and secondary education.”

Huanui College Mission

“To provide innovative educational leadership to the school community and thereby fulfil parents’ and students’ expectations of the best education for students.”

Huanui College Values

- Striving for Excellence
- Respect for Self, School and Others
- Accountability for One’s Actions
- Demonstrating Determination and Courage
- Developing Resilience

These core values represent the hallmarks of Huanui College. A balanced education is one that delivers opportunities for the development of the whole person. Intellectual development needs to be balanced with physical, social, emotional and artistic development.

Huanui College Guiding Principles

Huanui College was founded on and is committed to these principles:

General

- To be a school of academic excellence as judged on a local, regional, national and international basis.
- To be a haven of socially acceptable values.
- To develop as an independent secular educational facility, from Year 7 to Year 13.
- To use the benefits of modern methods to enhance learning and encourage positive attitudes to life-long learning throughout the school community.
- To operate the school in a financially prudent and conservative manner to ensure the long term stability of fees and expenses, and to ensure sufficient working capital resources are always available to meet the needs of the school. Huanui College shall be financially risk averse.

Students

- To encourage students to develop a wide range of skills and knowledge, and to strive for individual excellence in Academic Subjects, Sports, the Arts and Life Skills.
- To encourage students to care for themselves, each other, their community, and their environment, and to develop self-esteem and self-discipline.
- To teach every student as an individual, providing learning programmes that cater for the different needs and abilities within each class.
- To ensure that student progress and performance is rigorously assessed and reported to parents, so that they receive timely, relevant information and recognise the value Huanui College is adding to the educational experience.

Parents

- To make our school accessible to a wide range of families, from varying social economic backgrounds, who believe in and support the principles of Huanui College.
- To encourage and welcome the participation of parents in the education of their children and in the wider school community.

Teachers

- To attract and retain teachers who believe in and support these principles and who are recognised by their peers, students and their parents for their skills, passion and excellence in their work.

1.0 Our People

1.1 Key Staff

The easiest way to contact a staff member is by email:

Position/ Responsibilities	Name	Email
Principal	Peter Ackers	peter.ackers@hc.school.nz
Assistant Principal Head of Commerce, Cambridge Exam Officer, Timetable	Vernice Young	vernice.young@hc.school.nz
Junior Principal	Brenda Rudolph	brenda.rudolph@hc.school.nz
HOD English	Brenda Rudolph	brenda.rudolph@hc.school.nz
HOD Mathematics	Vicki Haverkort	vicki.haverkort@hc.school.nz
HOD Science, Duke of Edinburgh	Fiona Boorer	fiona.boorer@hc.school.nz
HOD Humanities	Paul Clark	paul.clark@hc.school.nz
HOD Junior Science, TIC Physics	Guy Oclee-Brown	guy.brown@hc.school.nz
HOD Phys Ed /Health, Boys Dean, House Competitions, TIC Sports	Callum Mather	callum.mather@hc.school.nz
HOD Art, Pastoral Care Coordinator, Girls Dean Restorative Practice Coordinator	Carolyn Evans	carolyn.evans@hc.school.nz
TIC Ag & Hort	Stephen Towey	stephen.towey@hc.school.nz
Administration/Finance	Tracey McNamara	admin@hc.school.nz
Uniforms	Jan Boyce-Bull	jan.bull@h.school.nz
Marketing, Enrolments	Donna Newman	donna.newman@hc.school.nz
Absent students	09-459-1930	office@hc.school.nz
International Students	Angela Amsterdam/ Donna Newman	international@hc.school.nz

All other internal staff will be available to view on our website at the start of 2017.

1.2 Board of Trustees

Chairperson: Peter Ferguson

Board Members: Bryce Moffat
Karen Dykzeul
Maxine Shortland
Gary Payinda

Founder: Evan Hamlet

Principal: Peter Ackers

Secretary: Tracey McNamara

The Board of Trustees is responsible for setting the purpose and policies of the School, providing advice for financial planning, and guidance to ensure that the School meets all statutory and regulatory requirements.

The Board delegates the day to day operation of Huanui College to the Principal.

Huanui College Limited administers a fund to which parents may apply for funds to assist with tuition fees in the event of extreme hardship, or unforeseen circumstances.

1.3 Family and Friends

The Family and Friends Association welcomes you and wishes you and your family all the very best for your time at Huanui College. We look forward to meeting you at one of the events hosted or manned by the Family and Friends group during the course of the College year.

The F & F runs with an executive of four and a committee with co-opted members supporting the social environment of the College amongst parents, guardians and families. Bi-monthly meetings of the Association are held on the third Monday of every alternative month during the College term. We encourage you, if interested, to put your name forward for election to the committee. This is a great way to become involved in your College community.

The F & F aims to support the students, teachers and parents of the school by developing and implementing activities that build a sense of community and enrich the learning environment. Included in these activities are fundraising events planned in conjunction with the school's Management Team, educational events for parents, and social events for both parents and students.

Our Mission

- To make parents and family feel welcome and comfortable at the College by promoting and nurturing friendship and fellowship within the wider College community. A variety of social events are organised to enable the Principal, the Board of Advisors, staff and parents to meet in a friendly and informal way.
- To harness the goodwill of parents and families and to provide financial and practical support to the College from profits gained at various events the F & F organise.

We meet on the third Monday of every alternative month, unless it falls on a school holiday

Contact Tracey McNamara or Donna Newman for details of meetings and how to join.

2 School Dates and Times

2.1 Term Dates for 2017

Term 1	Begins: Wednesday 1 st February (Y7 & Y13, International Students & ALL new enrolments) Thursday 2 nd February (Y8 – Y12)	Ends: Thursday 13 th April
Term 2	Begins: Monday 1 st May	Ends: Friday 7 July
Term 3	Begins: Monday 31 st July	Ends: Friday 29 th Sept
Term 4	Begins: Monday 16 th October	Ends: Fri 8 th December

Teacher only days for 2017: TBA – these will be noted on our Calendar and via our Friday bulletins.

2.2 2017 Statutory Holidays

Schools will be closed in 2017 on Saturdays and Sundays and on the following days:

Waitangi Day	06/02/17
Anzac Day	25/04/2017
Queen's Birthday	05/06/17
Labour Day	23/10/17

2.3 School Day and Break Times

Our school day begins at 8.45 am and finishes for everyone at 3.10 pm. Each day begins with a 10 minute form time and ends with a 5 minute form time. Each day consists of 6 periods. Wednesday period times are slightly shortened to allocate time for school assembly.

A bell will signal the beginning and end of the day and also the beginning of each period. It is vital that teachers ensure students are packed up and ready to move to their next class before the bell.

In Term 1 only, the period times are slightly altered - this is to accommodate the Year 7-8 swimming programme.

Our 2017 period times will be available to view on our website early in the school year.

Period Times 2017									
Monday		Tuesday		Wednesday		Thursday		Friday	
Form Time	8:45 – 8:55	Form Time	8:45 – 8:55	Form Time	8:45 – 8:55	Form Time	8:45 – 8:55	Form Time	8:45 – 8:55
Period 1	8:55 – 9:45	Period 1	8:55 – 9:40	Period 1	8:55 – 9:40	Period 1	8:55 – 9:45	Period 1	8:55 – 9:45
Period 2	9:45 – 10:35	Period 2	9:40 – 10:25	Period 2	9:40 – 10:25	Period 2	9:45 – 10:35	Period 2	9:45 – 10:35
Interval	10:35 – 10:55	Interval	10:25 – 10:45	Interval	10:25 – 10:45	Interval	10:35 – 10:55	Interval	10:35 – 10:55
Period 3	10:55 – 11:45	Period 3	10:45 – 11:30	Period 3	10:45 – 11:30	Period 3	10:55 – 11:45	Period 3	10:55 – 11:45
Period 4	11:45 – 12:35	Period 4	11:30 – 12:15	Period 4	11:30 – 12:15	Period 4	11:45 – 12:35	Period 4	11:45 – 12:35
Lunch	12:35 – 1:25	Lunch	<u>12:15 – 1:35</u>	Assembly	12:15 – 12:45	Lunch	12:35 – 1:25	Lunch	12:35 – 1:25
Period 5	1:25 – 2:15	Period 5	1:35 – 2:20	Lunch	12:45 – 1:35	Period 5	1:25 – 2:15	Period 5	1:25 – 2:15
Period 6	2:15 – 3:05	Period 6	2:20 – 3:05	Period 5	1:35 – 2:20	Period 6	2:15 – 3:05	Period 6	2:15 – 3:05
Form Time	3:05 – 3:10	Form Time	3:05 – 3:10	Period 6	2:20 – 3:05	Form Time	3:05 – 3:10	Form Time	3:05 – 3:10
				Form Time	3:05 – 3:10				

2.4 Assemblies

School assemblies are held every Wednesday after Period 4 and before lunch. Junior assemblies are held every Friday – time of Junior assembly will be notified in weekly notices as times vary per week.

3 Attendance and Absence

3.1 Student Attendance

Students are required to attend school regularly during school terms. School begins at 8.45am and ends at 3.10pm. Students need to be at school by 8.40am so that they can prepare for the day and begin promptly at 8.45am.

Students should only arrive at school after 8am.

N.B. Students must be collected by 3.30pm or else the student will be collected by After School Care staff and parents may be charged for this service.

3.2 Daily Absence

Parents are required to ring the absentee line before 8.40am. (09-459-1930) so absences can be recorded. Alternatively email to office@hc.school.nz advising the details of the absence.

Please note that the school checks absences.

When students return to school, they will need to give a brief note of explanation to their class teacher.

If a student's absence through illness extends to beyond 3 days, it is helpful for work to be requested so that not too much is missed. In such cases, parents should contact the office and leave a message for the class teacher, who will make the necessary arrangements. A medical certificate is required for sickness absences beyond 3 days.

3.3 Prolonged Absence

When a special request for leave from school is contemplated, the matter should be discussed with the appropriate Form Teacher, and a letter written to the Principal outlining the reasons for the request.

3.4 Overseas trips

Whilst the School is aware of the educational and social benefit of overseas travel, parents are urged to make travel arrangements within school holiday periods to avoid disruption to classroom programmes.

3.5 Leaving early or Arriving late

Students leaving early for appointments must:

- a) Bring a note from home or appointment card
- b) SIGN OUT at the front office
- c) On return to school SIGN IN again at the front office

Students arriving late must report to the office to collect a late admittance slip and have a written reason from their parents. Any students who arrive late to a class during the day can expect to make up that lost time with the teacher.

3.6 School Office

The school office is open from 8:20am in the morning until 3:30pm every school day. We would ask that if a parent wishes to undertake transactions that they avoid the period straight after school 3:10 – 3:20pm as this is a busy time when students first leave school.

4 Communication with Parents

4.1 Newsletter/ Emails

A monthly Newsletter is placed on the website on the last Friday of each month at 3.30pm.

This is the one regular contact the school has with the whole school community and so it is important that parents ensure that it is read. Advertising of private businesses is sometimes undertaken in the Newsletter at the discretion of the Principal but will generally be of products and events directly connected with the Huanui College family.

Other communication is sent to parents periodically by email and bulletins on the website www.hc.school.nz or via our Facebook page. A weekly bulletin of upcoming events is emailed to parents every Friday afternoon.

4.2 Reporting to Parents

Progress reports are sent out to parents later in Term 1 followed by the first of the Parent-Teacher conferences.

Students receive a formal written report at the end of Term 2 and the end of Term 4.

4.3 Parent Teacher meetings

Term 1 begins with a meet and greet with parents, student and class teacher. Parent teacher conferences occur near the end of Term 1 at the beginning of Term 3 for all students and the end of Term 3 for senior students.

Parents are welcome to make appointments to see their child's teachers at other times of the year. Please email the teacher directly so the necessary arrangements can be made. All staff members have one day per week when they are available to parents, by appointment, from 3.30pm – 4.30pm.

4.4 Information Evenings

Information evenings are held at the College periodically to communicate important information relating to your child's education and the ongoing developments at the College. These evenings are crucial to a good working relationship between home and school. Details of these information evenings will be posted on the website and included the newsletters.

4.5 Parent Helpers

We value parent assistance in our school and warmly welcome you during the day. We appreciate parental help in:

- Checking, accessing and storing resources
- Making of learning materials, games etc.
- Playground supervision
- Transport of students to extension activities
- Outdoor Education
- Working with small groups of students under the supervision of the class teacher
- Specialist teaching in art, craft, music, speech, drama, sport, gifted children

If you are able to help up, please contact Tracey McNamara, who will add your name to the appropriate roster.

4.6 Parent Concerns

We welcome comments on our programmes and procedures. We do however; request that such opinions are privately expressed in an appropriate manner to the teacher concerned, and/or the Principal, so that immediate, effective action can be taken.

Please remember that teachers are very busy before school and during school and therefore appointments need to be made for such discussions.

4.7 Pastoral Care

Huanui College is a caring school and all staff are willing to assist students who are finding it difficult to cope with problems. Occasionally, families are unsettled through serious illness or personal crisis. Many of these problems are strictly personal. However, they can affect children and their attitude to school, and as a consequence their behaviour can deteriorate. It is therefore appreciated if parents could discuss any situations which may upset the student's progress with the Principal so that staff can provide an especially caring and supportive atmosphere to the student.

4.8 Parent Complaints

Huanui College recognises that from time to time the school will receive a complaint. In such circumstances it is important that all complaints are taken seriously and that the complaint is directed to the appropriate person in the first instance.

Complaints that are referred to the Principal should be made in writing. It is important that complaints are resolved co-operatively at an early stage, and are properly investigated with decisions made only on the basis of sound evidence and proper evaluation. At all times persons making complaints and decision makers need to be protected and subjects of a complaint should not be exposed to undue stress or unfair harassment through matters being blown out of proportion.

The Principal shall report on all complaints received to the Chairman of the Board and the College Founder.

4.9 Change of Address / Telephone Number / E-mail

It is **essential** that parents or caregivers communicate immediately when there is a change of address or telephone number or e-mail, either at work or at home. This should be given, in writing, addressed to Tracey McNamara. This can also be done through our parent portal.

5 Code of Conduct and Behaviour expectations

5.1 Huanui Way

1. Students are only allowed in classrooms when teachers are supervising. Year 7 – 10 students line up outside the classroom and only enter on teacher's instruction.
2. Students sit in seats assigned by the teacher (seating plan) and can only move with permission of the teacher.
3. No talking while the teacher is giving instructions.
4. Unexcused lateness to class will not be tolerated.
5. Students do not have the right to leave the classroom and must seek permission from the teacher in all cases. Toilet breaks should be taken during interval and lunchtimes and between classes.
6. All students arrive in class in full school uniform unless they have a uniform pass/note provided by the office.
7. Students address the teacher formally i.e. Mr, Ms..... etc.
8. Students have the correct equipment, books and homework diary in every class.
9. Bad language is not tolerated and there is a culture of respect in the classroom.
10. Eating and chewing is not permitted in class. Note: Chewing gum is not allowed at Huanui College.
11. Participation in co-curricular and extra-curricular activities is encouraged at Huanui College.
12. An offer of service to the school and community is expected.
13. Homework is given regularly and is expected to be completed and is checked by staff.

All students will be asked to sign a copy of the Huanui College Code of Conduct on entry to the College.

5.2 Cell phones, MP3 Players, IPOD's

Cell phones, MP3 Players and IPOD's may be brought to school at the family's risk but are banned from class. They can be brought to school but are collected at the beginning of the day and returned at the end. Any student caught with a phone in class will have it confiscated for a determined period and will need to be collected by parents from the Deputy Principal (or appointed delegate).

5.3 Student Behaviour Management Procedure

BEHAVIOUR MANAGEMENT PROCEDURE:

Discipline at Huanui College is a collective responsibility. It is expected that all staff uphold and encourage the Huanui College Values and that student expectations are consistent across the school. Below are non-negotiable expectations of every student.

- Be polite and respectful in words and actions
- Wear the school uniform correctly and with pride – in and out of school
- Arrive to every class with all the necessary equipment for that class
- Be punctual to class and meetings
- Move about the school in an orderly manner and line up outside the class waiting to be admitted by the teacher.

There is a school detention system which is run at certain lunchtimes. An afterschool detention runs from 3:15-4:15 Fridays or as required.

The governing legislation for stand-downs, suspensions, exclusions and expulsions is outlined in ss13-18 of the Education Act 1989. To provide the necessary information to Principals and Advisory Board, to act against troubled students.

DISCIPLINE CHAIN

Level 1: classroom teacher: Minor in class discipline matters should be dealt with by the class teacher.

Offence	Consequence
Lateness Talking Not completing or doing set work Rudeness Homework not done Disrupting class	10 – 20 min class detention break / lunchtime Written imposition

Level 2: Dean

Offence	Consequence
Student misses class detention Poor behaviour for reliever Littering, Swearing, Uniform indiscretion Phone / electronic device on person. Talking in Assembly Failure to return permission slips Walking Across the Quad	Student referred to Dean - School Detention - Incidents reported in PC School

Level 3: Classroom teacher / Referral System repeated indiscretions and more serious discipline incidents result in removal from class and referral to the Dean.

Offence	Consequence
Continued / repeated lateness Continued / repeated rudeness Reluctance to work Continued disruption of class Defiance of Teacher	Student referred from class to HoD / Snr Teacher timetabled. Student referred to Dean - Parent involvement - Behaviour Reflection Process
Poor behaviour on report	- School Detention - Student Contract - Student put on School Report - Incidents reported in PC School

Level 4: Principal

Offence	Consequence
Missed School Detention	Referred to Principal - After School Detention
Defiance of Dean Repeated poor behaviour on report	Student referred to Principal - Parent contact - School Detention

Swearing at teacher	- After School Detention
Bullying	- Restorative Justice
Fighting / Assault	- Strikes
Theft	- Suspension
Vandalism	- Expulsion
Drug and Alcohol use	- Incidents reported in PC School
Immoral / Illegal activities	

Referral System: A student removed from class for Level 3 offenses will be sent to a timetabled Senior teacher with a Referral and Behavioural Reflection sheet. This is to be completed in referral. The incident is then referred to the Dean who will commence appropriate sanctions and consequences.

At minimum the parents are contacted, a detention is issued and the student must write a letter of apology to the teacher concerned.

The student may also need to complete a behavioural contract and satisfy the expectations of a daily report card for a maximum of four weeks.

The student is admitted back into class upon completion of sanctions and at the teacher's discretion.

If a student is referred from class for a second time for the same behaviour, the student moves to level four in the Chain of Discipline and is dealt with by the Principal.

Behavioural Contract

If referred from class the student may need to complete and adhere to an individualised behavioural contract.

Student Reporting System (behaviour modification programme)

Students put on an individualised reporting system for a maximum of 4 weeks must report daily to the Dean, with a record of behaviour, signed by parents and teachers daily.

After School Detention

Parents will be given at least 24 hours' notice of an after school detention. Parents are responsible for the transport of their child after the detention. The Principal is responsible for the detention and may delegate this to the appropriate person in their area.

Level 5: Principal / Board

Strikes / serious misconduct / stand down

Strikes for serious breaches of behaviour will be issued at the discretion of the Principal.

The third strike in a year may result in the student being referred to the Board and receiving a suspension.

Serious misconduct may result in a stand down for 1 - 5 days, at the discretion of the Principal, who will take a reasonable and fair approach, and ensure that both sides have the opportunity to be heard. A student may return to Huanui College after stand down provided that the student and their family can guarantee that expected standards will be maintained.

5.4 Merit and Subway Awards

To encourage positive behaviour the school runs a merit system in which staff can award students merits for positive behaviour and/ or going the extra mile. The students record the merits in the Homework diary and when they receive initially a bronze award then

silver gold then platinum as the gain merits throughout the school year. The students are issued with their awards at assembly and it is recorded on their school reports. Merits are reset at the beginning of each year.

Subway vouchers are awarded to students at assemblies for helping at school events and other extraordinary efforts and exemplifying the Huanui Way.

6 Lunches / Food

6.1 Lunch Online/Pita Pit

On Wednesdays and Fridays, the school is served by Lunchonline who is also the agent for Pita Pit. To use this service you will need to sign up and place your orders online using Lunchonline's website. The Lunchonline will then deliver your order to Huanui College in time for lunch. Website: www.lunchonline.co.nz

6.2 Hell Pizza

On Mondays children place their orders with the school office. The office then places one consolidated order with Hell Pizza who deliver all the food to Huanui College at lunchtime. Order forms are available from the school office for this purpose.

6.3 Litter

Huanui College is deemed a **sustainable school** so there are no rubbish bins in the school grounds. Students are expected to take **ALL** packaging they bring to school home with them every day. Absolutely **no drinks in cans** are to be brought to Huanui College. Chewing gum or Bubble gum is prohibited at Huanui College.

7 Curriculum and Assessment

7.1 Cambridge Curriculum

Huanui College has developed a successful association with the University of Cambridge CIE (Cambridge International Examination) programme and we deliver this world class curriculum in both the Junior College and Senior College. As well the Cambridge curriculum, aspects of the New Zealand curriculum are included in junior college and reflects New Zealand's bicultural heritage.

All our College students sit the Cambridge International Examinations exclusively as we believe these rigorous and well-structured qualifications best serve them to become successful global citizens.

CIE qualifications are internationally recognised and highly sought after. They cover a very large range of subjects from within the sciences, languages, humanities and career specific areas such as graphic design.

CIE is the world's largest provider of international qualifications for 14 - 19 year olds. Every year millions of students are entered for CIE examinations in over 150 different countries. Cambridge curriculum is international and does not simply demand recalled knowledge. More importantly, it develops the acquisition of critical thinking and problem solving skills.

Cambridge Secondary One

Cambridge Secondary 1 provides a seamless progression from Cambridge Primary - or can be used as a stand-alone curriculum - to develop learners' skills and confidence in English, Mathematics and Science. It offers a curriculum framework for educational success for learners, typically 11-14 years old, with an optional testing structure.

Year 10 & 11 - Cambridge IGCSE

Cambridge IGCSE is the world's most popular international qualification for 14 - 16 year olds. Internationally recognised, Cambridge IGCSE brings out the best in students and develops successful learners through a skills-based approach to teaching and assessing.

Year 12 & 13 - Cambridge International A and AS Level (Advanced Subsidiary)

International A Level is one of the most recognised qualifications around the world and accepted as proof of academic ability for entry to universities worldwide. International A Level is the world's most popular international qualification for 17 - 18 year olds.

Cambridge AS Level is typically taken at the mid-point of an A Level programme and is optional. Huanui College offers AS Level as a qualification to increase the breadth in the curriculum and allow our students to complement other subjects they are studying.

7.2 New Zealand Curriculum

As well as following the Cambridge curriculum, Huanui College also identify and align the teaching and learning especially in the junior college to the vision, values and principles of the New Zealand Curriculum. We foster a learning environment in which all students work together to become confident, connected, innovative lifelong learners.

In the Junior College as well as the Cambridge subjects of English, Maths and Science students study Social Studies, PE, Language (Te Reo or Spanish), Drama, Music, Technology, IT and Art and these cover aspects of the New Zealand curriculum and provide a foundation for future study in Cambridge.

English NCEA Level 2 is also offered in the senior college for selected students.

More details of the curriculum can be found on the website www.hc.school.nz and also in the junior and senior course booklets which can be found on the school website also.

Questions about subjects should go through heads of department in the first instance. More details about the subjects offered at Huanui College can be found on the school website.

8 Co – Curricular and Extra Curricular

8.1 Music and Drama

As well as music being part of the curriculum here at Huanui College, there is also

itinerant music lessons in keyboards, violin, and guitar (bass and acoustic). These lessons can be arranged by contacting the school and they will contact the relevant teacher. There is also a school band, Glee club and Ukulele band. The students have the opportunity to perform in front of the school in showcases. Drama is taught as a curriculum subject but there are also opportunities to perform in several Shakespeare groups.

8.2 Sport

Huanui College has a sport and physical education programme, and joins other schools in the area for sports exchanges in a variety of codes. Huanui College uses onsite facilities to enhance the PE and Sports programme.

It is expected that all students should represent the school in at least one sport during a school year.

We develop opportunities for students to have specialist coaching in major sporting codes e.g. soccer, rugby, netball, hockey, basketball, tennis and rowing. We join with other local schools in inter-school sports in both summer and winter codes. The staff co-ordinate out of school teams in netball, indoor basketball, indoor netball, hockey and soccer, with parents as managers.

Specialist coaches are employed when necessary.

Correct PE and sports uniform must be worn at all times. For further information please contact Callum Mather Teacher in Charge of Sport. Callum.mather@hc.school.nz

If you wish to use school facilities outside of normal school hours you must book the facility through Tracey McNamara - admin@hc.school.nz

9 Information and Communication Technology

9.1 Computer Network and COWS

Huanui College recognises the importance that ICT adds to the learning experience of our students. The school has a wireless network that all students and teachers can access. In the junior school we have two 25 computer sets of COWS (Computers on Wheels) Notebook computers. There is also a bookable computer suite.

All students sign an acceptable use agreement and are required to follow agreed rules to protect the security of the Colleges network. Usernames and passwords are issued on the signing of this agreement by student and parent(s). Students are issued with a school email address.

9.2 Bring your Own Device (BYOD)

Year 11, 12, and 13 students at Huanui College may now bring their own devices to campus, excluding those capable of phoning/texting. Year 10s are recommended to bring them for most subjects. A BYOD form must be filled out and signed by both

parent and student to be able to use the device at school. The BYOD agreement states clearly the parameters as to what is acceptable and what is not. It is also important to note that the use of devices is determined by the teacher and not the student. It is recommended that students come with a laptop, capable of using Microsoft Office. Students are able to get one copy of Microsoft Office 2016 installed on their laptops using their student email address. Students take full responsibility for their devices. The school is not responsible for the security of personal technology. Personal devices cannot be left at school before or after the school hours. Devices cannot be used during assessments, unless otherwise directed by a teacher.

Changes to this policy

Due to the rapidly changing nature of ICT, the school reserves the right to change this policy at any time. Should this be necessary, an updated policy will be issued to all students.

9.3 Student Management System

The PC School parent portal is a secure web environment where you can access information that keeps you informed of your child's learning progress and attendance record. It also provides easy online access to additional resources and information that Huanui College makes available to you.

The benefit of the parent portal is that it serves as a single point of access for anything to do with your children's learning at Huanui. Notices, calendars, reports, timetables, assignments, attendance, assessment reporting, are all available in one convenient location which you can access anywhere, anytime from your personal dashboard. For more information visit the parent portal website.

Go to spider.huanuicollege.school.nz and use your unique logon and password to access all of your children's timetables and reports. You can change your contact details and at certain times of the year sign up for a parent-teacher interview. Email or call Tracey McNamara if you cannot remember your login or want help signing in.

9.4 Google Sites

Each of your children's subjects has an associated Google Site that a teacher manages. Homework and/or resources are uploaded by teachers in order to support that subject. Each site also has a shortened address (bit.ly/hcsubjectname). All of them can be accessed on this page: bit.ly/hchomeworksites.

10 Homework

Homework Expectations

Good patterns of home study are to be established as quickly as possible. Homework provides students with the opportunity to consolidate learning, which has taken place at school, and to extend themselves in their own time.

Homework from Monday to Friday is part of a student's school work. We appreciate parents working with us to ensure that the student does the work set conscientiously. Each student from Year 7 upwards has a Diary for which she/he is responsible.

Parents are requested to sign it weekly indicating they checked the completion of homework. These books can also be used to communicate in writing, between parents and teachers. Our staffs appreciate positive feedback. Homework consists of a variety of tasks and typically, over time will include spelling, reading, maths, as well as research, creative and problem solving activities. The homework is designed by the class teacher to complement the class programme and the student's needs and levels of learning.

One major purpose of homework is to encourage students to take responsibility for completing tasks and their own time management. Basic facts always need practise and we appreciate parents' help in regular reinforcement. Revision of the day's work should be a regular part of daily homework.

Yr 7 – 9 students are expected to complete approximately half an hour daily, Yr 10 & 11 1 hour daily and Yrs 12 & 13 up to ten hours per week. If homework becomes an area of concern between you and your child, please contact your class teacher immediately.

11 Health Care

11.1 Medical Information

When students enrol at Huanui College, parents/guardians are asked to complete the medical section of the enrolment form. This will be up-dated annually. Please inform us promptly of any changes during the school year.

Any student who becomes ill, or suffers an accident during the day, should report or be taken to the School Office. The school administration staff, class teacher, Assistant Principal or Principal will decide on appropriate action, or contact with parents. Parents are always informed promptly if a child's health is causing concern.

When students have a temperature, vomiting, diarrhoea or any other symptoms which are contagious, parents will be asked to collect them as soon as possible, and they must stay away from school for a minimum of 24 hours after the last episode of vomiting or diarrhoea.

11.2 Medication

When a child needs medication at School for a short term, we require a clearly written, signed note to be given to the office. Office personnel will ensure the correct medication is given at the correct time when written parental permission is given. Please note that school staff are not permitted to administer medication over more than a one week period and if such administration is necessary, parents will need to make alternative arrangements. Also, classroom teachers must not be asked to administer medicines.

11.3 School Counsellor – Ellen Attshuler

There is an itinerant School Counsellor who is available to see students school-wide on a self-referral basis. Also, parents are able to make contact on 027-438-3844 or 09-434-0225 to discuss concerns and make appointments. At times, teachers may make referrals, and where necessary the Counsellor will inform the parents. This service is voluntary.

12 Fees

12.1 Late Payment Penalties

Fees are due on the first day of each term. A late payment penalty fee of 2% per month is imposed on all outstanding amounts remaining 14 days after the due date. These cannot be waived except under exceptional circumstances which have been prior arranged with the Tracey McNamara.

Prior payment arrangements such as direct debit instalments are not subject to the late payment fees. As we are self-funding, we rely on prompt payment to operate efficiently. Fee rates are as listed on the Huanui College website.

If fees remain unpaid after 30 days, the School may, at the discretion of the Principal, be forced to request the withdrawal of the pupil concerned.

12.2 Withdrawal from School

The Board of Trustees strictly enforces the policy that parents are required to give **one full term's notification**, in writing, to the Principal before the withdrawal of their child from school. This notice must be given before the start of the next term to ensure a full term's notice is given. Where no notice or insufficient notice is given, the Bond (introduced for new enrollees from 2017) that has been paid will be forfeited in lieu of notice. The Bond is automatically refunded on the completion of Year 13 or when one terms notice has been given.

12.3 Account Enquiries

Please direct all queries to Tracey McNamara, Business and Finance Manager Ph. 09-459-1930 or email tracey.mcnamara@hc.school.nz

13 Uniform and Appearance

13.1 Standard Required

Huanui College requires the uniform to be worn to school, functions and sporting fixtures, unless the students are otherwise directed. It is important that a high standard of uniform is maintained at all times and that students wear their uniform correctly. There are regular class and after school checks to ensure this. We need parents' co-operation to ensure that all articles of uniform are clean, in good repair, and clearly named. If, for some unavoidable reason, an aspect of uniform is not correct, a note of explanation needs to be sent to the class or form teacher. If the Principal deems that a student's uniform is not satisfactory, parents will be notified, and asked to remedy the situation immediately.

Boys

Huanui College expects hair to be trimmed so that it does not fall on or below the collar, and must also be off the face. Extreme colouring of hair and extreme hairstyles will not be permitted. No jewellery is to be worn. Facial hair is not permitted. Ties must be worn correctly up to the fastened top button. Shirts must be kept tucked in and with the top button fastened, regulation footwear must be worn at all times in the appropriate manner i.e. no walking on the backs of sandals.

Girls

Huanui College expects hair to be well groomed and tied back from the face and off the collar with black or navy blue clips or black or navy blue ties. Extreme colouring of hair and extreme hairstyles will not be permitted. Make-up, including nail polish, is not permitted. A single plain gold or silver stud in each ear is permitted, but no other jewellery is permitted. Regulation footwear must be worn at all times in the appropriate manner i.e. no walking on the backs of sandals. Skirts worn at knee length (minimum).

Student Clothing and Equipment

All clothing and equipment is to be clearly and permanently labelled with the owner's full name. The school accepts no responsibility for the safety of valuable articles such as radios, cameras etc. These should only be brought to school for special studies.

Pounamu

Pounamu may be worn against the skin, out of sight. However, due to health and safety reasons, your child may need to remove them i.e. during sports or physical education.

Number Ones

Senior students (Year 12 & 13) have the option of wearing number ones to school. It is expected Prefects will wear number ones. For more details please contact the school office.

13.2 Girls/Boys Uniform

Girls Summer Uniforms Terms 1 & 4

Regulation Skirt – knee length
Regulation Blouse
Regulation Jersey
Regulation Cap or Bucket hat
Huanui Navy Blazer – optional
Black leather regulation roman sandals

Boys Summer Uniform Terms 1 & 4

Regulation navy shorts
Regulation white shirt
Regulation Cap or bucket hat
Regulation Jersey
Huanui Navy Blazer – optional
Black leather regulation roman sandals

Girls Winter Uniform Terms 2 & 3

Regulation Skirt – knee length
Regulation Blouse
Regulation Jersey
Huanui Navy Blazer – optional
Black leather McKinlays shoes
Regulation Navy tights or long black socks

Boys Winter Uniform Terms 2 & 3

Regulation navy shorts or regulation navy trousers (Yr 12 & 13 only)

Regulation white shirt

Regulation Jersey

Huanui Navy Blazer – optional

Black leather McKinlays shoes

Regulation school socks

13.3 Physical education and Sports uniform Boys & Girls

Regulation shorts

Regulation shirt

White ankle socks

White sports shoes

Sports tracksuit (Optional)

The PE Uniform may only be worn for games and PE lessons. Students may not arrive nor travel home after school in PE Uniform.

Uniform for Full School Sports

Please wear your school physical education uniform or designated team uniform

13.4 Lost Property

It is imperative that all goods belonging to students are **clearly marked with their names**. Lost property bins are located in the Office or the Gym. Any unnamed property not claimed for the duration of a term will be laundered and handed over to the second-hand uniform shop, or to an appropriate charity. Huanui College cannot be held responsible for lost personal belongings.

13.5 Sun Sense

Students are encouraged to wear the regulation cap or bucket hat when outside during Terms 1 and 4, and take personal responsibility for appropriate sun protection e.g. sunscreen lotion.

13.6 Lockers

All students have the opportunity to rent a locker. Students pay a bond and are issued with a key at the start of the year. The bond is returned if there is no damage to the locker.

13.7 Uniform sales

The uniform shop is open Tuesday, Wednesday and Thursday every week and students can be called from class on those days to try on uniform. Via Facebook there is an opportunity to buy and sell second hand uniforms: Huanui College Buy/Sell/Swap

14 Education Outside the Classroom

14.1 Camps

School camps are part of the extensive Education programme we provide and are compulsory for Years 7 – 10. Camps for Years 11 – 13 are run through the Duke of Edinburgh Scheme & Sir Edmund Hilary Outdoor Pursuits Centre. Payment for school camps will be charged to your school account and are payable prior to the camp.

14.2 Trips

School Trips will be charged to your school account and are payable prior to the trip. We value parent support to transport and supervise children on class trips as this keeps costs down.

Huanui College is committed to providing safe camps, activities and environments. While all care will be taken during camps and activities, there is an element of risk involved with some activities.

By participating in any of the activities provided by Huanui College you are expressly assuming those risks personally, and Huanui College and all staff cannot be held responsible for personal injury or damage to belongings.

14.3 Swimming

In Term 1 all Year 7 & 8 students travel to the Whangarei Aquatic centre for swimming lessons on a Tuesday. This takes up one of their PE periods of the week and lunchtime. Students in Year 7 & 8 need to bring their togs, towel and goggles on a Tuesday and make sure they have a big morning tea before they head to swimming at 11:30am. The students are transported to swimming by bus.

15 Stationery and Textbooks

15.1 Stationery

To make it easy for you, we have teamed up with OfficeMax and have loaded stationery and workbook lists for each class/year on to myschool.co.nz for you to view, download or order from.

To order online, all you have to do is go to myschool.co.nz and simply search for Huanui College, select your child's class/subject lists and follow the instructions on the website.

OfficeMax MySchool benefits for you are:

- Competitive prices - find a lower price and OfficeMax will match it (conditions apply, see myschool.co.nz/huanuicol for details)
- Free delivery for orders over \$57.50 incl. GST
- Multiple ordering options - online at myschool.co.nz/huanuicol, telephone: 0800 724 440 FREE or OfficeMax retail store
- Delivery that suits - you can arrange delivery to your home or workplace, and receive your order during the holidays to allow plenty of time to cover your books
- Payment options - choose to pay with your credit/debit card or alternatively pay by cash in an OfficeMax retail store

Buying through OfficeMax MySchool can also earn our school rewards which we can redeem for much needed educational supplies, equipment for our classrooms or for students in need.

15.2 Textbooks

Textbooks are required for many subjects and parents will be advised of the requirements and the cost of the textbook will be invoiced. At the end of the school year there is an

opportunity for students to sell their textbooks to the following year students. Some textbooks are lent to students and any books lost or damaged must be paid for.

15.3 Photocopying and Printing

Many subjects charge for photocopying when a subject workbook is created internally at the College. This is just to cover the cost of the photocopying. Day to Day photocopying and printing is not charged but students need to be aware of wasting paper and check carefully whether they really need to print.

16 Student Leadership

We value leadership and active participation in school life. Our students have many opportunities to be involved.

16.1 Prefects

Prefects are appointed from the Year 13 student body by the Prefect appointments committee. The Prefect body is involved in coordinating student led events around the school.

16.2 Student Council

The student council is made up of voted class representatives. The council meets regularly and organise special events such as mufti days and socials. They are also the voice of the student body when it comes to running the school.

16.3 Peer Mentors

These are Year 12 students who apply to work with junior form classes assisting form teachers with pastoral care activities during form time and being link between the senior and junior students.

16.4 Junior Prefects

In 2017, with the formation of the junior school, we will be appointing junior prefects who will be given particular assignments pertaining to the junior school, including running junior assemblies.

17 Student Achievement

Through the class programme, school assemblies and newsletter, we are keen to acknowledge students who have achieved success in a variety of ways. Sometimes these successes take place outside school. We are always glad to know of these successes so they can be acknowledged. We would be grateful for a telephone call or a letter giving information so our school community can be aware of, and share in those successes.

Teachers award individual achievement certificates at assemblies for a wide variety of achievements.

An annual prize giving assembly for the whole school rewards excellence and achievement.

18 Out of School Hours

18.1 Supervision after School

After school prep and homework supervision is available on Tuesday, Wednesday and Thursday afternoons from 3:30 to 5:00pm. Bookings must be made through and details are available from, the office. The contact phone number for after school care is 09-459-1930 during its hours of operation. There is no cost for this service.

18.2 Use of School Facilities after Hours

School facilities are available to be hired after hours by community or sports groups. For details of booking availability please contact – admin@hc.school.nz

19 Telephone

19.1 Voicemail Messages

Please note that email is used extensively by our Staff and is the best way to contact them. If you have a message you would like to leave for a teacher, please give your name and number to our office staff who will place the message in the staff member's pigeon-hole. They will return your call as soon as they can.

19.2 Telephone Messages for Students

The school will pass on urgent messages which are received during the day for students. Messages for students received by Reception after 2pm cannot be delivered to students. Parents are asked to make use of this service only in cases of real necessity or emergency.

19.3 Use of telephone

Students must have the permission of their class teacher if they need to make phone calls from the school.

20 Transport

20.1 Buses

Ritchies and Leabourne (Brooks) Motors are the two bus companies servicing the school. Leabourne Motors runs a bus from the Bream Bay area including Waipu and Ritchies cover most other areas around Whangarei. For more details about bus services please contact Leabourne Motors on 09-431-8059 or Ritchies on 09-438-7142.

Bus passes can be purchased through the school. Please contact Tracey McNamara on 09-459-1930 for details and costs. Our students are able to travel on other school buses but will need to purchase bus passes. Bus route schedules are available from the Office – information will be updated when/if required.

Children are collected from the closest arranged collection place. We encourage families in other areas to organise carpooling arrangements.

Please contact the school receptionist if you require assistance. Students who are dismissed from class at 3.10pm and travel on the bus should make their way to the bus stop and board the bus without delay. The buses leave at approximately 3.15 pm. When the bus is late, students are expected to line up, single file on the path area and wait for instructions to board when the bus arrives.

20.2 Bus Rules

Please ensure that your child/children understand the following regulations about bus behaviour

- From the time of pick up in the morning until the drop off at your home in the afternoon, students are bound by the rules of conduct of Huanui College – students are expected to behave in ways their parents would approve of if they were next to them.
- It is the driver's responsibility for the safety on the bus and so students **MUST** sit down immediately, fit seat belts where available, and not change seats whilst on the journey to and from Huanui College. Students should not leave the bus after showing their ticket to the driver.
- Students must behave in a quiet and orderly manner at all times. There must be **NO** arms, heads or other articles put out any windows at any time.
- Any student who disobeys these Bus Rules will be reported to the school and the parents concerned. After two warnings they will be banned from the bus.
- If a student is not at the pick-up point on time (give or take three minutes) that student will be left behind. The bus cannot wait for all students otherwise we will never get to school or home from school on time.

If a student is not at the bus pick-up point at school by 3.10 pm that child will be left behind and will need to be collected by parents. These guidelines apply to school buses used for trips and for daily transportation of school children.

Children using buses must:

- Be seated at all times, if seats are available.
- Children may not leave their seat to alight until the bus has stopped.
- Buses used for transporting school children must have a current warrant of fitness.

On school trips there must be at least one teacher on each bus who must ensure all children are accounted for.

20.3 Cars and Motor Vehicles

Parents are asked to drive **VERY** slowly (5 km per hr maximum speed) when entering the school, and to enter and leave the school in the **arrowed direction only**. There is a **drop off zone** in front of the Office – please do **NOT** park there, as it is for the purpose of Drop-Off only. Please only park down the side of the College building.

Motor Vehicle Transport:

Where private motor vehicles are used for school trips each vehicle and driver must have:

- A current registration and warrant of fitness for the vehicle.
- A current driver's licence (teachers may wish to ask the parent to sign a declaration of this).
- A seatbelt for each passenger in the car (excludes sash belts).
- A map and designated route to destination, including pre-arranged toilet/rest stops in suitable areas.
- A cell phone with number registered with teacher in charge.

Car Park

When parents are picking children up from school they should ensure that:

- Do not park/stop on straight strip directly outside offices
- Children alight and enter the car from a footpath side door
- Parents picking up their children are not permitted to use the school staff car parks

General

- Should a crash or unforeseen emergency occur involving a child from the school, police will be notified after due attention has been paid to the scene.
- The priorities given to road safety are reflective of the needs of our local community.
- If parents or students note any illegal or dangerous behaviour when travelling to or from school, action could include:
 - Speaking directly to the person involved
 - Noting number plates
 - Speaking to a designated person at the school

Bus Stops on School Roundabout

The bus stops are for **BUSES ONLY** from 8.30 am – 8.55 am, and 3.05 pm – 3.45 pm. Students who are not boarding buses are expected to keep well away from buses.

20.4 Student Drivers

If your child wishes to drive to and from school:

- You must complete and return the Student Driver Permission Form.
- You are not permitted to drive other students to and from school without the parent / guardian of those students completing and returning the Passenger Permission Form.
- You are not permitted to transport other students to and from any school programme or function without the parent / caregiver of those students completing and returning the Passenger Permission Form.
- You are only permitted to park in the Student Car Park.
- You must not drive your vehicle to an excursion or function without written permission from your parent / caregiver.
- Cars are parked at the driver / owners own risk.
- You are not to access your car during school hours.
- Driving your car to and from school is a privilege that the school reserves the right to revoke.

- While your car is at school it must have a Huanui College Parking Permit displayed at all times.
- You must provide a copy of your Drivers Licence which will be held on record at the school. If your licence changes, you must notify the school.

21 Visitors to the School

We welcome visitors during the school day. Please visit the school office first, and register. This is to maintain site security and the safety of our students and staff.

22 Huanui College Road Safety / Travel Plan

Huanui College undertakes the responsibility to provide guidelines that consider the physical safety of individual children placed in our daily care to:

- Ensure the safety of our children as they travel to and from the school.
- Encourage children to take responsibility for their own personal safety while on the road.
- Ensure there are rules and guidelines for all methods of transport children may be using while in our care at school.
- Demonstrate to all children that rules are made for their own safety.

Huanui College has an approved Travel Plan with the Whangarei District Council.

22.1 Guidelines

- Children must walk on the footpath where one is available.
- Children in junior classes are given regular training on the correct way to walk on and across the road.

22.2 Cycling / Manual Scooters/Skateboards

Students may ride bikes to Huanui College.

After the school receiving permission from parents, students may be asked to undergo training and have their bikes inspected by Police Education Officers annually. This will be arranged by Huanui College.

- The Bike Rack is situated behind Room 7 (Science laboratory). All bikes must be securely locked to the rack.
- Bikes must not be ridden on the School grounds. Students must disembark their bikes at the perimeter of the school and walk their bikes to the rack.
- Students must wear safety helmets while riding bikes.
- Scooters and skateboards can be brought to school but must be stored in the gym and only used in the designated area of the courts.

Tips for Safe Biking are on www.bikewise.co.nz

23 International and Foreign Fee Paying Students

Foreign fee paying students (FFP) may contribute significantly to a school in terms of financial and cultural benefits. It is important that there be guidelines in place to appropriately manage these students. It is a requirement that schools enrolling foreign fee paying students to be accredited by the Ministry of Education.

Huanui College sees significant potential benefits in enrolling foreign fee paying students and as such will actively promote this operation. In so doing all enrolled foreign fee payers will be given the benefits and services applicable to New Zealand students in addition to the expectations and requirements laid down in the Ministry's Code of Practice for International Students.

Please refer to International student policy documents for more information. For more details the person responsible for international students is Tracey McNamara.

24 Huanui College Policies & Procedures

School policies are reviewed regularly, and the School Policy Folder is kept at Reception and is available on request.

25 Important Phone Numbers

Huanui College	09 459 1930
Absentee Line	09 459 1930
After School Care	09 459 1930
Fax Line	09 459 1936
Tracey McNamara	09 459 1930

www.hc.school.nz

[Facebook: Huanui College](#)