

# CAREGIVER A-Z

2020

NAYLAND COLLEGE CAREGIVER INFORMATION



NAYLAND COLLEGE

TE KĀRETI O NEIRĀNA

## SCHOOL CONTACT DETAILS

Please do not hesitate to contact us if you have any queries or concerns

**Address:**

166 Nayland Road  
Stoke  
Nelson 7011

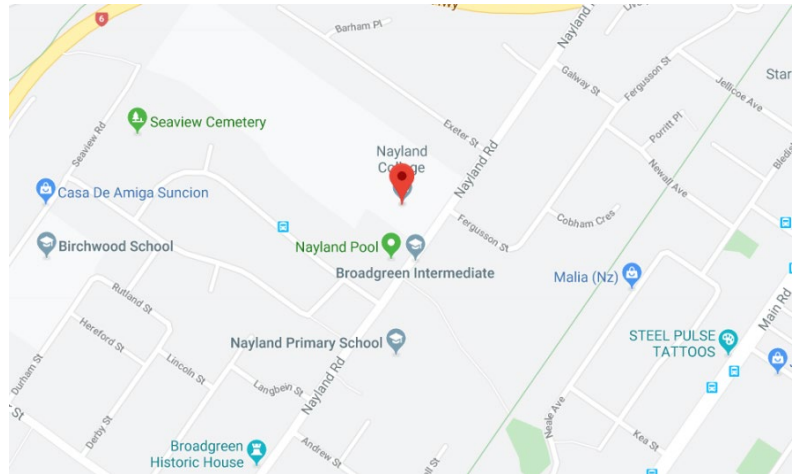
**Phone:** 03 547 9769

**Reception:** 0

**Absences:** 1

Email: [xtend@nayland.school.nz](mailto:xtend@nayland.school.nz)

Web: [www.nayland.school.nz](http://www.nayland.school.nz)



[Facebook](https://www.facebook.com/naylandcollegeofficial/) <https://www.facebook.com/naylandcollegeofficial/>

[Instagram](https://www.instagram.com/naylandcollege/) <https://www.instagram.com/naylandcollege/>

[Twitter](https://twitter.com/naylandcollege) <https://twitter.com/naylandcollege>

[YouTube](https://www.youtube.com/user/NayColOfficial) <https://www.youtube.com/user/NayColOfficial>

[Linkedin](https://www.linkedin.com/school/nayland-college/) <https://www.linkedin.com/school/nayland-college/>

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## KEY CONTACTS

### SENIOR LEADERSHIP TEAM

Principal	Daniel Wilson	<a href="mailto:daniel.wilson@nayland.school.nz">daniel.wilson@nayland.school.nz</a>
Deputy Principals	Trevor Olley	<a href="mailto:trevor.olley@nayland.school.nz">trevor.olley@nayland.school.nz</a>
	Jane Townsend	<a href="mailto:Jane.townsend@nayland.school.nz">Jane.townsend@nayland.school.nz</a>
	Hannah Cameron	<a href="mailto:hannah.cameron@nayland.school.nz">hannah.cameron@nayland.school.nz</a>
Senior Leadership PA	Sarah Luton	<a href="mailto:sarah.luton@nayland.school.nz">sarah.luton@nayland.school.nz</a>

### RECEPTION

Receptionist	Dianne Holland	<a href="mailto:diane.holland@nayland.school.nz">diane.holland@nayland.school.nz</a>
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### STUDENT ADVICE

NZQA Liaison/ Timetabler	Nigel Lineham	<a href="mailto:nigel.lineham@nayland.school.nz">nigel.lineham@nayland.school.nz</a>
Careers Advisors	Margaret McCorkindale	<a href="mailto:margaret.mcc@nayland.school.nz">margaret.mcc@nayland.school.nz</a>
	Alana Wall	<a href="mailto:alana.wall@nayland.school.nz">alana.wall@nayland.school.nz</a>

### DEANS AND STUDENT SUPPORT

Aquila Dean	Oakley Salton	<a href="mailto:oakley.salton@nayland.school.nz">oakley.salton@nayland.school.nz</a>
Draco Dean	Jacqueline de Jong	<a href="mailto:jacqueline.dejong@nayland.school.nz">jacqueline.dejong@nayland.school.nz</a>
Pegasus Dean	Trudy Harvey	<a href="mailto:trudy.harvey@nayland.school.nz">trudy.harvey@nayland.school.nz</a>
Phoenix Dean	Sam Maitland	<a href="mailto:sam.maitland@nayland.school.nz">sam.maitland@nayland.school.nz</a>
Transition Dean	Kathy Sherwood	<a href="mailto:kathy.sherwood@nayland.school.nz">kathy.sherwood@nayland.school.nz</a>
Student Support Admin	Emma Goble	<a href="mailto:emma.goble@nayland.school.nz">emma.goble@nayland.school.nz</a>
	Laura Southward	<a href="mailto:laura.southward@nayland.school.nz">laura.southward@nayland.school.nz</a>
Data & Attendance	Carrie Wilson	<a href="mailto:carrie.wilson@nayland.school.nz">carrie.wilson@nayland.school.nz</a>
Learning Support	Chris Baillie	<a href="mailto:chris.baillie@nayland.school.nz">chris.baillie@nayland.school.nz</a>
Hub Manager/ Correspondence Coordinator	Fiona Crichton	<a href="mailto:fiona.crichton@nayland.school.nz">fiona.crichton@nayland.school.nz</a>

### GUIDANCE

Guidance Counsellors	Linda McDougall	<a href="mailto:linda.mcdougall@nayland.school.nz">linda.mcdougall@nayland.school.nz</a>
	Suzi Keepa	<a href="mailto:suzan.keepa@nayland.school.nz">suzan.keepa@nayland.school.nz</a>
Counselling Reception	Natalie Ogden-Bell	<a href="mailto:natalie.ogdenbell@nayland.school.nz">natalie.ogdenbell@nayland.school.nz</a>

### HEADS OF HOUSE

Aquila	Julia Hodgson	<a href="mailto:julia.hodgson@nayland.school.nz">julia.hodgson@nayland.school.nz</a>
Draco	Colin Gravett	<a href="mailto:colin.gravett@nayland.school.nz">colin.gravett@nayland.school.nz</a>
Pegasus	David Munro	<a href="mailto:david.munro@nayland.school.nz">david.munro@nayland.school.nz</a>
Phoenix	Jo Cotton	<a href="mailto:jolene.cotton@nayland.school.nz">jolene.cotton@nayland.school.nz</a>

## **EXTRA-CURRICULAR ACTIVITIES**

Director of Sport	Brendan Crichton	<a href="mailto:brendan.crichton@nayland.school.nz">brendan.crichton@nayland.school.nz</a>
Sports Coordinator	Angela Baker	<a href="mailto:angela.baker@nayland.school.nz">angela.baker@nayland.school.nz</a>
Performing Arts Admin	Julia Ferguson	<a href="mailto:julia.ferguson@nayland.school.nz">julia.ferguson@nayland.school.nz</a>

## **INTERNATIONAL**

International Director	Gavin Millar	<a href="mailto:gavin.millar@nayland.school.nz">gavin.millar@nayland.school.nz</a>
Homestay Coordinator	Sophia Morris	<a href="mailto:sophia.morris@nayland.school.nz">sophia.morris@nayland.school.nz</a>
Student Support	Catharine Wood	<a href="mailto:catharine.wood@nayland.school.nz">catharine.wood@nayland.school.nz</a>
International Admin	Sytske Wright	<a href="mailto:sytske.wright@nayland.school.nz">sytske.wright@nayland.school.nz</a>

## **BUSINESS CENTRE**

Business Manager	John Hall	<a href="mailto:john.hall@nayland.school.nz">john.hall@nayland.school.nz</a>
Financial Admin	Andrea Hawkes	<a href="mailto:andrea.hawkes@nayland.school.nz">andrea.hawkes@nayland.school.nz</a>
HR & Payroll Admin	Donna King	<a href="mailto:donna.king@nayland.school.nz">donna.king@nayland.school.nz</a>
Accounts Admin	Lisa Tunnicliff	<a href="mailto:lisa.tunnicliff@nayland.school.nz">lisa.tunnicliff@nayland.school.nz</a>

## **HEADS OF LEARNING AREAS**

Mathematics	Ben Crawford	<a href="mailto:ben.crawford@nayland.school.nz">ben.crawford@nayland.school.nz</a>
Science	Hamish McLellan	<a href="mailto:hamish.mclellan@nayland.school.nz">hamish.mclellan@nayland.school.nz</a>
English	Leisa McCauley	<a href="mailto:leisa.mccauley@nayland.school.nz">leisa.mccauley@nayland.school.nz</a>
Social Studies	Glenn Cheyne	<a href="mailto:glenn.cheyne@nayland.school.nz">glenn.cheyne@nayland.school.nz</a>
PE, Health & Outdoor Ed.	Brennan Geddes	<a href="mailto:brennan.geddes@nayland.school.nz">brennan.geddes@nayland.school.nz</a>
Technology	Damian Roughan	<a href="mailto:damian.roughan@nayland.school.nz">damian.roughan@nayland.school.nz</a>
Arts	Verity Davidson	<a href="mailto:verity.davidson@nayland.school.nz">verity.davidson@nayland.school.nz</a>
Te Huarahi	Robert Ikink	<a href="mailto:robert.ikink@nayland.school.nz">robert.ikink@nayland.school.nz</a>





# TIMETABLE

Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8.50 – 9.50	Period 1 8.50 – 9.50	Period 1 8.50 – 9.50	Period 1 9.00 – 9.55	Period 1 8.50 – 9.50
Tutor Group 9.50 – 10.05	Period 2 9.50 – 11.05 9.55-10.15 First Assembly 10.45-11.05 Second Assembly	Tutor Group 9.50 – 10.05	Tutor Group 9.55 – 10.10	Tutor Group 9.50 – 10.05
Period 2 10.05 – 11.05		Period 2 10.05 – 11.05	Period 2 10.10 – 11.05	Period 2 10.05 – 11.05
Interval 11.05 – 11.30	Interval 11.05 – 11.30	Interval 11.05 – 11.30	Interval 11.05 – 11.30	Interval 11.05 – 11.30
Period 3 11.30 – 12.30	Period 3 11.30 – 12.30	Period 3 11.30 – 12.30	Period 3 11.30 – 12.30	Period 3 11.30 – 12.30
Period 4 12.30 – 1.30	Period 4 12.30 – 1.30	Period 4 12.30 – 1.30	Period 4 12.30 – 1.30	Period 4 12.30 – 1.30
Lunch 1.30 – 2.10	Lunch 1.30 – 2.10	Lunch 1.30 – 2.10	Lunch 1.30 – 2.10	Lunch 1.30 – 2.10
Period 5 2.10 – 3.10	Period 5 2.10 – 3.10	Period 5 2.10 – 3.10	Period 5 2.10 – 3.10	Period 5 2.10 – 3.10

Wednesday (B)
Period 1 8.50 – 9.40
Akoranga 9.40 – 10.15
Period 2 10.15 – 11.05
Interval 11.05 – 11.30
Period 3 11.30 – 12.30
Period 4 12.30 – 1.30
Lunch 1.30 – 2.10
Period 5 2.10 – 3.10

# TEACHING STAFF CODES 2020

## SENIOR LEADERSHIP TEAM

Principal	DWN	Daniel Wilson
Deputy Principal	TOY	Trevor Olley
Deputy Principal	JTD	Jane Townsend
Deputy Principal	HCN	Hannah Cameron

## TEACHING STAFF

ABH	Aukje Both	EHK	Esther Hancock	MNS	Michaela Nicholas
AKM	Amanda Kirkham	EPO	Edward Pattillo	MPY	Matt Penney
APD	Anna Playford	EWE	Emma White	MRN	Matt Robinson
AST	Alice Scott	GBD	Gaye Bloomfield	MSR	Missy Seymour
ATN	Amelia Turner	GBE	Gerd Banke	NCL	Natasha Cardwell
AWA	Amanda Walker	GBL	Graeme Bloomfield	NGO	Nathan Gargiulo
AWD	Ashley Whitehead	GCE	Glenn Cheyne	NHT	Nicole Hecht
AWK	Andy Walker	GDN	Gavin Dickson	NLM	Nigel Lineham
AWL	Alana Wall	GMR	Gavin Millar	OSN	Oakley Salton
AWN	Amanda Wharton	GPL	Glenis Paul	RDN	Ruth Dixon
AWY	Alison Westerby	HBL	Heidrun Berl	RIK	Robert Ikink
BCD	Ben Crawford	HMN	Hamish McLellan	RML	Russell Maxwell
BCN	Beth Cuizon	JCI	John Cubanski	RPE	Rachael Purdie
BGS	Brennan Geddes	JCN	Jolene Cotton	RQE	Rachael Queree
BWA	Bruno Watkins	JDG	Jacqueline de Jong	SBS	Shannen Banks
CAG	Cristina Armstrong	JHN	Julia Hodgson	SCN	Sterling Cathman
CBE	Chris Baillie	JIS	Jason Innes	SGY	Stacey Gundry
CGR	Courtney Gravett	KFN	Katherine Ferguson	SHK	Stacey Holbrook
CGT	Colin Gravett	KLN	Kristel Leijten	SHH	Shellee Hall
CLR	Cushla Laufkotter	KME	Kay Mackenzie	SJS	Sally Josenhans
CNE	Chanel Ngaruhe	KNS	Karl Nicholls	SMD	Sam Maitland
CSN	Carl Sheehan	LBY	Lucy Buckley	SMU	Shirree Muir
CVR	Corrin Vedder	LDN	Lesley Dean	SMS	Steve Malthus
DKE	Dennis Kale	LMK	Lauren Mekalick	STE	Stephen Teece
DML	Diana Maskill	LML	Linda McDougall	THY	Trudy Harvey
DMO	David Munro	LMY	Leisa McCauley	TRN	Tania Radman
DMY	Duncan McKinlay	MKG	Murray King	TWN	Tristan Wharton
DRN	Damian Roughan	MLS	Mark Lewers	VDN	Verity Davidson
DXM	Dixie McDonald	MME	Margaret McCorkindale	ZWR	Zoe Walker

## ON LEAVE

JCO	Janelle Cochrane
LMK	Lauren Mekalick

## SUPPORT STAFF CODES 2020

ABO	Ana Brito De Stanley	Bilingual Learning Assistant
AHS	Andrea Hawkes	Accounts Administrator
AHN	Andrew Hewison	Learning Assistant
ABR	Angela Baker	Sports Coordinator
BBE	Beth Brockie	Learning Assistant
BCR	Brendan Crichton	Director of Sport
CWN	Carrie Wilson	Attendance Officer
CWD	Catharine Wood	International Student Support
CBR	Cathryn Bright	Pathway+/ Gateway Coordinator
CBY	Chloe Burns-Candy	Learning Assistant
DMD	David McDonald	Technology Technician
DPN	Denise Parkin	Learning Assistant
DHD	Dianne Holland	Receptionist
DKG	Donna King	HR & Payroll Administrator
EGE	Emma Goble	Student Support Centre Administrator
FCN	Fiona Crichton	Learning Hub Manager/Learning Assistant
JCA	James Cameron	Art Assistant/Technician
JHL	John Hall	Business Manager
JFE	Julia Ferguson	Administrative Assistant Performing Arts
KTL	Katie Tyrrell	Hospitality & Textiles Assistant
KLT	Krystal Liebezeit	Dean Support Worker
LSD	Laura Southward	Student Support Centre Administrator
LTF	Lisa Tunnicliff	Finance Administrator
LCH	Lucy Charlesworth	Learning Assistant
MRL	Merryn Royal	Gardener
MRI	Moira Raumati	Gateway Coordinator/Careers & Pathways Secretary
NOL	Natalie Ogden-Bell	Counselling Receptionist
NRT	Nicola Rout	Learning Assistant
PBN	Pip Bowman	Attendance Officer
RBT	Roger Batt	English Support
RPR	Russell Pinker	Technology Technician
RRS	Ruth Rogers	Nurse (Whanake Youth)
SMR	Sandra McGregor	Science Technician/Lab Manager
SLN	Sarah Luton	PA - Senior Leadership Team
SBR	Scott Baker	Basketball Development Coordinator
SAS	Shaaron James	TOTSTA (Top of the South Trades Academy)
SYG	Shannon Young	Maintenance Manager
SWE	Simon Woodbridge	Assistant Caretaker
SMO	Sophia Morris	International Homestay Coordinator
SSR	Susan Sinclair	Learning Assistant
SKA	Suzi Keepa	Counsellor
SWT	Sytske Wright	International Office Manager
TWE	Tracey Winslade	Librarian
VRD	Vicki Reid	Administration Assistant (Temp)

### YOUTH NELSON

DHE	Daniel Hawke
HMS	Hamish Matthews
HCY	Helen Candy
MSS	Maree Shalders

## ACADEMIC MENTORING

The academic mentoring programme operated at Nayland College aims to foster a close learning partnership between students, whanau and teachers that ensures students are well informed about their learning progress, set challenging yet achievable learning goals and are well supported in achieving them. House Tutors will facilitate the academic mentoring programme.

### MYMAHI

At Nayland College we use the MyMahi platform which enables students to view tertiary courses, set goals, self-reflect, develop a CV as well as build a portfolio showing employers why they are work ready. It also allows teachers to guide and encourage young people through their journey as well as offering advice about how they can reach their goals.

### ACHIEVEMENT CONFERENCES

Achievement conferences for all year levels will be held early in Term 2 on **Thursday 7 May** and **Friday 15 May** and we encourage parents/caregivers to attend these informative meetings.

## ASSESSMENT

Regular assessment provides information that is used to help improve students' learning. Teachers use assessment results to track student progress and to design appropriate programmes to meet ongoing learning needs. Results of summative assessments and NCEA internal assessments are available for parents to view throughout the year on the parent portal.

For queries about individual assessments students are encouraged to approach their subject teachers. General assessment questions can be raised with the House Tutor or Dean and for those relating specifically to NCEA you can contact Nigel Lineham via email [nigel.lineham@nayland.school.nz](mailto:nigel.lineham@nayland.school.nz)

For more information regarding NCEA please see page 22 in this handbook or [click here](#).

## ATTENDANCE

Attendance at school is compulsory by law for all students up until the age of 16. Any students enrolled after the age of 16 continue to receive government funding and must also attend school each day the College is open. Regular attendance at school is one of the most significant factors influencing student achievement.

By law, and in the interests of student safety, we must know who is present and who is absent. We check the roll in every class, every lesson of the day. Parents can check attendance lesson by lesson on the student/parent portal.

Text messages are sent out each day for students with unexplained absences. Students with absences that remain unexplained will receive a consequence the following day.

### WHEN A STUDENT IS ABSENT FROM SCHOOL

- Either email the absence email address [away@nayland.school.nz](mailto:away@nayland.school.nz) from a verified and/or workplace address, or phone the absence line 547 9769 ext 1, giving the following information:
  - Student's name
  - Tutor class

- Reason for absence (required by law)
- You can also use the [Skool Loop app](#) to advise us of an absence.
- For absences of 5 days or more that are planned in advance, you must contact the Principal in writing giving details and dates involved.
- In the case of serious or long-term illness contact the Dean and/or House Tutor who will help manage work and assessment loads as appropriate.

## **WHEN A STUDENT FEELS UNWELL AT SCHOOL**

- They must let their house tutor or subject teacher know and then go to the Student Support Centre.
- If a student needs to go home, Student Support Centre staff will contact a parent/caregiver to make arrangements for you to collect them from school, or to get your permission for them to go home independently.
- If you cannot be contacted, the student will be cared for at school.
- If your child contacts you by phone or text message asking to be picked up, the Student Support Centre must be advised and your child must still go to the Student Support Centre to sign out.

## **PUNCTUALITY**

- Classes start at 8.50am Monday through Friday with the exception of 9:00am on Thursdays.
- We expect students to be in class ready to learn by that time.
- Students who arrive late must sign in at the Student Support Centre and must give a reason for the lateness.
- Parents and caregivers will be contacted if a student arrives late to school on a regular basis.

## **APPOINTMENTS DURING SCHOOL HOURS**

- Appointments should be made outside school hours wherever possible.
- When students leave the College for an appointment or any other reason, they must sign out at the Student Support Centre.
- Should they return that same day they must sign back in.

### **NOTE:**

- Students may not leave the school grounds without letting the Student Support Centre know, even when with a parent.
- Please ensure your day-time contact number, mobile number and email address are up-to-date
- You can check your contact details at any time on the student/parent portal.
- Please email details of any changes to [xtend@nayland.school.nz](mailto:xtend@nayland.school.nz)

## **BOARD OF TRUSTEES**

The Board of Trustees is the College's governing body and is responsible for ensuring that the College complies with all relevant laws and regulations. The Principal is responsible to the Board for the day-to-day running of the College and for implementing policy as directed by the Board.

The Board of Trustees consists of parent representatives and co-opted and selected members, plus one elected student representative, one elected staff representative and the Principal. Elections for parent representatives are held every 18 months and all parents and caregivers of students are entitled to vote. You can find information on dates of Board meetings and election of parent representatives on the school website.

<https://nayland.school.nz/about/board-of-trustees/>

The current Board members are: Pat Davidsen (Chair), Vicki Reid, Margie Meleisea, Lee Corlett, Rachel Sanson, Jacqueline de Jong (staff elected) and Victoria Cockerell (student elected).

## CALENDAR 2020

### **Nayland College Term Dates:**

Term 1: Tue 4 Feb - Fri 9 April

Term 2: Tue 28 April - Fri 3 July

Term 3: Mon 20 July - Fri 25 September

Term 4: Mon 12 October - Mon 14 December

### **The following public holidays will be observed:**

Nelson Anniversary Day: Monday 3 February

Waitangi Day: Wednesday 6 February

Good Friday: Friday 10 April

Easter Monday:\* Monday 13 April

ANZAC Day: Saturday 25 April (observed Monday 27 April )

Queen's Birthday: Monday 1 June

Labour Day: Monday 26 October

*\* occurs in school holidays*

### **There will be Staff-only Days on:**

Wednesday 29 January

Thursday 30 January

Monday 10 August

Thursday 3 September

Monday 23 November

There will be a Mid-term Break on: **Friday 4 September**

Our school events calendar can be found on the parent portal or our website

<https://nayland.school.nz/news/events-calendar/>

## CAMPS AND TRIPS - EOTC

Education Outside the Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes sport.

Nayland College believes in using a range of environments and experiences to enhance our students' learning. We are fortunate to have access to beaches, rivers, mountains, and the bush in our area and beyond. We are also close to various built environments in our community. These areas are rich learning environments for our students both in and out of school. Our school also values the concept of providing students with a wide range of opportunities. Thus, some of the learning for students occurs beyond the school site.

The Ministry of Education's EOTC guidelines identify four EOTC activity types, each with recommended types of parental/caregiver consent. All EOTC activity categories require staff to undertake an analysis of the risks, and identify the management strategies required to eliminate, isolate and minimise the risks. Emergency procedures are also in place.

Where any of these activities involve costs to parents and/or interruption to other courses of study, a letter of explanation is sent home.

Examples of such activities include:

- Geography, Biology and Earth and Marine Science field trips
- Senior PE activities and camp
- Year 13 camp
- Sports trips
- Performing Arts visits
- Junior Intensives programme

## CHARTER

The Nayland College Charter defines all we do and can be found on our website

<https://nayland.school.nz/about/board-of-trustees/>

## CO-CURRICULAR ACTIVITIES

There are a variety of music, drama, sports and other cultural and recreational activities on offer. There is something for everyone and we encourage all students to get involved in the extra-curricular life of the school.

A number of activities are coordinated by staff members while others are student run. We welcome the support and assistance of parents. If you are interested in being involved in initiating, coaching or supporting a particular activity please contact the Sports Director Brendan Crichton or Performing Arts Administrator Julia Ferguson.

There are many opportunities to get involved at Nayland College. The following lists some of the activities on offer:

<b>Adventure Racing</b>	Mr Crichton/Ms Townsend	<b>Musical Production</b>	Miss Mackenzie/ Ms Davidson
<b>Athletics</b>	Mr Kale	<b>NAQS (Nayland Alliance of Queers and Straights)</b>	Mrs McDougall
<b>Auditioned Choir</b>	Ms Ferguson		
<b>augMENTed (Boys Choir)</b>	Ms Ferguson	<b>NEST (Nayland Environmental Sustainability Team)</b>	Ms Paul
<b>Badminton</b>	Mr Crichton		
<b>Basketball</b>	Mr Crichton		
<b>Chamber Music Groups</b>	Miss Mackenzie	<b>Netball</b>	Ms Whiting
<b>Chess</b>	TBC	<b>Orchestra</b>	Ms Ferguson
<b>Christian Group</b>	TBC	<b>Orienteering</b>	Mr Crichton
<b>Concert Band</b>	Miss Mackenzie	<b>Rockquest</b>	Miss Mackenzie
<b>Cricket</b>	Mrs Baker	<b>Rugby</b>	Mr Watkins/Mrs Watkins
<b>Cross-Country</b>	Mr Crichton	<b>Sailing</b>	Mr Maitland
<b>Cycling</b>	Mr Crichton	<b>Shakespeare</b>	Ms Davidson
<b>Dance Company</b>	Ms Salton/Ms Davidson	<b>Snow Sports</b>	Mr Teece
<b>Debating</b>	Mr McKinlay	<b>Softball</b>	Mrs Baker
<b>DIG (Dyslexia Information Group)</b>	Mrs Nicholas	<b>Sotto Voce (Girls Choir)</b>	Ms Ferguson
<b>Drama Company</b>	Ms Davidson	<b>String Ensemble</b>	Ms Ferguson
<b>Football</b>	Mr Crichton	<b>Tennis</b>	Mr Crichton
<b>Golf</b>	Mr Crichton	<b>Theatre Sports</b>	Mrs McDonald

<b>Hockey</b>	Mrs Baker	<b>Touch Rugby</b>	Ms Cotton
<b>Jazz Band</b>	Ms Ferguson	<b>Triathlon</b>	Mr Crichton
<b>Journalism Club</b>	Ms McKinlay	<b>Ultimate Frisbee</b>	Mr Cubanski
<b>Lawn Bowls</b>	Mrs Holland	<b>Volleyball</b>	Mrs Crichton
<b>Mountain Biking</b>	Mr Crichton		

## COMMUNICATION

The school realises the importance of involving parents in their child's learning and communicates regularly in a variety of ways.

### WEBSITE

The school website [www.nayland.school.nz](http://www.nayland.school.nz) includes a wide range of information about the school as well as regularly updated news items of interest to both the school and wider community.

### PARENT PORTAL

The Parent Portal can be accessed via the website. By logging into this secure site parents can view a range of information including timetable, attendance details, interim, exam and full reports, results in school and NCEA assessments and accounts paid and owing. You will be provided with a password to enable you to access the portal.

### NEWSLETTER

The College newsletter is available on the website and emailed home each fortnight. It contains details of upcoming events, general information of interest and celebrates student success in a range of areas. On alternative weeks a shorter update is sent out with space for community notices to be shared.

### SKOOL LOOP APP

The Skool Loop app is a very easy way to keep up to date with events, notices, newsletters & advise absences. Please ensure you turn on notifications. The app can be downloaded from your app store or by clicking the links below:

[Android App](#)

[IoS App](#)

### EMAIL

Email is used regularly for school-wide information and by teachers contacting you with specific subject information. For this reason it is essential that parents/caregivers supply us with an up-to-date email address. Please notify us promptly of any changes to your contact details.

### PARENT EVENINGS

Parent Evenings are held for a variety of reasons such as providing NCEA information, subject selection information and subject interviews. There will be an opportunity for you to meet tutor teachers early in the year.



## CONCERNS AND COMPLAINTS

### FOR STUDENTS

Students are encouraged to talk directly to their teachers whenever a problem arises. They should approach the teacher at a suitable time (e.g. at the end of the lesson) or make an appointment. Issues dealt with as soon as they occur are usually straightforward to solve. However, if the concern is not resolved, students should approach their house tutor, the head of subject or learning area or the house dean.

### FOR PARENTS

#### Classroom Issues:

If you have a concern about a classroom matter, you should contact the class teacher in the first instance and discuss the matter with him/her. Contact can be made by phoning Reception (547 9769) and leaving a message for the teacher concerned, by emailing [xtend@nayland.school.nz](mailto:xtend@nayland.school.nz), or by emailing the teacher directly. All teacher email addresses consist of first name, full stop, surname followed by @nayland.school.nz. Please be aware that teachers are often unavailable to answer calls immediately because of teaching commitments and that email is an effective way to make initial contact.

Teachers will, wherever possible, return calls by the end of the next school day. You should ensure that you supply information about how and when to contact you. Contact phone numbers should also be included if the complaint has been made in writing. The College will respond to written complaints as soon as possible.

If the response provided by the College does not fully address your concerns, you may wish to take the matter further by making a formal complaint. In this instance, please contact the Principal, Daniel Wilson.

#### Other concerns:

If you have a concern about a matter which you do not feel able to discuss directly with the teacher, or which does not involve a particular teacher, you may phone or write to one of the following people:

- Your child's house tutor
- The head of learning area of the subject concerned
- Your child's house dean
- The guidance counsellor
- A member of the senior leadership team.

A copy of the College complaints procedure can be found at <https://nayland.schooldocs.co.nz/>

For more information on how to login to our SchoolDocs site [click here](#) or see Page ?? in this handbook.

## DAILY NOTICES

Daily notices are read out to students during Tutor class time. Parents can view these notices on the parent portal or by using the [Skool Loop app](#).

## DAMAGE TO SCHOOL PROPERTY

Any damage to school property must be reported to the Deputy Principals immediately. If there is evidence of deliberate damage and/or if the person responsible fails to report it, the College may require the student to pay for the repair either in part or in full.

## EMERGENCY CONTACT

In an emergency parents may contact students during school time by phoning and leaving a message with the Student Support Centre – 547 9769.

We are unable to deliver messages of a non-urgent nature to students in the course of the school day because of the number of students in the school and the size of the campus.

Please do not contact students directly on their cellphone during class time.

## HIREAGE OF FACILITIES

The school facilities are available to the community for hire. Anyone wishing to take advantage of this arrangement should contact the Business Centre.

## HUI TAURIMA

*Ka ngau ki te turikakao te paringa o te tai, e tika te rere o te kuaka.*

*The spinifex wanders along the beach like an incoming tide, the kuaka flies direct.*

### OUR PLACE, OUR STORIES

The Hui Taurima is an opportunity to learn and acknowledge “our place and our stories” and how they exist in Te Ao Māori.

### BACKGROUND

In spring the Kuaka or godwit depart from their breeding nests in the great Siberian and Alaskan tundra and return to the rich feeding grounds provided by Aotearoa’s tidal flats and coastal marshes. In ancient times annual arrival of the Kuaka was celebrated as a great event.

For Māori the Kuaka were birds of mystery, featuring prominently in their mythology. It was believed that they came from, or at least passed through, their ancestral home, Hawaiki.

The kuaka’s 23,000km flight from the far reaches of the northern hemisphere to Aotearoa and back again is one of the great odysseys of any living creature. It is a long haul, but the kuaka is a long-haul champion.

### HUI TAURIMA

We celebrate the return of the Kuaka to the Waimea estuary through our very own Nayland College Te Hokinga Mai a te Kuaka. The focus of these two days is on learning about our local history and stories through a crosscurricular, place and culturally responsive approach.

Hui Taurima activities include opportunities to create or produce an art piece, carving, tā moko, documentary, books of stories and legends, a kite or a harakeke puti/ flax flower. There are also opportunities to learn through kaitiakitanga, sea kayaking, mau rakau, waka ama and traditional Maori fishing technology.

The Hui Taurima event is an opportunity for Maturanga Māori (Māori knowledge) to be acknowledged, valued and integrated across the learning areas.

## INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

Nayland College views the use of ICT as a key element of 21st-century pedagogy. Although ICT is only one tool in the learning toolbox, it is an increasingly important tool. ICT enables greater collaboration, more personalised delivery of the curriculum and access to many more opportunities to enhance teaching and learning. ICT technology will play a huge part in many of the professions our students will find themselves in once they leave school. Not only will this require them to be proficient in using this technology, it will require them to have developed the self-management skills to manage their own learning in class and beyond.

Students and teachers enjoy access to ultra-fast broadband and robust Wi-Fi throughout the school. While there are a number of computer laboratories and several laptops available around the school; students are also encouraged to bring their own devices (BYOD) to enhance learning.

Nayland College is a Microsoft School. Office 365 is our primary online platform, although we use many other tools to assist in delivering a modern curriculum. As part of the Microsoft Schools Agreement, students can install MS Office on up to 5 devices at no charge.

### BYOD

BYOD is the next step in Nayland's long history of creativity and innovation with technology. The staff at Nayland continue to develop their ICT skills to enable us to use the best tools available for learning in a truly blended approach. In 2020, if possible, we encourage all Year 9 and Year 11 students to bring their own device to school. We also encourage students in other year levels to bring a device if possible. Support is available for families that may struggle to provide a device for their child and no student will be disadvantaged by not having a device.

For more information, technical specifications and a list of frequently asked questions, please visit our website <https://nayland.school.nz/curriculum/byod/>

### DIGITAL CITIZENSHIP

Nayland College believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. All students, staff and volunteers working in our school are asked to sign our Digital Citizenship Agreement and are required to follow agreed rules to protect the security of the College's network.

We think a good digital citizen is someone who:

- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help other to become a better digital citizen

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.

## **INTERNATIONAL STUDENTS**

Nayland College hosts a large number of international students each year from a variety of countries. The diverse cultural experiences they bring are of value to all our students while, at the same time, they benefit from being immersed in our New Zealand culture.

Specialist English language courses are provided where necessary and students are supported to enable them to reach their potential in other subjects.

As International Student Director, Gavin Millar is responsible for international students and the homestay programme.

## **JURISDICTION OF THE SCHOOL**

The College acts in loco parentis from the time a student leaves home until they return home after school. This responsibility applies to all functions organised by the College whether in school time or outside of normal school hours.

## **KO WAI TATOOU – THIS IS US**

We recognise that, for many students, the transition from intermediate school to college can be daunting. Ko Wai Tātou is our Term One module for all Year 9 students at Nayland College.

The key focus for the term is on getting to know each other, adapting to college life and building foundational skills for college learning. We want our Year 9 students to quickly feel connected to the school, that they belong and will be supported to succeed.

Learning occurs within each subject but the emphasis is on developing college level learning skills for that subject area. Ko Wai Tātou includes introducing students to our Microsoft 365 computer applications and developing IT skills to support learning. We also explore our SOAR values of Success, Opportunity, Ako and Respect.

We take a place responsive approach in Ko Wai Tātou and students may explore aspects of local regional stories, places and contexts. We also think about how Nayland College has developed through its 50 year history and how we live our SOAR values at school each day.

Completion of the Ko Wai Tātou module is celebrated with a powhiri (welcoming ceremony) at Whakatu Marae and wero (challenge) at Founders Park towards the end of Term One for all Year 9 students.

## **KUAKA CAFÉ**

Kuaka Café which is open daily at both interval and lunch time. It offers a wide range of food at reasonable prices. EFTPOS is available. Students may not leave the school grounds at lunchtime unless they are on a Year 13 contract or have a lunch pass. Only Year 13 students on a contract may leave the grounds at interval.

## **LEARNING**

Students can expect to be set homework as part of the learning process. There is also an expectation that at senior level, students will need to spend time revising what has been learnt in lessons and preparing for assessments. Students are encouraged to use a digital diary or a conventional homework diary to help in organisation and forward planning, and to help them develop as independent learners.

If your child is having difficulties with any homework they should discuss this in the first instance with the subject teacher involved. The House Tutor or Dean will also be able to help with strategies to manage homework.

You can support your child's learning by providing a suitable place for homework to be done, by encouraging a regular routine of 'homework time' and by taking an interest in what they are studying.

## **LEAVING SCHOOL**

When a student makes the decision to leave school they should discuss the matter with their house dean. They will be given a leaving procedure form to be signed by their subject teachers and various key people within the school. The family is asked to pay any outstanding accounts before the student signs out.

## **LIBRARY**

Our library is well-resourced for learning in the digital age. Students have access to a wide range of material for research and recreational purposes. The librarians are available to assist and can make arrangements for students to access information from a variety of external sources.

## **LOCKERS**

A limited number of lockers are available with priority being given to Year 9 students. House tutors can reserve a locker for students who request them. It is the responsibility of the student to bring their own sturdy lock.

## **LOST PROPERTY**

All personal property and equipment brought to school must be named. Students must take full responsibility for the security of any items brought to school. It is recommended that valuable items are not brought to school. Students must use the security system provided by the PE Department during their physical education lessons. Students who have lost any item should check the lost property at the Student Centre.

If a student suspects personal property has been stolen, this should be reported to the Student Centre, Dean or a Deputy Principal as soon as possible. This will increase the chances of recovery.

## **MEDICATION**

Parents/caregivers may leave medication for their child in the Student Centre if necessary. It is a school policy that Panadol is only given out to students with prior consent from parents/caregivers.

## **MOBILE PHONES**

Mobile phones are to be switched off and away during school lessons. Exceptions can be made if students ask the teacher's permission to use their phone for a learning purpose or the teacher explicitly states that phones are allowed during an activity.

## MUSIC LESSONS

Itinerant music teachers give lessons during school hours. The lessons rotate so that students do not always miss the same classes. Some instruments can be hired from the College. Further information can be obtained from Head of Music Kay Mackenzie [kay.mackenzie@nayland.school.nz](mailto:kay.mackenzie@nayland.school.nz) or from the Performing Arts Administrator Jules Ferguson [julia.ferguson@nayland.school.nz](mailto:julia.ferguson@nayland.school.nz)

## NCEA INFORMATION

NCEA is New Zealand's National Certificate that measures the educational achievement of students from Years 11 to 13.

### HOW DOES NCEA WORK?

Each subject is divided into a number of standards, each of which has a number of credits given to it. As each standard is achieved the student gains the credits. Standards can also be passed at merit and excellence, showing a higher level of understanding, but this does not give more credits.

#### At Level 1:

- To achieve a Level 1 Certificate 80 credits are needed at Level 1 or above. These can be from any subject area but 10 credits need to be identified as coming from Literacy standards and 10 as from Numeracy. These standards are from a range of subject areas.

#### At Level 2:

- To achieve a Level 2 Certificate 80 credits are needed – at least 60 from Level 2 or above. The other 20 could come from Level 1. The level 1 literacy and numeracy requirements must also be met.

#### At Level 3:

- To achieve a Level 3 Certificate 80 credits are needed – at least 60 from Level 3 or above. The other 20 could come from Level 2. The level 1 literacy and numeracy requirements must also be met.

**Certificate Endorsement** provides recognition for a student who has performed exceptionally well at a level across a range of subjects.

**NCEA with Excellence: 50 credits at Excellence at the Level of the certificate or higher.**

**NCEA with Merit: 50 credits at Merit or higher at the Level of the certificate or higher.**

**Course Endorsement** provides recognition for a student who has performed exceptionally well in an individual course. Students will gain a merit or excellence endorsement for a course if they achieve all of:

- 14 or more credits at Merit or Excellence
- at least 3 of these credits from externally assessed standards and 3 from internally assessed standards
- the credits are gained in a single school year

## WHAT IS NEEDED TO GAIN ENTRANCE TO UNIVERSITY?

- attain NCEA Level 3
- achieve 14 credits at level three in **each of three subjects from the list of approved subjects.**
- achieve UE numeracy - 10 credits at Level 1 or above from specific standards
- achieve UE literacy - 10 credits (five in reading and five in writing) at Level 2 or above from specific standards.

This often means that an overall course of study needs to be planned from Level 1 to Level 3 to ensure that pre-requisites for Level 3 are met.

## WHAT HAPPENS IF MY CHILD DOESN'T ACHIEVE A STANDARD?

When your child **just** misses achieving the standard a resubmission opportunity may be offered. This cannot include any extra teaching or guidance as the student must be able to find and correct the error themselves.

A more formal reassessment opportunity using a new assessment activity may be offered. However, this won't always be possible. The course outline will say whether one is offered. We are only allowed to offer **ONE** reassessment opportunity.

## WHAT CAN I DO TO HELP MY CHILD?

### 1. Attendance:

- One of the major barriers to achievement is irregular attendance. If your child is not in class they miss important information and this will need to be caught up on. This includes absence for legitimate reasons such as sports trips. If your child is sick, let the school know quickly so the absence is explained.
- If you are going away for an extended time then be aware of what assessments will be missed. Some may not be able to be completed, some may be able to be done early or extensions may be available for some for genuine reasons beyond the student's control.

### 2. Monitoring Progress:

- Your child will have a course outline for each subject with approximate assessment dates. Keep the conversation going between you, your child and the school around when assessments are due and what your child has to do to complete them.
- While the work must be the student's own work, your support to ensure they finish to the best of their ability is invaluable.
- You can see their results and progress by logging onto the Student Portal on the Nayland College website. These are interim results until confirmed by NZQA.

### 3. School Derived Grade exams and Class tests:

- These are essential to monitor progress and to provide evidence if needed for external exams when a student is ill or unable to perform to the best of their ability.
- Evidence shows that being prepared for the school exam leads to success in the NCEA externals. It also shows that being unprepared for the school exams makes it very difficult for a student to succeed.

### 4. Missing an Assessment Deadline:

- If work is handed in late then it cannot be marked to gain credits.
- If there is genuine reason then your child can apply for an extension.

- Extensions should be applied for in advance, where possible, by completing the form from the student office with the necessary information. Only Mr Lineham can grant extensions to ensure consistency across the school.

#### **5. Special Assessment Conditions:**

- Some students are entitled to special assessment conditions for internal and external assessment. These must be approved by NZQA.
- If you think your child is eligible, they should talk to their Dean, Mrs Thompson or Mr Lineham.

### **BREACH OF RULES / AUTHENTICITY**

NZQA rules will apply in all assessments. This means the work presented must clearly be the student's own work. This means it cannot be copied from another source (unless appropriately referenced), nor can any of the work be done by yourself or others. Any breach of these rules may affect the final result.

### **APPEALS**

Students are entitled to appeal grades. This must be done by talking to their teacher within 5 days of getting the grade. They can also appeal access to special exam conditions, a decision around a breach of rules or being granted an extension. To do this they must talk to Mr Lineham.

### **DERIVED GRADES**

These are used to provide a grade for external assessment where the student was unable to sit, or was impaired. E.g. traumatic event, illness, exam cancelled like the 2016 Science exam. The evidence for this must be specific to the standard and be the students own work. E.g. School Derived Grade exams, class tests, class work.

### **MORE INFORMATION.**

The NZQA website [www.NZQA.govt.nz](http://www.NZQA.govt.nz) has more detailed information on:

- NCEA
- University Entrance
- Subject specific information
  - Standards
  - Past exams and answers
  - Examples of internal assessment

Contact Nigel Lineham at Nayland College with questions 5479769 ext 867 or [nigel.lineham@nayland.school.nz](mailto:nigel.lineham@nayland.school.nz)

## **PAYMENTS AND DONATIONS 2020**

Nayland College has opted into the 'donation free school' scheme for 2020. This means that families no longer need to feel obligated to contribute a donation towards providing additional support and resources for students. We have calculated that our school is likely to have a reduction in income by opting into this scheme. Families are still able to make a voluntary tax-deductible donation to the school or purchase a ticket in our whole school raffle (more information will be given later in the term). For more information please visit the [Ministry of Education website](#).



## CONTRIBUTION TOWARDS COSTS

An account will be emailed or posted home to you early in March detailing any contributions towards overnight camps or fees towards optional student activities (e.g. sports activities, extra-curricular enrichment opportunities). Updated accounts will be emailed or posted home monthly. If you wish to pay any of these charges before then, please feel free to do so.

## METHODS OF PAYMENT

### Internet Banking:

Bank: ASB

Branch: Nelson

Account No: 12-3165-0342600-54

Account Name: Nayland College Board of Trustees

Reference: Child's name

**Parent Portal:** Log in to view all outstanding fees and select those you wish to pay by credit card.

**EFTPOS/Cash:** Available in the Business Centre.

**Automatic Payment:** Regular automatic payments are acceptable.

**Credit Card:** Payment can be made at the Business Centre or via the Parent Portal.

## INVOICING

Statements are sent out monthly by email from March to December, or posted to those without email addresses. Statements show outstanding amounts only. Your account can be viewed at any time through the Parent Portal. For any enquiries regarding your account contact Andrea Hawkes 547 9769 Extn 828 or [andrea.hawkes@nayland.school.nz](mailto:andrea.hawkes@nayland.school.nz)

## PEER SUPPORT PROGRAMME

### WHY

This programme has been introduced to support the transition of our students into secondary school. It recognises that students beginning high school need a safe and supportive environment in which to develop the skills to look after themselves and each other. The programme also gives senior students the opportunity to take on a leadership role by being a positive role model in their support of junior students.

### WHO

Year 13 students who have volunteered for this role will go through a series of training sessions and will then be allocated to Year 9 tutor classes and eventually Year 10 tutor classes.

### HOW

The Peer Support Programme provides a structured introduction for new entrants to secondary school. Contact with our senior role models will help students to develop self-confidence, resiliency and the ability to relate well to others. The programme is administered in New Zealand by a not-for-profit trust established by Rotary International. The Trust is registered with the Charities Commission.

## PTA

The Parent Teacher Association is a group of interested parents who meet regularly to organise events and various fundraising activities. Their financial contribution has enabled the enhancement of student facilities over a period of many years. Their contribution is hugely appreciated by the College.

If you are interested in becoming a member or a supporter of the PTA, please contact the secretary Danielle Hampson via email [hampson75@gmail.com](mailto:hampson75@gmail.com) or phone 027 844 9483.

## REPORTS

Reporting to parents occurs in numerous ways as set out below:

Late Term 1	Interim reports Subject interviews
Early Term 2	Achievement conferences
End of Term 2	Progress reports
Term 3 & 4	Regular NCEA credit updates (for senior students)
End of Term 3	Exam reports (for senior students)
End of Term 4	Junior reports

All of the above reports can be found on the parent portal along with assessment results as they are completed.

## SCHOOL POLICIES - SCHOOLDOCS

Nayland College uses SchoolDocs to maintain a comprehensive, up-to-date, set of policies and procedures. These policies and procedures follow guidelines and legislation and best practice, and have been tailored for our school. For more information about SchoolDocs, see [schooldocs.co.nz](http://schooldocs.co.nz)

To access our policies on SchoolDocs go to: <https://nayland.schooldocs.co.nz/>

**Username: Nayland**

**Password: kuaka**

*Every term you will receive information in the newsletter regarding policies that are due for review that term and we would encourage you to have your say and participate in those reviews.*

1. Visit the website <https://nayland.schooldocs.co.nz/index.htm?toc.htm?1893.htm>
2. Enter the username (Nayland) and password (kuaka).
3. Follow the link to the relevant policy as listed under the **CURRENT REVIEW** tab.
4. Read the policy.
5. Click the Policy Review button at the top right-hand corner of the page.
6. Select the correct reviewer type ("Staff" or "Parent")
7. Enter your name.
8. Submit your ratings and comments.

## SMOKING AND VAPING

By law, smoking is prohibited anywhere on the school grounds. We also do not allow vaping anywhere on our school site. Please do not smoke or vape near the entrances of the school.

## SOAR – OUR POSITIVE BEHAVIOUR SYSTEM

SOAR is our PB4L (Positive Behaviour For Learning) framework and is based on our four school values of Success, Opportunity, Ako and Respect. PB4L looks at behaviour and learning from a whole-of-school as well as an individual child perspective. The framework is based on international evidence.

PB4L is not about changing the students; it's about changing the environment, systems and practices to support students to make positive behaviour choices.



### SUCCESS



learners who aim for personal excellence

### OPPORTUNITY



learners who take every opportunity to reach their goals

### AKO



learners who are engaged, innovative, collaborative and curious

### RESPECT



learners who show manaaki (respect and concern for learning, for others, for themselves and for the environment) and whanaungatanga (connection and belonging)

## REWARD SYSTEM

Each term staff will give out HUA tickets for the focus value of the term (Success, Opportunity, Ako or Respect). Tickets can be awarded during tutor time, class time, assembly, break, during arrival or departure from the school grounds and on school trips.

## HUA TICKETS

If students are awarded a ticket they should hand their ticket in at the Student Centre.

## THE VALUE OF A HUA TICKET

- **Intrinsic Value:** The value of being recognised for doing the right thing!
- **House Point Value:** Each ticket is worth 1 house point. The total house points will be regularly announced during assemblies. There will be a visual display of house points in the Student Support Centre.
- **Hua Rewards:** Hua tickets may be entered into a draw to receive a prize in assembly at the end of each term. Bronze, Silver and Gold SOAR Badges are awarded to students who consistently demonstrate the SOAR values.

## DEMERIT POINTS

Students who do not consistently follow the school behaviour expectations are tracked via the demerit point system:

NUMBER OF DEMERIT POINTS	ACTION REQUIRED
10	Student meets with House Dean who contacts home (letter/call/meeting)
20	Family meeting with House Dean Possible Guidance/RTLB referral Dean's period by period report
30	Deputy Principal Meeting with Family Possible SLT period by period report
40	Referred to Principal for warning Principal contacts home
50	Stand Down for continual disobedience/defiance
60	Board of Trustees pre-suspension hearing
70	Suspension pending Full Board hearing

## STATIONERY

Lists of stationery requirements for each subject and year level are available on the school website.

<https://nayland.school.nz/high-school-life/stationery/>

Please note that the Y9 and 11 lists include BYOD recommendations should you wish to purchase a device. Students will not be disadvantaged if they do not purchase a device. For more information regarding BYOD please [click here](#).

OfficeMax offers reward credits for the school if you make purchases through them and are our preferred supplier. Nayland College redeems these rewards to purchase much needed educational supplies for our classrooms as well as stationery items for students in need. Remember to mention 'Nayland College' when making your purchase.

OfficeMax MySchool: [www.myschool.co.nz/naylandcoll](http://www.myschool.co.nz/naylandcoll)

Note: Some families prefer to wait until students have met with their teachers on the first day before purchasing stationery.

**WINZ Quotes:** Please contact your local retail store.

## STUDENT LEADERSHIP

We value leadership and active participation in the life of the school. Our students have many opportunities to be involved in a diverse range of activities; active participation, support for the efforts of others, service to the school community and leadership are encouraged and acknowledged.

### STUDENT LEADERS

Each year four Year 13 students are elected by their peer group and staff to be Student Leaders. They represent the school at various functions, liaise closely with the Senior Leadership team, run school assemblies and Nayland's Got Talent along with a variety of other responsibilities. Our student leaders in 2020 are: Ruby Vidgen, Harry Palmer, Sophie Hampson and Toby Sussex. Our Kaitaunaki in 2020 is James Reneti.

## **STUDENT REPRESENTATIVE ON BOARD OF TRUSTEES**

Students in years 9-12 elect their representative for the Board of Trustees every September. This position is for one year and any student in Years 9-12 may stand for election. The student representative is a full member of the Board with full voting rights. In 2020 our student representative on the Board of Trustees is Victoria Cockerell.

## **HOUSE LEADERS**

House leaders are elected by their members early in the school year. There are two house leaders for each house and these students are leaders in running house assemblies and a variety of house activities and events.

## **HOUSE CAPTAINS**

These positions may be held by either junior or senior students. There are multiple captains within each house and they support the house leaders and assist in organising various house activities and events.

## **OTHER LEADERSHIP OPPORTUNITIES**

There are a huge number of other leadership opportunities available including Cottage Contacts, Peer Mentors, Big Brother Big Sister, Ball Committee, Yearbook Committee, Leavers' Committee, Arts Council, Social and Fundraising, Sports Council, Dance Company, Drama Company, NEST (Nayland Environmental Sustainability Team), NAQS (Nayland Alliance of Queers and Straights), debating and sporting roles.

## **STUDENT SUPPORT**

A variety of staff provide support and direction for students so that their time at the College is positive, helping them achieve to their potential and leave school well able to take their place as contributors in their communities.

The House Deans have the particular responsibility of monitoring the welfare and progress of students in each house. They meet regularly with House Tutors and work closely with the Senior Leadership Team, Guidance Counsellors, Careers and Transition staff and Learning Support staff.

Student Support is offered in the following areas:

- learning needs
- transition into the College
- health and well-being
- personal problems
- confidence and motivation
- setting and attaining academic goals
- course selection
- career education
- guidance
- study organisation and time management through the akoranga programme
- courses with other training providers
- work placement.

Parental contact with the College is always welcome. If you have any concerns about your child's progress, behaviour or about any incident which happens at school, please do not hesitate to make contact with the school to discuss the problem.

## **HOUSE DEANS**

Each house has one House Dean. These teachers have been selected for their strength in providing support and guidance to students. The House Deans accompany students as they move through their year levels. They acquire a lot of knowledge and form close relationships with students and their families. House Deans oversee overall academic and pastoral support and should be contacted in the case of extended absence, concerns around well-being or if you need to let us know about notable personal circumstances.

## **HOUSE TUTORS**

The House Tutor is the first and most important point of contact for your child and where possible, will be with your child for the five years they are at school. Building strong relationships is a focus alongside establishing good communication with parents. The best way of contacting your child's House Tutor is via email.

Tutor groups meet at the end of Period 1 Monday through Friday with the exception being Tuesday when we have assemblies. On some weeks we run an alternative 'B' Timetable which allows for an extended tutor class time on Wednesday morning to facilitate the akoranga programme. This programme enables students to develop work, study and time-management skills, set learning goals, receive career education, participate in house assemblies and offers support to suit the needs of each individual student.

## **JUNIOR TUTOR CLASSES YEAR 9-10**

Junior tutor classes are grouped according to year level and are the same as their core class. Year 9 tutor classes will have a number of Year 13 Peer Mentors attached to each class. Their role is to provide an extra layer of support between students and their House Tutor. Year 10 tutor classes will have two house tutors assigned to them.

## **SENIOR TUTOR CLASSES YEAR 11-13**

Senior tutor classes are vertical through Year 11-13. Senior House Tutors accompany their students through their senior year levels, so get to know them well and are a great source of help for when times are tough or for suggesting new dreams to follow.

## **WHANAU CLASS**

Any student can elect to be a part of the whanau tutor class. The whanau class has students from Years 9-13 and in addition to usual tutor class activities, has a tikanga Maori focus. Students must commit to uphold cultural values and participate in kapa haka. There are four house tutors attached to the whanau class and students are allocated to each of the four houses.

## **CAREERS ADVICE**

Careers Advisor Margaret McCorkindale delivers a programme of career education to students at all year levels. In addition, she holds individual interviews with all Year 12 & 13 students and assists with applications for tertiary education and scholarships. Parents are welcome to make an appointment by phoning 547 9769 Extn 864 or by emailing [margaret.mcc@nayland.school.nz](mailto:margaret.mcc@nayland.school.nz)

## **COUNSELLING COTTAGE**

Our experienced guidance counsellors offer a huge range of support tailored to individual student need. They also organise a variety of programmes aimed at developing independence and resilience for those who need it. Parents wishing to make an appointment can do so by contacting Natalie Ogden-Bell on 547 9769 Extn 850.

## SCHOOL NURSE

Our school nurse, Ruth Rogers (RN) is available on site at the Student Support Centre at the following times:

- Tuesdays 8:45am-2:30pm
- Wednesdays 8:45am-2:30pm
- Thursdays 8:45am-12:45pm

Students can make appointments with Ruth through Laura Southward or Emma Goble at the Student Support Centre or email her direct on [ruth.rogers@nayland.school.nz](mailto:ruth.rogers@nayland.school.nz) for any health concerns/education/queries.

## INP (INDEPENDENT NURSING PRACTICE) CLINIC

Lucy Halsey from INP (formally Independent Nursing Practise) in Nelson works out of the Cottage every Monday morning from 10.05am – 12.05pm. Lucy has 10-20 min appointments which are made with Natalie at the Cottage Reception. Lucy deals with a range of issues/questions around sexual health and sees couples.

Students attending this clinic will have attendance recorded on kamar. Most appointments are pre-booked and they will receive a text to remind them.

## WICKED TOOTH FAIRY

This is a service provided by Whanake Youth whereby students can receive support to access dental treatment as well as transportation to appointments. With permission given by parents or caregivers, students get all the support they need to go for their yearly free dental checkup, booking their appointment, transport to a dentist in school time, friendly assistance with any concerns they may have regarding the dentist and a new toothbrush.

For more information contact the Student Support Centre or Jess, the wicked tooth fairy, on 021 655 231.

## TRAVEL TO SCHOOL

Students are reminded that whatever form of transport they use to travel to school, the same school rules apply, especially with regard to behaviour and to wearing full, correct uniform.

## BUS TICKETS

Bus transport is provided by SBL. Bus tickets can be purchased from the Nayland College Business Centre, SBL or from the Bus Driver. For timetable details go to <https://nayland.school.nz/high-school-life/bus-timetable/>

## VEHICLE PASSES

Students wishing to bring a motor vehicle to school must first apply for a Vehicle Pass using the form available at the Student Support Centre. Students are not permitted to park on the school grounds.

## UNIFORM

Nayland College uniform is available through New Zealand Uniforms. To order online please visit [NZ Uniforms](http://nzuniforms.com) [Nayland College Site](http://naylandcollege.nzuniforms.com/) or <http://naylandcollege.nzuniforms.com/> Please allow at least 3 days for delivery. It can be useful to contact NZ Uniforms to discuss the fit and sizing when ordering.

All information regarding our Junior and Senior Uniforms can be found on our website <https://nayland.school.nz/high-school-life/uniform/> or by clicking the relevant links below.

## **YEAR 9 AND 10 UNIFORM**

[Junior Uniforms Information](#)

[Junior Uniforms Pricing](#)

## **YEAR 11 AND 12 UNIFORM**

[Senior Uniforms Information](#)

[Senior Uniforms Pricing](#)

## **YEAR 13 DRESS CODE**

Our Year 13 students are allowed to wear mufti within our dress code requirements. Wearing appropriate dress is a learning opportunity for students. Managing self is a key competency that is highly valued by employers and tertiary institutions. When students leave the school environment they will find themselves having to make decisions about what is appropriate dress.

[Year 13 Dress Code](#)

## **NZ UNIFORMS SHOP AT NAYLAND COLLEGE**

NZ Uniforms are open for business from their shop at Nayland College. Look for their signs and [click here](#) for a map to find their shop.

### **Shop Hours:**

- Monday/Wednesday: 8:00am - 9:30am
- Tuesday/Thursday: 2:30pm - 4:30pm
- Saturday: 10:00am - 1:00pm

Information regarding uniform returns, issues or general questions please contact NZ Uniforms directly:

P: 0800 698 643

E: [christchurch@nzuniforms.com](mailto:christchurch@nzuniforms.com)

## **UNIFORM CLUB**

The Uniform Club works by allowing you to add payments to a Uniform Club card, which can then be redeemed for goods at any NZ Uniforms retail outlet or online. The Uniform Club helps you save for your child's School Uniform throughout their school journey. [Apply online here.](#)

## **UNIFORM EXPECTATIONS**

At Nayland College, our students are individuals who take responsibility for their actions. So, students who do not comply are given consequences including being sent home to change. However, we do appreciate your encouraging and reminding your teen of the expectations of what is appropriate to wear to school.

## **VISITORS**

All visitors to the school site must sign in at our main reception and sign out again upon departure.



## **YEAR 13 CONTRACT**

The Year 13 contract enables students to leave the school grounds during their non-timetabled periods. To validate it, parents/caregivers must sign it to take responsibility for students while they are off site. The contract may be revoked by parents at any time or by the school if attendance or behaviour expectations are not met, and in particular, if attendance falls below 85%. We reserve the right to refuse entry to school events if attendance falls below 85% with unjustified absence or if there are outstanding fees. Year 13 students will be issued with a handbook outlining expectations and with details of the contract.