



NAYLAND COLLEGE
TE KĀRETI O NEIRANA



STUDENT ORIENTATION GUIDE 2026

Nau mai,
haere mai
Welcome to
Nayland College





Welcome

Dear students

Kia ora koutou,

Nau mai, haere mai ki Te Kāreti O Neirana! Welcome to Nayland College and thank you for choosing our school as the next step in your education. We are looking forward to showing you the many opportunities that Nayland has to offer.

You, our students, are the heart of our school community. Our passionate staff are committed to providing you with a relevant and engaging education, supporting you to achieve at the highest possible level. We are proud of our achievements as a school, and we look forward to celebrating your success during your time with us.

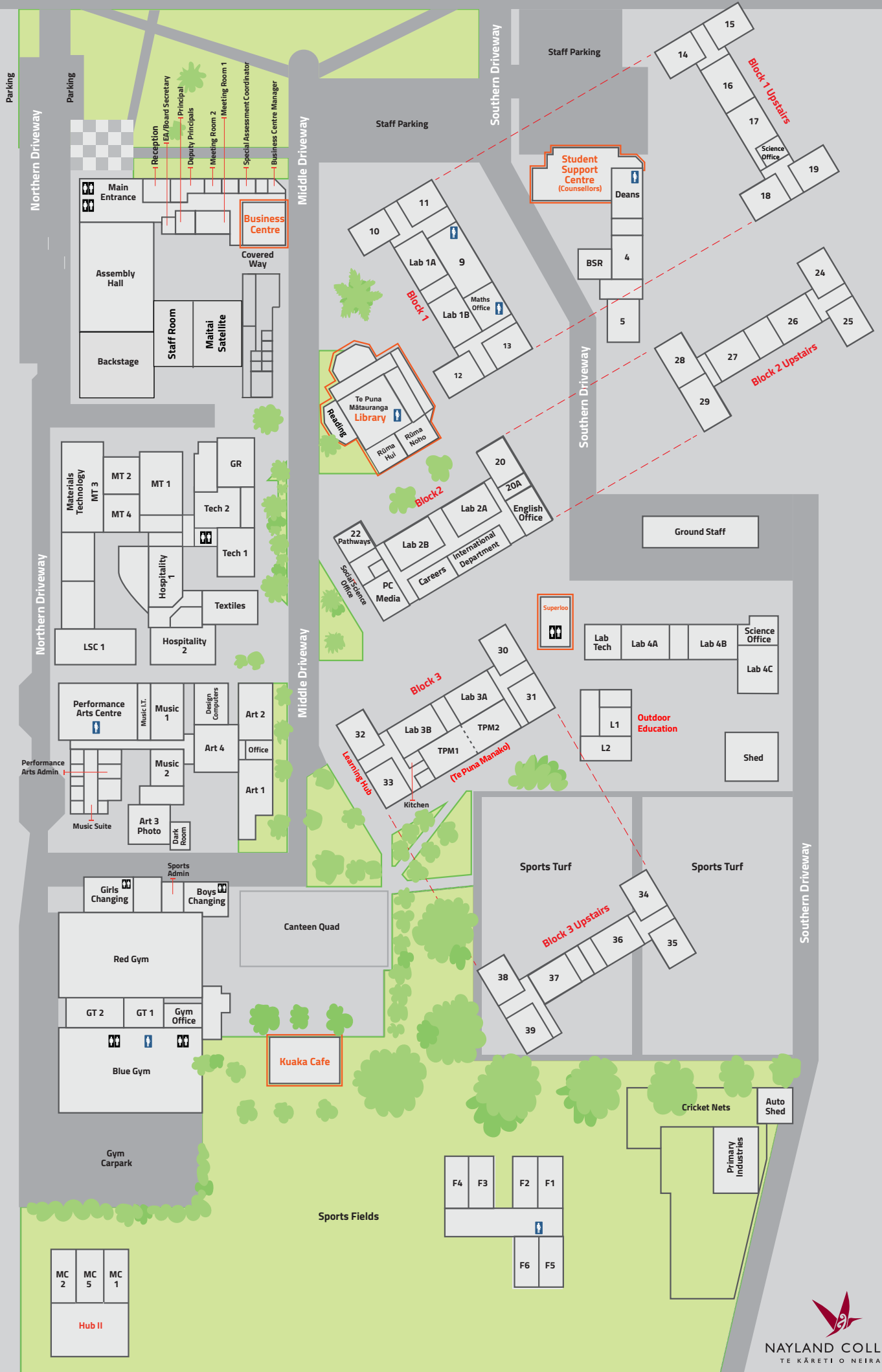
This orientation book is about helping you to find your way around the school and discover more about our history and values. Nayland College has been a vibrant part of the local community for 60 years, and we are excited to welcome you as part of our new cohort of students. We take pride in our reputation as a school focused on building relationships and we are looking forward to getting to know you all. Please don't hesitate to ask questions and find out as much information as possible.

Welcome to our Nayland College whānau.

Ngā mihi nui,

Hannah Banks
Acting Principal

Nayland College Map 2026





*Ma te huruhuru, Ka rere te manu
Adorn the bird with feathers so it can fly*

The Nayland College Kuaka (Godwit).

The Kuaka fly non-stop for 11,500kms from New Zealand to Alaska in a matter of days. Their resilience, persistence and local connection provide a rich metaphor for the values we aspire to at Nayland College.



TOITOTI MANAWA

INSPIRE · ENGAGE · EMPOWER



Success

To ensure that all students strive for personal success and leave Nayland College ready for their next steps in the world.



Opportunity

A wide-range of authentic and culturally-rich opportunities both within and extra to the curriculum empower all learners to be treaty partners and global citizens.



Ako

To inspire all learners through positive relationships and effective teaching and learning practices.



Respect

To develop an inclusive and equitable learning community through valuing and nurturing our hauora.

Tutor classes



Tutor classes are grouped horizontally for all year levels. Year 9 tutor classes will have a number of Year 13 Peer Mentors associated with each class. Their role is to provide an extra layer of support between students and their Kaiarahi (Tutor).

Pūaha Te Tai

Pūaha Te Tai is our whānau tutor class. Any Year 9-13 student can elect to be a part of Pūaha Te Tai. In addition to usual tutor class activities, Pūaha Te Tai has a tikanga Māori focus. Students must commit to uphold cultural values and support kaupapa Māori events. Participation in kapa haka is strongly encouraged. There are four Kaiarahi (Tutors) attached to Pūaha Te Tai and students are allocated to each of the four waka (houses).

Tutor Time (Check and Connect)

You will meet with your Kaiarahi (Tutor) and tutor class four times each week. Both junior and senior tutor classes are assigned to one of the four waka.

Kaiarahi (Tutors) have the following responsibilities for students:

- Check attendance
- Read daily notices
- Pass on messages from Kaiarataki (Deans)
- Follow up on absences
- Provide academic mentoring and support

Students have the following responsibilities to Kaiarahi (Tutors):

- To be punctual to tutor class
- To be attentive during daily notices
- To bring a note from home if you have been absent
- To ask any questions if you are unsure
- Engage in discussion around their overall learning

Puna Ako

Puna Ako means the 'Learning Spring'. Puna Ako is timetabled for one period per week for junior students and is delivered by the Kaiarahi (Tutor). There are a range of aims of the Puna Ako programme:

- To build whanaungatanga, or connection and belonging, to the school community
- To develop study skills and agency over students' own learning
- To set goals and track and monitor academic progress
- To foster hauora and empower students to look after their own well-being
- To engage in meaningful school or community projects

Assemblies

Waka assemblies and year level assemblies are held in the hall on a rotating basis during tutor time. Daily notices will remind you when your assembly is on.

Nayland College Waka (Houses)



When entering Nayland College you are allocated to a waka (house). This waka becomes your 'school within a school' over the time you spend at College.

As well as providing pastoral structure for the school, waka are an opportunity to participate in fun, team building and leadership events. A key focal point is the waka day in February involving all students in a whole day of activities.

Throughout the year, students in each waka can gain waka points for participation in waka activities as well as by earning hua tickets for demonstrating SOAR values (Success, Opportunity, Ako and Respect).

Kaiarataki (Deans) & Ahorangi (Associate Deans)

Alongside your Kaiarahi (Tutor) you will also have a Kaiarataki (Dean) and an Ahorangi (Associate Dean) who will oversee overall academic and pastoral support. Kaiarataki & Ahorangi 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.



Rowan Taigel
(Senior Leadership)
Lauren Mekalick
(Kaiarataki/Dean)
Natalie Crawford
(Ahorangi/Associate Dean)



Bruno Watkins
(Senior Leadership)
Missy Seymour
(Kaiarataki/Dean)
Alana Wall
(Ahorangi/Associate Dean)



Hannah Banks (Hamish McLellan Acting T1)
(Senior Leadership)
Adele Fordyce
(Kaiarataki/Dean)
Andrew Ricciardi
(Ahorangi/Associate Dean)



Alice Scott
(Senior Leadership)
Duncan McKinlay
(Kaiarataki/Dean)
Chris Williams
(Ahorangi/Associate Dean)



The four waka (houses) at Nayland College have been named to reflect our connection to whakapapa and our local environment. Our aim is to create a sense of belonging (turangawaewae) for all students.

Kaiarataki (Deans), Ahorangi (Associate Deans) and Kaiarahi (Tutor Teachers) 2026



MANUKAU

Rowan Taigel
Deputy Principal

Lauren Mekalick
Kaiarataki (Dean)


Natalie Crawford
Ahorangi (Associate Dean)

Kaiarahi (Tutors)



MANUKAU

| Teacher Code | Tutor Class | Kaiarahi Tutor Name | Room |
|--------------|-------------|-----------------------|------|
| CFN | 9M1T | Colin Frewin | TEC1 |
| CLR | 9M2T | Cushla Laufkotter | TEX |
| NHT | 10M1 | Nicole Hecht | 39 |
| KME | 10M2 | Kay Mackenzie | MU2 |
| ELY | 10M3 | Erin Lowry | F2 |
| TRN | 11M1 | Tania Radman | AR1 |
| JAE | 11M2 | Jenny Argyle | 24 |
| JBC | 12M1 | Jessica Binion-Cooper | 34 |
| NCL | 12M2 | Natasha Cardwell | GR1 |
| ESR | 12M3 | Emma Seeker | AR2 |
| RGN | 13M1 | Ross Gerritsen | MU1 |
| CCY | 13M2 | Caitlin Caddy | 20 |
| KNS | 13M3 | Karl Nicholls | 35 |
| JHY | PTTM | Jodi Hikuroa-Jeffrey | TPM1 |



NGĀ WHATU

Bruno Watkins
Deputy Principal

Missy Seymour
Kaiarataki (Dean)

Alana Wall
Ahorangi (Associate Dean)

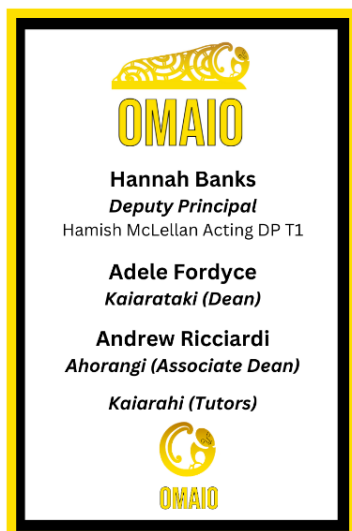
Kaiarahi (Tutors)



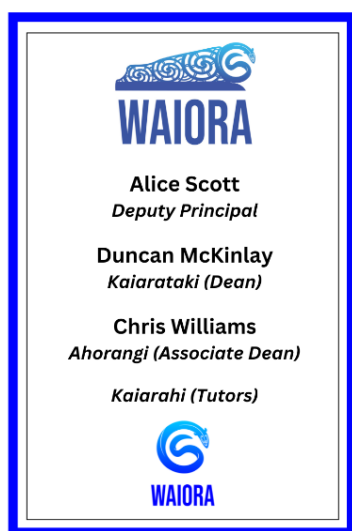
NGĀ WHATU

| Teacher Code | Tutor Class | Kaiarahi Tutor Name | Room |
|--------------|-------------|---------------------|------|
| GHS | 9N1T | Greg Holmes | L4B |
| GBD | 9N2T | Gaye Bloomfield | 30 |
| ASI | 10N1 | Andy Smith | F6 |
| HJS | 10N2 | Henry Jones | 12 |
| RQE | 10N3 | Rachael Queree | 28 |
| JMN | 11N1 | Julia Martin | 31 |
| RHD | 11N2 | Robert Hutterd | HOS1 |
| GMA | 11N3 | Gene McNae | 27 |
| ACN | 12N1 | Adam Crichton | L3B |
| MBS | 12N2 | Miriam Burgess | 36 |
| MJY | 13N1 | Meagan Jeffrey | MC1 |
| JDG | 13N2 | Jacqueline de Jong | 10 |
| AWZ | 13N3 | Alex Wenzel | L4A |
| HDN | PTTN | Hāmihi Duncan | TPM1 |

Kaiarataki (Deans), Ahorangi (Associate Deans) and Kaiarahi (Tutor Teachers) 2026



| Teacher Code | Tutor Class | Kaiarahi Tutor Name | Room |
|--------------|-------------|---------------------|------|
| DML | 901T | Diana Maskill | AR4 |
| MAY | 902T | Michelle Ainley | 18 |
| NHT | 1001 | Nicole Hecht | 39 |
| JCO | 1002 | Janelle Cochrane | INT |
| PCY | 1003 | Paul Crofskey | L1A |
| THY | 1101 | Trudy Harvey | 37 |
| NCA | 1102 | Nathalie Campbell | TEC2 |
| JOS | 1103 | Jason Innes | HOS2 |
| KRD | 1201 | Kylie Redwood | 34 |
| AWI | 1202 | Annie Watson-Kidd | L1B |
| DMO | 1301 | David Munro | 26 |
| SFD | PTTO | Sue Ford | TPM1 |



| Teacher Code | Tutor Class | Kaiarahi Tutor Name | Room |
|--------------|-------------|---------------------|------|
| GSD | 9W1T | Geri Sheppard | AR3 |
| CHD | 9W2T | Chami Hutterd | 9 |
| APD | 10W1 | Anna Playford | 15 |
| RMM | 10W2 | Rebecca Malcolm | F3 |
| JWR | 11W1 | John Walker | 14 |
| JCI | 11W2 | John Cubanski | L4C |
| BGS | 11W3 | Brennan Geddes | GT1 |
| GBE | 12W1 | Gerd Banke | L3A |
| KCE | 12W2 | Kat Cambridge | L2B |
| SHK | 12W3 | Stacey Holbrook | L2A |
| MKG | 13W1 | Murray King | 29 |
| BCD | 13W2 | Ben Crawford | 19 |
| JCN | 13W3 | Jolene Cotton | GT2 |
| JCY | PTTW | John Conly | TPM1 |

Learning Support Centre Tutor Classes

| Teacher Code | Tutor Class | Kaiarahi Tutor Name | Room |
|--------------|-------------|---------------------|------|
| CVE | LSC01 | Caro Vinnicombe | LC1 |
| MNS | LSC02 | Michaela Nicholas | LC2 |

Teaching staff codes

2026



Senior Leadership Team

| | | |
|--|------------|-----------------|
| Principal (from T2) | KDD | Kenny Diamond |
| Deputy Principal (Acting Principal T1) | HBS | Hannah Banks |
| Deputy Principal | RTL | Rowan Taigel |
| Deputy Principal | BWA | Bruno Watkins |
| Deputy Principal | AST | Alice Scott |
| Deputy Principal (Acting T1) | HMN | Hamish McLellan |
| Assistant Principal (Acting T1) | AKG | Anna King |

| | | | | | |
|-----|-------------------|-----|-----------------------|-----|-------------------|
| ABM | Anna Bermingham | GBD | Gaye Bloomfield | MBS | Miriam Burgess |
| ACN | Adam Crichton | GBE | Gerd Banke | MJY | Meagan Jeffrey |
| AFE | Adele Fordyce | GBL | Graeme Bloomfield | MKG | Murray King |
| AKG | Anna King | GCE | Glenn Cheyne | MKY | Michelle Kennedy |
| AMM | Annabelle McMiken | GHS | Greg Holmes | MNS | Michaela Nicholas |
| AMN | Alan Martin | GMA | Gene McNae | MSR | Missy Seymour |
| APD | Anna Playford | GMR | Gavin Millar | MST | Michael Stewart |
| ARI | Andrew Ricciardi | GSD | Geri Sheppard | NCA | Nathalie Campbell |
| ASI | Andy Smith | HDN | Hāmihi Duncan | NCD | Natalie Crawford |
| AWI | Annie Watson-Kidd | HJS | Henry Jones | NCL | Natasha Cardwell |
| AWL | Alana Wall | JAE | Jenny Argyle | NHT | Nicole Hecht |
| AWA | Amanda Walker | JBC | Jessica Binion-Cooper | NLM | Nigel Lineham |
| AWT | Abbe West | JCI | John Cubanski | NPE | Nick Prebble |
| AWZ | Alex Wenzel | JCM | Jodie Cameron | NWE | Naomi Wade |
| BCD | Ben Crawford | JCN | Jolene Cotton | OSN | Oakley Salton |
| BGS | Brennan Geddes | JCO | Janelle Cochrane | PCY | Paul Crowsley |
| CCY | Caitlin Caddy | JCY | John Conly | RGN | Ross Gerritsen |
| CFN | Colin Frewin | JDG | Jacqueline de Jong | RHD | Rob Hutterd |
| CGR | Courtney Gravett | JHY | Jodi Hikuroa-Jeffrey | RMM | Rebecca Malcolm |
| CHD | Chami Hutterd | JIS | Jason Innes | RPE | Rachael Purdie |
| CLR | Cushla Laufkotter | JMN | Julia Martin | RQE | Rachael Queree |
| CVE | Caro Vinnicombe | JWR | John Walker | RSS | Rachel Summers |
| CVR | Corrin Vedder | KBW | Kieran Belshaw | SFD | Sue Ford |
| CWD | Catharine Wood | KCE | Kat Cambridge | SHK | Stacey Holbrook |
| CWS | Chris Williams | KFN | Katherine Ferguson | SJS | Sally Josenhans |
| DCA | David Capstick | KLN | Kristel Lejten | SMD | Sam Maitland |
| DML | Diana Maskill | KME | Kay Mackenzie | STE | Stephen Teece |
| DMO | David Munro | KNS | Karl Nicholls | THY | Trudy Harvey |
| DMY | Duncan McKinlay | KRD | Kylie Redwood | TMS | Te Atapo Matthews |
| ELY | Erin Lowry | KSD | Kathy Sherwood | TRN | Tania Radman |
| ESR | Emma Seeker | LMK | Lauren Mekalick | | |
| FWR | Fiona Walker | MAY | Michelle Ainley | | |

ON LEAVE

| | | | | | |
|-----|---------|-----|------------|-----|---------------|
| EBK | Eva Bak | EWE | Emma White | JPE | Jana Polglase |
|-----|---------|-----|------------|-----|---------------|



Attendance at Nayland College

Nayland College recognises its responsibility to take all reasonable steps to ensure that students enrolled at school attend school whenever it is open. Non-attendance will be investigated, recorded and assessed, and parents/caregivers kept informed.

- Every class/lesson/group you attend will have a roll taken, and your attendance, and punctuality (whether you were late or on time) will be recorded.
- If you have a pattern of non-attendance or lateness that is affecting your learning, this will be recorded on your pastoral record and followed up through your Kaiarahi (Tutor)/Kaiarataki (Dean).
- The school will endeavour to contact parents / caregivers on the same day via text message in cases of unexplained absence. Please contact the school if you are going to be absent: Email: away@nayland.school.nz Phone: (03) 547 9769 (option 1).
- The Attendance Officer will attempt to make parental contact for all students who have been absent for three or more days. Contact will be made sooner if possible.
- Ongoing absenteeism will be identified and followed up by the Kaiarataki (Deans), who may call upon the help of the Student Support Team, Senior Leadership Team or outside agencies, such as the Police Prevention Team, to follow up on long term absences.
- Kaiarahi (Tutors) closely monitor the attendance of students in their classes. Truancy (wagging/skipping classes) is unacceptable and will be followed up initially by the Kaiarahi (Tutor), and from there assessed by Kaiarataki (Deans), Deputy Principal and the Student Support Team.
- Serious/ongoing or multiple instances of truancy which do not improve with support from Kaiarataki (Deans)/SLT or other school intervention support, may be referred to Ōranga Tamariki under Section 19 Children and Young Persons Act.

Ko wai tātou – 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 stories, places and contexts. We also think about how Nayland College has developed through its 60-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 Whakatū Marae and wero (challenge) at Founders Park.

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 learning 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, resilience 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.



Student timetable 2026



|  NAYLAND COLLEGE <small>TE KĀRETI O NEIRANA</small> | | 2026 Timetable | | | | B Timetable |
|--|--|--|---|---|---|--------------------|
| Monday Staff Briefing 8:25am | Tuesday | Wednesday | Thursday Staff PLD 8:25-9:20am | Friday Staff Briefing 8:25am | | |
| Period 1 8:50 - 9:50 | Period 1 8:50 - 9:50 | Period 1 8:50 - 9:50 | | Period 1 8:50 - 9:50 | Period 1 8:50 - 9:45 | |
| Period 2 9:50 - 10:50 | Period 2 9:50 - 10:50 | Period 2 9:50 - 10:50 | Junior Puna Ako (Senior non-contact) 9:25 - 10:10 | Period 2 9:50 - 10:50 | Period 2 9:45 - 10:40 | |
| Tutor/Omaio Assembly 10:50 - 11:10 | Tutor/Ngā Whatu Assembly 10:50 - 11:10 | Tutor/Manukau Assembly 10:50 - 11:10 | Period 2 10:10 - 11:10 | Tutor/Waiora Assembly 10:50 - 11:10 | Extended Tutor Time (Junior & Senior) 10:40 - 11:10 | |
| Interval 11:10 - 11:35 | Interval 11:10 - 11:35 | Interval 11:10 - 11:35 | Interval 11:10 - 11:35 | Interval 11:10 - 11:35 | Interval 11:10 - 11:35 | |
| Period 3 11:35 - 12:35 | Period 3 11:35 - 12:35 | Period 3 11:35 - 12:35 | Period 3 11:35 - 12:35 | Period 3 11:35 - 12:35 | Period 3 11:35 - 12:35 | |
| Period 4 12:35 - 1:35 | Period 4 12:35 - 1:35 | Period 4 12:35 - 1:35 | Period 4 12:35 - 1:35 | Period 4 12:35 - 1:35 | Period 4 12:35 - 1:35 | |
| Lunch 1:35 - 2:15 | Lunch 1:35 - 2:15 | Lunch 1:35 - 2:15 | Lunch 1:35 - 2:15 | Lunch 1:35 - 2:15 | Lunch 1:35 - 2:15 | |
| Period 5 2:15 - 3:15 | Period 5 2:15 - 3:15 | Period 5 2:15 - 3:15 | Period 5 2:15 - 3:15 | Period 5 2:15 - 3:15 | Period 5 2:15 - 3:15 | |

How to read your timetable

| | | | | | |
|-------------|-------------------------|--------|--|--|------------|
| 16217 | Year 9 | | | | |
| 4 | 10 | Monday | | | |
| 8:50-9:50 | FORM | | | | |
| 9:50-10:50 | SPEH | | | | |
| 11:10-11:35 | 9MUS | | | | |
| 11:35-12:35 | 9ENG | | | | |
| 12:35-1:35 | 9SOC | | | | |
| 1:35-2:15 | 9EIB | | | | |
| 2:15-3:15 | | | | | |
| Wednesday | | | | | |
| Teacher | Year Level Dean / Tutor | | | | Management |

Class Start Time

Teacher Code

Classroom Number

Year level and subject code

*Assemblies

Assemblies take place during tutor time on a rotation. Your Kaiarahi (Tutor Teacher) will let you know when your assembly is on and daily notices will remind you.

Getting involved



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

- Adventure Racing
- Athletics
- augMENTed (Boys Choir)
- Badminton
- Basketball
- Chamber Music Groups
- Chess
- Christian Group
- Concert Band
- Cricket
- Cross-Country
- Cycling
- Dance Company
- Debating
- Disc Golf
- Drama Company
- Duke of Edinburgh
- Dungeons & Dragons
- Football
- Golf
- Hockey
- Jazz Band
- Kapa Haka (Pūaha Te Tai)
- Ki-o-Rahi
- Lawn Bowls
- Mixed Choir (NayCol Chorale)
- Model United Nations
- Mountain Biking
- Multisport
- Musical Production
- Netball
- Orchestra
- Orienteering
- Pasifika Neirana
- Photography
- PRIDE
- Road Cycling
- Rockquest
- Rugby
- Sailing
- Shakespeare
- Snow Sports
- Softball
- Sotto Voce (Girls Choir)
- Squash
- Stand Up Paddle Boarding
- String Ensemble
- Student Volunteer Army
- Table Tennis
- Tennis
- Theatre Sports
- Touch Rugby
- Triathlon
- Tautīnei (Environmental Sustainability)
- Volleyball
- Waka Ama
- World Challenge
- Writing Club

For more information about sports or performing arts please contact Val Smith (Sports Coordinator) in the Sports Office next to the Red Gym, or Margaret Woolgrove (Performance Arts Administrator) in the Performance Arts Office.

List below some of the activities you may wish to become involved in and who you will need to see for more information.

| Activity | Who to see |
|----------|------------|
| | |
| | |
| | |
| | |

SOAR – our positive behaviour system



Success

To ensure that all students strive for personal success and leave Nayland College ready for their next steps in the world.

Opportunity

A wide-range of authentic and culturally-rich opportunities both within and extra to the curriculum empower all learners to be treaty partners and global citizens.

Ako

To inspire all learners through positive relationships and effective teaching and learning practices.

Respect

To develop an inclusive and equitable learning community through valuing and nurturing our hauora.

For Broadgreen students SOAR is an extension of the STAR programme:

| Safe | Together | Achieving | Respectful |
|---|--|---------------------------------|---|
| Use common sense | Be cooperative with a positive attitude | Work hard – complete your goals | Treat others the way you would like to be treated |
| Follow the rules | Take pride in your uniform – we are a team | Be the best you can be | Use manners and be polite |
| Look after ourselves and use equipment properly | | | |





Reward System

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

If you are awarded a HUA ticket:

1. Save up your HUA rewards points.
2. 'Cash in' your HUA points to purchase a reward of your choosing from our SOAR Store, open on Fridays at the Student Support Centre.
3. Check out your Schoolbridge app to browse rewards.



The value of a HUA ticket

Intrinsic Value

The value of being recognised for doing the right thing!

Waka (House) Point Value

Each ticket is worth 1 waka point. The total waka points will be regularly announced during assemblies. There will be a visual display of waka points in the Student Support Centre.

Soar badges

As well as earning rewards points, Bronze, Silver and Gold SOAR Badges are awarded to students who consistently demonstrate the SOAR values.

Use of digital devices

Mobile phones are to be switched off and away during the school day. Exceptions can be made if teachers contact caregivers to request permission for students to use their mobile phone for a specific learning activity.

Restorative process

Students who do not consistently follow the school behavior expectations will be followed up with through a restorative process that may include some or all of the steps below.

| Step | Restorative action |
|------|---|
| 1 | Student meets with Kaiarataki (Dean) who contacts home (letter/call/meeting) |
| 2 | Family meeting with Kaiarataki (Dean), possible guidance/RTLB referral, period by period report |
| 3 | Deputy Principal meeting with family, possible SLT period by period report |
| 4 | Referred to Principal for warning, Principal contacts home |
| 5 | Stand down for continual disobedience/defiance |
| 6 | Suspension pending full Board hearing |

Important questions

What do I do if I'm sick and I can't come to school?

It is expected that parents/caregivers will advise the school by phone before 9am. An answer phone is left on to take these messages, so it doesn't matter how early you phone.

The school phone number is (03) 547 9769 – select option 1.

Alternatively, you can email away@nayland.school.nz

What do I do if I have an appointment during school hours?

A note from your parents or caregiver needs to be shown to your Kaiarahi (Tutor) and the Student Support Centre. This is used to 'sign out' at the Student Support Centre. Students must also 'sign in' on return to school after their absence. This is a safety requirement in relation to emergency situations (i.e. earthquake or fire) so that we can be sure exactly who is in the school.

What do I do if I'm feeling sick at school or have an accident?

If in class, discuss the situation with your teacher. They will probably send you to the Student Support Centre. No student may go home sick unless the Student Support Centre has contacted home and a formal arrangement has been made.

What if I'm late for school?

You must sign in at the Student Support Centre. If this happens regularly without a reasonable explanation, home will be contacted and detentions may be issued.

When is the Kuaka Café open?

Kuaka Café is open at interval and lunchtimes. It is not open before school or in between classes (except for Year 13 students who may use the café when they have a free lesson).

What to do if I have lost something?

Students should have ALL of their gear named. It is the responsibility of the student to look after their own belongings. **DO NOT BRING VALUABLE ITEMS TO SCHOOL.** If something is missing, firstly, explain to your current teacher what has happened, retrace your steps to the last time you remember having the item and ask people along the way if anyone has seen it. If this is unsuccessful, go to the Student Support Centre and ask if it has been handed in. You should check at the Student Support Centre over the next few days as someone may have found the item and handed it in later in the day.

If you believe that your item has been stolen, still follow the process above. If an item has been stolen, it is important to see a Deputy Principal as soon as possible.

When is the library open?

Te Puna Matauranga (library) is open Monday – Friday, 8:30am – 3:30pm.

Is there a telephone I can use?

There is a telephone in the Student Support Centre which may be used in emergencies.

Where can I buy stationery?

Students are expected to purchase their stationery at local shops, or pre-packaged stationery can be purchased either online or in-store at one of our recommended suppliers.

Please see our website for more information:
www.nayland.school.nz/high-school-life/stationery

Are we allowed in classrooms during interval and lunch?

In certain circumstances. Please talk to the teacher concerned.

What happens if it is wet at lunchtime?

You will be able to eat your lunch in your tutor room or if this is a specialist room, then in another designated room. Classrooms are expected to be kept clean, and you must put all rubbish in the bin. You must not eat your lunch, sit or socialise in the corridors or stairwells.

Which bike stands can I use?

Students may use any of the stands available? Bikes must be locked, along with helmets.

What are the rules around cellphones?

Cellphones must be switched off and put away during the school day. The teacher will contact home for permission if phones are required for a learning activity.

Who do I see if I am not happy?

Talk to your Kaiarahi (Tutor) or Kaiaratahi (Dean), or make an appointment to see a Guidance Counsellor (located in the Counselling Cottage at the Student Support Centre).

Getting started on our ICT network

To get started on the school network, you will need your login and password. These will be provided to you on your first day, along with some additional information, by your Kaiarahi (Tutor).

Please keep them secret as you are responsible for activity on your account. If you happen to forget your login information, check with your teacher or at the Student Support Centre.

Office 365

Nayland College is a Microsoft Showcase School. To access your account online, visit portal.office.com or login through the school website (www.nayland.school.nz). From here you will have access to online versions of Word, PowerPoint, etc. and a whole host of other tools either from the main screen or the waffle in the top left corner.

As a Microsoft school, you can also install Microsoft Office on to your own personal devices. Just click the 'Install Office' button in the top right corner.

Wireless Network

Nayland College runs a robust Wi-Fi system to enable internet access for student-owned devices throughout the school. Your Kaiarahi (Tutor) will provide you with more details on your first day.

Printing

Printing instructions are posted in all computer labs around the school for both printing from school devices and from student-owned devices. Printing in computer suites can also be done directly to the printer available in that area.

School email

School information and emails from staff will be sent regularly to your school email account. Please ensure you check your school Outlook email every day, either via a browser or by downloading Outlook onto your personal device.

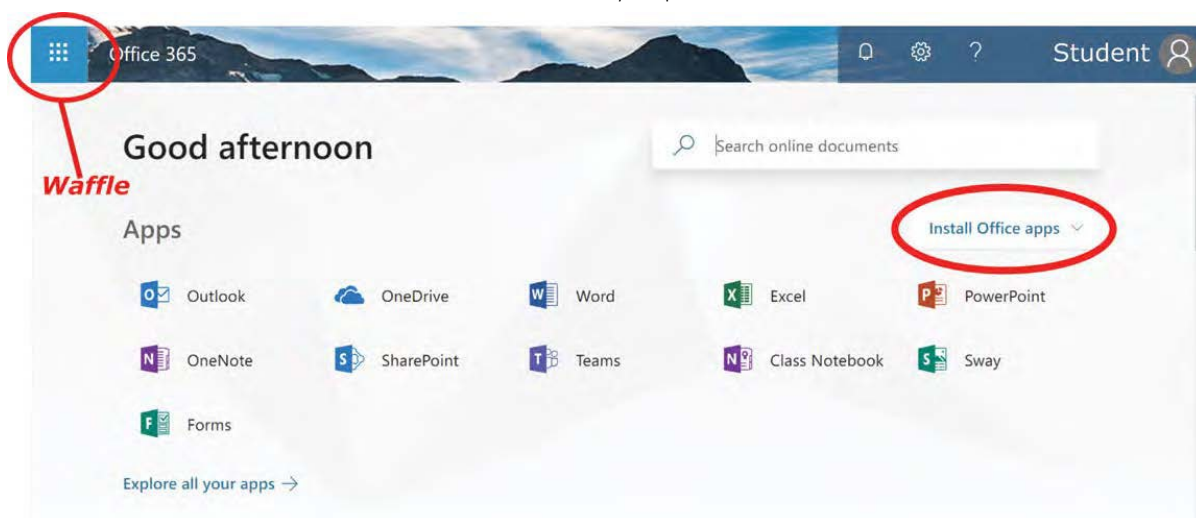
OneDrive

We recommend saving all of your school work to OneDrive. Anything left on any of the school computers will be lost at the next restart. Again, instructions are posted in the computer labs around the school.

When you are finished with any of the school computers, please remember to reboot or shutdown.

Support

Should you have any computer issues that your teacher is unable to solve, kindly ask your teacher to submit a support ticket for you



Year 9 and 10 school uniform

The Nayland College uniform is designed to offer a range and choice of items that may be worn in any combination.



Uniform items

- NZ Uniforms maroon junior polo shirt
- NZ Uniforms black shorts
- NZ Uniforms black long pants
- NZ Uniforms black skirt (at a reasonable length)
- Plain black lavalava
- NZ Uniforms charcoal/maroon jersey
- NZ Uniforms charcoal/maroon cardigan
- NZ Uniforms windbreaker jacket
- NZ Uniforms hoodie
- Plain black long-sleeved jacket (no branding or subtle branding only) for additional warmth (outside only)
- Plain black long-sleeved undershirt (polyprop, merino or cotton, with no hood)
- Completely black below-ankle shoes or sneakers
- Plain black below-ankle sandals
- Plain black socks
- Plain black tights (with feet) may be worn with the skirt
- NZ Uniforms cap (outside only)
- Plain black or NZ Uniforms scarf
- Plain black or NZ Uniforms bucket hat (outside only)

Physical Education

- An appropriate change of clothing
- Optional NZ Uniforms Physical Education T-shirt

Practical classes

- Shoes must be worn in workshop



The following are unacceptable:

- ✗ Excessive make-up*
- ✗ Excessive jewellery*
- ✗ Excessive piercings* (one matching pair of ear studs acceptable)
- ✗ Facial hair
- ✗ Items of non-regulation clothing
- ✗ High heel shoes

**The Nayland College Senior Leadership Team has the final say on what is considered 'excessive.'*

Year 11 and 12 school uniform

The Nayland College uniform is designed to offer a range and choice of items that may be worn in any combination



Uniform items

- NZ Uniforms black check long-sleeved blouse/shirt
- NZ Uniforms black check short-sleeved blouse/shirt
- NZ Uniforms light marl/maroon senior polo shirt
- NZ Uniforms black shorts
- NZ Uniforms black long pants
- NZ Uniforms black skirt (at a reasonable length)
- Plain black lavalava
- NZ Uniforms charcoal/maroon jersey
- NZ Uniforms charcoal/maroon cardigan
- NZ Uniforms windbreaker jacket
- NZ Uniforms hoodie
- Plain black long-sleeved jacket (no branding or subtle branding only) for additional warmth (outside only)
- Plain black long-sleeved undershirt (polyprop, merino or cotton, with no hood)
- Completely black below-ankle shoes or sneakers
- Plain black below-ankle sandals
- Plain black socks
- Plain black tights (with feet) may be worn with the skirt
- Plain black or NZ Uniforms scarf
- NZ Uniforms cap (outside only)
- Plain black or NZ Uniforms bucket hat (outside only)

Physical Education

- An appropriate change of clothing
- Optional NZ Uniforms Physical Education T-shirt

Practical classes

Shoes must be worn in workshop

The following are unacceptable:

- ✗ Excessive make-up*
- ✗ Excessive jewellery*
- ✗ Excessive piercings* (one matching pair of ear studs acceptable)
- ✗ Facial hair
- ✗ Items of non-regulation clothing
- ✗ High heel shoes

**The Nayland College Senior Leadership Team has the final say on what is considered 'excessive.'*



Year 13 dress code

Students in year 13 at Nayland College have the option of not wearing school uniform unless representing the school at a special event.

The school gives students the privilege and responsibility of managing themselves and making good decisions about what to wear.

The non-uniform dress code requires a standard of dress appropriate for our learning environment and can best be described as 'smart casual'.

- Clothing should be clean, tidy and must not offend others
- Logos and graphics must be appropriate e.g. not offensive nor promoting alcohol or illegal substances
- Appropriate footwear is to be worn at all times with closed-in shoes being required for workshops
- Facial hair/beards must be neatly trimmed and tidy

- Strapless garments are not acceptable
- There will be occasions where the dress expectation is more formal, e.g. senior prizegiving. Also, uniform will be required when representing the school at formal events.

We encourage students to take pride in their appearance and ask that parents support the school by ensuring that their son/daughter maintains a clean, tidy appropriate standard of dress.

**The Nayland College Senior Leadership Team has the final say on what is considered appropriate.*



Cellphone Use

Is your **phone away** and in your bag?

*** phone use is banned at Nayland College
at all times & in all spaces**

If you use a cellphone without teacher permission:





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TE KĀRETI O NEIRANA

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Showcase School