Pakūranga College

PARENT HANDBOOK

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ABSENCE, LATENESS & LEAVE

(see also ATTENDANCE)

Under the Education Act, attendance at college is compulsory, unless the student is unable to attend due to sickness, danger of infection, sudden and serious illness, or severe stress of weather. This means that the college is required to accurately document all student absences.

Advising of Absences

Any student who is required to leave the school during the school day to attend a medical/clinical appointment must bring their appointment card or a note from a parent/caregiver to enable them to be released from class and sign out at the Student Centre. Permission will only be given for genuine medical/clinical appointments. Students must carry their leave pass at all times and produce it should they be required.

If students are absent, parents are expected to:

- Email attendance@pakuranga.school.nz **OR**
- Report the absence via SchoolBridge (to download the app, please search 'SchoolBridge' in the Google/Apple App Store).

Parents/caregivers of students who are absent without explanation may receive an SMS (text) notification advising them of this. A reply is appreciated, as this enables the Attendance Officer to account for such absences. Unexplained absences will be followed up by Whānau Leaders and students who are persistently late or unjustifiably absent (truant) from college or any class during the school day may be subject to disciplinary action.

Any students not in class during class time must carry a note issued by a teacher. Time spent with Guidance Counsellors and Whānau Leaders during class time should be by appointment only.

Students are not permitted to leave the college grounds during the school day (including interval and lunchtime) except:

- Year 13 students, who may go out of school during Friday lunchtime or their designated study period, provided they return promptly for their next class. However, Year 13 students who are off-site during school hours **must not** use their vehicles.
- In the case of sickness, dental or medical appointments, when prior approval has been obtained from Student Services, Guidance Counsellors and/or the Health Officer. Students must take a written request or appointment details to Student Services to obtain a leave pass and, on return, sign in.
- For any other reason with prior approval from a Whānau Leader or member of the Senior Leadership Team, who will issue a leave pass (student must still sign out/in).

Types of Absence

Absences can be either 'justified' or 'unjustified' regardless of if they have been explained. The college is required to abide by the Ministry of Education classifications of absence.

Justified absences include illness/injury preventing attendance, a significant event preventing attendance, regional or national sporting/cultural representation, bereavement, visiting a seriously ill relative, attendance at a citizenship or graduation ceremony, or other exceptional family circumstances.

Unjustified absence includes holidays in term time or other absences that are explained but not allowed under the Ministry of Education guidelines, such as taking care of siblings, needing to work at home, the bus was late, etc. If the leave request extends a school term holiday, then it is generally unjustified.

Please note that all absences from class count as absences, regardless of whether they are justified or unjustified. As a result, all absences affect a student's attendance rate in the same way.

Truancy is based on unexplained and/or unjustified absences only and includes skipping a class or classes. In some cases, if the reason provided for the absence (by a parent/caregiver or a student), is unacceptable, then it will be

considered a truancy. For example, staying home to study for a test, or to complete an assignment, or being 'too tired to come to school', etc.

The Parent Portal includes live attendance information and records present in class as P and absences as either J – justified or U – unjustified. If there is a blank, it means the roll is yet to be marked.

Lateness

All students who are late to school must sign in at the Student Centre and receive a late pass before going to class.

Applications for Special Leave

An Application for Special Leave form must be submitted to Student Services for a member of the Senior Leadership Team to consider. **Requests for leave must be made at least one week in advance.**

ACCOUNT PAYMENTS

From time to time, you will be sent an invoice detailing payments owing for co-curricular activities and other incidentals. There are various methods of payment available:

Online: Parent Portal.

Internet Banking:

Bank:	ASB
Branch:	Highland Park
Account Name:	Pakuranga College Board
Account Number:	12 3089 0131878 02
Particulars:	Payee's Name
Code:	Student's Name
Reference:	School Fees

Eftpos: Available at the Student Centre.

Cash: Payable at the Student Centre.

APP

The college uses the SchoolBridge app, which can be downloaded to your tablet or smartphone. It offers the following functions:

- Absence reporting
- Integration with the Parent Portal for attendance and achievement information
- Staff directory
- College newsletters and daily notices
- College calendar and sports draws
- Subject selection and conference booking

You can download the app from iTunes or Google Play. Search for 'SchoolBridge' and set Pakūranga College as your school.

ASSEMBLIES

Assemblies take place during Whānau Group time (10.40 – 11.05am). There are two types of assembly: Whānau Assembly and Principal's Assembly (which is held by year level on Mondays).

Kāinga Rua and Pasifika Tutor students are also invited to attend an additional assembly each term that is held by these groups.

ANNUAL EVENTS

We hold a range of events that are open for parents and caregivers to attend. Information about these is sent out in the newsletter (The Bulletin) and via social media:

- Fashion Show
- Cultural Night
- Whānau Arts Challenge
- School Production
- Dance Showcase
- Open Morning
- Art Folio Show
- Drama Assessments

ATTENDANCE

If students do not attend school regularly, they may struggle to keep up with schoolwork because they miss vital information given out by teachers. Being on time is also vital as arriving late at school is disruptive for your child, the teacher, and the other students in the class.

Some parents may be trying but finding it difficult to get their child to attend school. If you are having problems, please contact your child's Whānau Leader as soon as possible. They will be able to support you in getting any issues resolved early.

Some useful statistics:

Weekly Attendance	Percentage	Weeks Missed per Year
Every day	100%	None
4.5 days	90%	4 weeks
4 days	80%	8 weeks (1 full year missed in the course of their school career)
3.5 days	70%	12 weeks (more than one term each year)
3 days	60%	Nearly half of the school year

Being late for school reduces learning time:

- If your child is 5 minutes late every day, they will miss 3 days of learning each year.
- If your child is 15 minutes late every day, they will miss 2 weeks of learning each year.
- Students with poor attendance may not be eligible to participate in optional college activities, such as the Ball, or represent the school in co-curricular activities.

BADGES

Students are given badges if they are asked to carry out a particular role in the school, such as Whānau Captain or Head Student.

BOARD

The Pakūranga College Board is a locally elected Board that governs Pakūranga College. All state and state-integrated schools in New Zealand have their own Board.

The Board is responsible for establishing the college's charter, which sets out the aims and objectives of the school.

For more information about current Board members and details of meeting dates please visit the college website. All Board meetings are open to the public.

The Chair of the Pakūranga College Board can be contacted via email: BOT@pakuranga.school.nz.

BULLYING & HARASSMENT

The safety of staff and students at Pakūranga College is paramount. All forms of abuse of other people are unacceptable. Complaints of abuse and harassment are taken very seriously and will be dealt with accordingly.

Definition

Harassment occurs when it is unwanted and/or repeated and/or detrimental to the wellbeing of the recipient. There are various types of bullying including:

Verbal Bullying: Repeated mocking, name-calling, unwanted teasing, homophobic or racist remarks.

Physical Bullying: Repeated hitting or kicking, taking or threatening to take possessions.

Social or Relationship Bullying: Repeated exclusion, spreading rumours or gossiping, withholding friendship or using a relationship to force people to do something that they are uncomfortable with.

Cyber Bullying: Threats, criticism, unkind comments or images sent by text, email or posted on social networking sites.

All reports of harassment or bullying are followed up by our Whānau Leaders and Deputy Principals. To resolve issues of this kind, our first step is to work through restorative principles. If this is unsuccessful, then it may be necessary to move on to punitive measures. The process is supported by our Guidance Department.

CAREERS ADVICE

Through the Career Education Programme at Pakūranga College, students will develop a range of career management competencies that enable them to confidently take their next steps within and beyond Pakūranga College and to successfully manage career decisions and life opportunities.

The focus of the Careers and Transition Department is to explore opportunities and to help students find the best first step beyond school. We work with students from Year 9 - 13 and offer:

- Career education
- Careers advice
- Careers counselling
- Gateway (work experience programme)

Students can come to the Careers and Transition Department to get help with:

- Career research
- Subject selection
- Advice on entry into tertiary courses
- Tertiary presentations (university and private provider)
- Taster days/experience days at tertiary institutions
- Goal setting and academic mentoring
- Assistance with applications to tertiary institutions
- Assistance with scholarship applications

- Assistance in finding part-time employment
- CV preparation and interview skills

Whilst we deliver workshops and presentations, we ultimately believe in an individual approach. Working with students one-on-one is the best way to provide timely and personalised career advice.

Students in Year 11-13 can expect to have an individual career interview during the year, whilst Junior students will participate in a series of careers education lessons. Students across all year levels are encouraged to self-refer as and when the need arises. Students can make an appointment through SchoolBridge. We also welcome contact with parents and caregivers to discuss students' career needs.

Miss Sarah O'Neill (Careers Advisor and HOD)	534 7159 ext 761
Mrs Tascha Corlett (Careers Advisor)	534 7159 ext 762
Miss Holly Guthrie (Gateway)	534 7159 ext 760

CHARTER

The Charter outlines the educational purpose, general goals and strategic direction of the college. The Pakūranga College Board publishes its annual plan and report, showing progress in achieving our goals.

A copy of the Pakūranga College Charter and Strategic Plan can be found on our website.

CO-CURRICULAR ACTIVITIES

The college offers a wide range of co-curricular activities, clubs and councils, and students are strongly encouraged to get involved. Students should check the Daily Notices for opportunities to sign up for activities that interest them.

COMPUTERS/BYOD (Bring Your Own Device)

Internet Access and Online Tools

All students have access to our ultrafast broadband and a robust, monitored, and secure wi-fi network to support and enhance their learning.

Pakūranga College makes use of a number of eLearning tools. Each student has their own school Gmail account and access to course material and resources through Google Classroom and SchoolBridge, our Learning Management System.

Students are able to access their timetable, results and other details through our Student Portal. They are also able to print from their devices through our new online print service. Students use cloud storage within the Google Apps environment as well as Dropbox and OneDrive to store their documents.

The Device

All students require a one-to-one digital device. This is a personal laptop, Netbook or Chromebook. As a school we don't believe that mandating a particular device is necessary, and because individual student needs differ we allow some flexibility in the choice of device. We have, however, put together some minimum specifications and suggested a range of suitable entry-level devices.

A one-to-one digital device is one that allows students to create and edit documents efficiently. Students do not require a really powerful (expensive) machine, nor do they need a large hard drive as they can easily save and share their work in the cloud. The minimum specifications for our BYOD programme can be found online.

Please contact Sharon Hewetson (hew@pakuranga.school.nz) with any questions you may have regarding our BYOD programme that are not covered here.

How It Works

For BYOD internet browsing/wireless networking we have several things in place:

- Student-owned devices only connect to the internet via our wireless network.
- Connection is monitored, detailing who is connected at what time, and whereabouts in the school they are connecting from.
- Each browser session is monitored and the history of the browsing is saved centrally away from the device. System administrators can access this at any time.
- We use Fortigate Network Security and internet filtering. This is set to filter out the 'dark side' of the internet. The approach, for us, is to teach students to use the internet in a safe environment; we want to nurture solid and respectable digital citizens.

Netsafe is a great resource full of information, links and conversations from New Zealand schools.

Digital Guidelines

These guidelines are to provide students, parents, and caregivers with a framework to manage students' use of digital devices at school. They are to support the college's e-learning goal of "allowing students to choose how they access their learning – digitally or non-digitally".

Student Devices:

These guidelines cover all student-owned digital devices including:

- computers (laptops, netbooks)
- tablets (e.g. iPads)

These guidelines do not cover cell phones, iPods and MP3 players, or digital devices that are exclusively for playing games, which should not be used at any time during the school day. We have a specific cell phone policy that students should follow.

Student Guidelines:

- Students may not charge digital devices at school.
- Digital devices must be used for learning purposes.
- All use of digital devices is covered by the 'Acceptable Use Form', which all students agree to when they enrol at Pakūranga College.
- Students may not use digital devices at interval, lunchtime, or between classes - unless they are using them for schoolwork in the library or other areas supervised by staff.
- Students are fully responsible for the operation and safe-keeping of their devices, and for the back-up of their work.

College Guidelines:

- The school will allow students to use their digital devices as part of their learning where reasonable and appropriate.
- The college will not provide storage or charging facilities for students.
- The college takes no responsibility for the operation or safekeeping of students' devices.
- The college will provide students who have a digital device with wireless access to the internet, printing, and a

Gmail account. They will not have storage on the network.

- The college may accept student work submitted as a PDF for internal assessments; or in other digital formats. Students should check with their teacher first before submitting work digitally.

FAQs

When can I use my device?

- You may use your device in class for learning as long as it is appropriate or has not been specifically banned during a period by the teacher (e.g. during a test or science experiment).
- You may not use your device during class for non-learning activities such as playing games, checking your email, or accessing the internet on unrelated matters.
- Devices are only to be used during class time when instructed by the teacher. Devices cannot be used during interval and lunchtimes unless in supervised areas such as the library or a meeting/activity in a classroom with an adult supervising.

What happens if I misuse my device?

- The teacher will give you a warning. If you continue to misuse your device the teacher may insist that you turn the machine off for the rest of the period, or for a longer period if necessary.
- Continued or significant misuse may result in you being banned from bringing your device to school, or more serious consequences as part of the general school rules.

What am I responsible for?

- You are responsible for ensuring that your device:
    - is fully charged before you bring it to school
    - has software that works properly
    - is regularly backed up
    - does not have inappropriate stickers or desktops on it
- When using your device, you must ensure that:
    - you do not break copyright laws
    - do not access or store inappropriate files on your device

Can I submit my assessment digitally?

- Where reasonable and appropriate, you may submit your work digitally. Work submitted digitally must be done as a PDF, unless the teacher specifically states otherwise (e.g. video, PowerPoint, image, etc). You should always check with your teacher that you may submit your work digitally.
- You must ensure that your file can be opened by staff, and that the formatting will not change when the teacher opens it. Any problems resulting from teachers being unable to open files or changes to formatting are your responsibility.
- You must also ensure that any files you submit are virus-free.

CHARITABLE DONATIONS

These are, of course, always very gratefully received. If you would like to donate to the college or fund a scholarship or award, please contact Carol Stephenson: cstephenson@pakuranga.school.nz.

CONCERNS/COMPLAINTS

Parents and community members can register concerns or make complaints in a variety of ways.

1. Contact the Whānau Leader or Assistant Whānau Leader

The Whānau Leader will know your son/daughter well and has overall responsibility for his/her welfare. You can contact Whānau Leaders by writing to them at the college, phoning them, or emailing them. Contact details can be accessed on the website Staff Directory. Please give Whānau Leaders time to respond to you - they all carry a teaching load and may well be busy for most of the day teaching their classes.

2. Contact a particular teacher

Individual teachers can be contacted by emailing them using their three-letter code which is on your child's timetable e.g. XYZ@pakuranga.school.nz. It may be some time before you obtain a response, as the teacher may be teaching for the whole day. If the matter cannot be resolved by discussing it with the teacher, or if for some reason you do not get a response from the teacher, you should contact a Whānau Leader or a Deputy Principal.

3. Contact the Deputy Principal who is responsible for your son/daughter's Whānau:

Kauri:	Ceri Cheshire	chr@pakuranga.school.nz
Mataī:	Larraine Barton	btn@pakuranga.school.nz
Rimu:	Clare Tyrrell	tyl@pakuranga.school.nz
Nīkau:	Chris Wall	wch@pakuranga.school.nz
Pōhutukawa:	Sharon Hewetson	hew@pakurang.school.nz
Tōtara:	Kreasen Kandasamy	kmy@pakuranga.school.nz

Contact Deputy Principals if you want to discuss serious matters.

4. Contact the Principal

The Principal can be contacted by writing to him at the college, emailing him at principal@pakuranga.school.nz, or by phoning. Generally, you will contact the Principal if you are unhappy with the way a matter has been dealt with by the Whānau Leaders or the Deputy Principals or for what you regard is an extremely serious or confidential matter. When you phone and ask for the Principal you are likely to be put through to the Principal's Assistant, who will provide you with further advice. The Principal is delegated responsibility by the Board to investigate complaints.

5. Contact the Board of Trustees

You should contact the Board for serious matters, where you feel your concern/complaint has not been properly resolved by the Principal. The complaint must be made in writing and addressed to The Presiding Member of the Pakūranga College Board, Pakūranga College, Pigeon Mountain Road, Half Moon Bay, Auckland 2012, or emailed to BOT@pakuranga.school.nz.

CONTACT DETAILS

Please ensure your daytime contact number, mobile and email address are kept up to date with the school. To update your information, please contact reception on info@pkauranga.school.nz.

COUNSELLING SERVICES

The Guidance Department provides counselling services within the college. Our team works closely with other key staff such as Whānau Leaders, senior management, Careers Advisors, Health Officer, and teaching staff. Our aim is to ensure the best possible educational outcomes are achieved by students as well as helping them to develop a clear sense of identity and life purpose.

What is counselling?

Counselling is the process that supports a person to explore and gain an understanding of challenges or concerns they are facing. Students who come to counselling will be supported and encouraged to find ways to grow through their challenges, as well as to find solutions or ways of coping with issues or problems. The college believes that a young person's full educational potential is only achieved when they are feeling positive and confident about all aspects of their life.

Counselling is a confidential service and the counsellors abide by the New Zealand Association of Counsellors Code of Ethics.

Talking with a counsellor at Pakūranga College is seen as a normal thing to do. Our counsellors have contact with approximately 650 students each year. The majority of students self-refer, but others are referred by school staff or parents.

Parents are welcome to contact our counsellors for advice or to seek support for their son or daughter.

Services Provided

- One-on-one counselling
- Group counselling
- Mediation
- Counselling workshops e.g. Seasons
- Referral to outside agencies where appropriate (e.g. Whirinaki and CADs)
- Advice to staff and parents

To Make an Appointment

Students can come to Waoira House and fill out an appointment request form – these are on a table in the corridor. This should then be placed into the slot in one of the counsellor's office doors. Alternatively, they can complete the form on SchoolBridge. Students can choose which counsellor they see. The counsellor will then send for the student as soon as they have a free appointment. Alternatively, students can ask a teacher, Whānau Leader, the Health Officer, or parent to refer them.

The Counsellors

Our team of professional counsellors are all full members of the New Zealand Association of Counsellors.

For more information please contact:

Jennie Valgre	Email: jvalgre@pakuranga.school.nz	Phone: 534 7159 ext 782
Jessica Eades	Email: jeades@pakuranga.school.nz	Phone: 534 7159 ext 783
Adam Bennett	Email: abennett@pakuranga.school.nz	Phone: 534 7159 ext 781
Kalli Fox	Email: kfox@pakuranga.school.nz	Phone: 534 7159 ext 780
Kerry Walmsley	Email: kwalmsley@pakuranga.school.nz	Phone: 534 7159 ext 789

DAILY NOTICES

These are read to all students in Whānau Group (or assembly) each day. They can also be accessed via the "Notices" link on SchoolBridge.

DETENTION

Detentions take place at intervals and are usually issued for lateness. However, a teacher may, in conjunction with parental communication, detain a student at lunchtime, interval or after school to support them in completing homework or assignments.

DISCIPLINARY ACTION

If a student is subject to formal disciplinary action, the parent or caregiver will be contacted by the relevant Deputy Principal as a matter of urgency.

Pakūranga College follows Ministry of Education guidelines regarding this process. More information can be found on the Ministry of Education website. Under these circumstances, a college guidance counsellor will also be involved in the process.

DONATION

As the college has joined the Government Donation Scheme, all compulsory activities are covered under government funding. This means that the college does not ask for annual donations from parents.

Optional activities do require further payment, see **EDUCATION OUTSIDE THE CLASSROOM** for further details.

EDUCATION OUTSIDE THE CLASSROOM (EOTC)

To enrich the learning experience we offer a large number of optional activities during class time and out-of-school hours. These extra optional activities, while being subsidised by the college, are run on a user-pays system. We do provide a hardship fund to support students where there is genuine financial hardship. If you would like to find out more about this, please speak to your child's Whānau Leader.

EMERGENCY PROCEDURES

Pakūranga College has established procedures to be carried out in the event of fire, earthquake, lockdown, or other civil emergencies. These procedures are practised with the students periodically throughout the year.

Fire Evacuation Procedure

A continuous ringing bell signifies a fire alarm.

When this occurs, teachers take students to the assembly area on the field. Students are to exit in an orderly fashion as quickly as possible, leaving behind all bags and other personal belongings. Students should use the nearest exit. They must not take shortcuts through other buildings as they move to the assembly area on the playing field.

Block Wardens designated to each block will check block toilets and all rooms and report to the Site Warden by the McRae Library, then report to the field. Doors should be closed as each area is checked.

Students assemble by tutor group on the field in the marked Whānau areas. Students are to line up in Whānau Groups in single file near their Whānau sign facing the school. Whānau areas will be under the control of the Whānau Leader and Assistant Whānau Leader.

All staff and students remain at the assembly area until dismissed by an all-clear signal sounded by an air horn.

Lockdown

*The warning signal is a continuous **intermittent** bell.*

Purpose: to keep students inside during class time or to move them inside during interval/lunchtime.

Reason: potential offender on-site/dangerous goods incident on highway, etc.

If the warning sounds **during class time**:

- Classes should remain in class but out of sight – for some classes this will mean sitting on the floor.
- Ground floor classrooms should draw the curtains.
- Teachers should lock/block doors as soon as possible

If the warning sounds **during interval/lunchtime**:

- Students should move into the nearest building and lock the doors – duty staff should assist.

The lockdown will remain in place until the all-clear is given, i.e. long blast on the airhorn. Staff and students should remain where they are until this signal is given.

Earthquake

In an earthquake, students should remain in the building until the shaking has stopped and/or the all-clear is given by the teacher.

Students should take cover under a desk or table, if one is near, and hold on to its legs. If no desk or table is available, they should drop to their knees (away from windows); keep their knees together; clasp both hands firmly behind their heads (bowing their heads); bury their faces in their arms, protecting their heads; close their eyes tightly; and stay in position until it is safe to move.

As most earthquakes will not be severe enough to cause damage, classes will most likely resume when the earthquake is over. If there is any reason to believe that any building has been structurally weakened, or where there are obvious signs of structural damage, senior managers will direct the evacuation of the affected building.

If an earthquake occurs when people are outside, they should move to a safe distance from all buildings and other potentially dangerous structures.

There are only two emergency bell signals.

Continuous bell: immediate evacuation to assembly area on field.

Intermittent bell signal: remain in or move immediately into the nearest building and await instructions.

EXAMINATIONS

NCEA examinations take place in Term 4 for Year 12 and 13 students. Students will be granted study leave before the commencement of NCEA exams and their teachers will be available to assist students over the examination period.

HEALTH SERVICES

The college Health Centre is available for all students and staff, providing a drop-in service if students are unwell or suffering from acute injuries. The Health Centre is open from 9.00am-3.00pm Mon-Thurs and 9.30- 3.00pm on Fridays. Parents can contact the Health Centre via healthcentre@pakuranga.school.nz.

If a student is unwell or injured, the Health Officer will call parents regarding referral to a doctor, our visiting physiotherapists or, if necessary, send the student home with parental permission.

Students should have a permission slip from their teacher to visit the Health Centre during class, or they can come along during break times.

Physio
Our visiting physiotherapist runs a service from 9.00am – 3.00pm on Tuesdays.

Nurse

Students can make a booking with a Nurse Practitioner, based at Highland Park Medical Centre, through the campus Health Centre. They can:

- Help with medical issues
- Order tests if needed
- Provide a prescription if needed

Students can make an appointment by visiting the Health Centre. Any injuries/accident, medical, or mental health visits have a charge small, subsidised charge for students who are New Zealand residents. All visits are confidential.

Dentist

The Tooth Group is on-site twice a year to attend to the dental needs of our students with a free oral hygiene kit, a yearly check-up with x-rays, any preventive treatment required such as a clean or fluoride, and restorative work as needed. Parents will be notified of upcoming Tooth Group visits and invited to register their children for this service if they wish.

HOMEWORK

At Pakūranga College each teacher will set homework. This is at the teacher's discretion and is set to support the learning the student is doing. Parents should expect their child to have some homework each night, but there is not a mandated amount of time expected for students to be doing homework.

Homework might be completing the work set in a lesson, reading, completing practice questions, writing, completing assignments/projects, or revising material.

HOMEWORK CLUB

The Te Toi Huawera Learning Lounge is by students, for students. It offers assistance from Senior students in the core subjects of Science, Maths and English, as well as a large range of option classes from Japanese to Robotics and everything in between.

Te Toi Huawera Learning Lounge runs sessions in the McRae Library after and during school each week. Students can find session times by viewing the Daily Notices. No bookings are required, just drop in.

ID

Pakūranga College has moved to digital ID cards. These are held within the SchoolBridge app on students' phones. Digital IDs can be retrieved on any device, meaning IDs can never be lost, even if a device is. Digital IDs only need to be set up once, they will automatically update each year with a new Photolife image.

For parents who would prefer for their child to have a physical ID card, these may be purchased. Email info@pakuranga.school.nz to arrange this.

INTERNATIONAL STUDENTS

The college runs an international student programme that welcomes students from all over the world. These students are mainstreamed into regular classes and stay with homestay families in the local area.

If you are interested in becoming a homestay host for one of these students, please visit our website.

LEAVING SCHOOL

School leavers should go to the Student Centre well in advance to obtain a Leavers' Form. All staff listed on the form need to sign it and note any items to be returned.

Students are expected to return textbooks and sports uniforms prior to signing out of school. The form is then returned to the Student Centre, where lost items are added to the student's invoice and a Leaving Certificate is issued. This **Leaving Certificate** is required by some agencies and training providers so please **keep it safe**.

LIBRARY

The McRae Library is open to all students and caters to their educational and recreational needs.

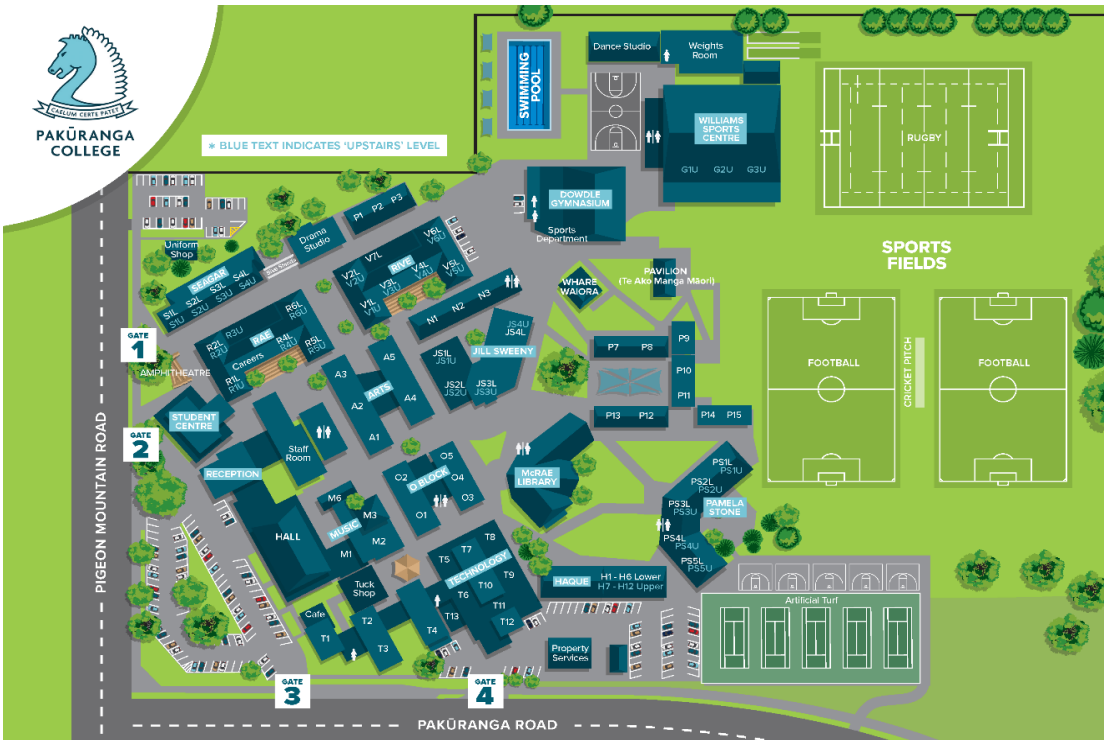
We have both a physical library in the centre of the school and an online library which can be found at http://pakuranga.wheelers.co/ which is available 24 hours. The library also offers photocopying/printing facilities and quiet study rooms. The library is open from 8.00am – 4.30pm Monday to Friday during term time.

LOST PROPERTY

All personal property and equipment brought to school should be named. Lost property is taken to the Attendance Officer in the Student Centre.

If property is lost or stolen, this should be reported to the student's Whānau Leader as soon as possible as this will increase the chances of recovery.

MAP (also available on the SchoolBridge app)



MUSIC TUITION

The college offers free weekly instrumental tuition on a wide variety of instruments. Tuition (30 minutes) takes place in class time, but on a rotational basis to minimise the impact on curriculum learning. For families without an instrument, limited numbers of most types can be hired from the school.

Students learning instruments (including voice) are expected to practise regularly, attend their tuition regularly, and contribute to the co-curricular life of the Music Department when appropriately skilled.

For some instruments with overwhelming demand, it is necessary to prioritise those who are given lessons. Factors such as experience, ability, need to prepare a programme for solo assessment, and the development of instrumental music in the department are considered.

Tuition Available

Stings: violin, viola, cello, double bass, bass guitar

Brass: trumpet, trombone, French horn, tuba, euphonium

Woodwind: flute, oboe, clarinet, bassoon, saxophone

Other: guitar, piano, drums

Voice tuition is also available for students in Year 10 and above who take Music as one of their option subjects.

NCEA

NCEA qualification provides rigorous and valid information about student achievement and enables our students to access universities around the world. All students are encouraged to achieve Excellence within their subjects. Students can attain endorsement certificates at Achieved, Merit and Excellence at each level, and in each course.

NCEA is based on the principles of standards-based assessment. This means that a student's achievement is assessed against standards, rather than another student's performance. Most progressive countries are moving to standards-based assessment because it provides much more explicit information about achievement.

The college holds NCEA information evenings for parents and students each year, and parents and caregivers will receive information about these before they take place.

Students at the college sit NCEA Levels 2 and 3 in Year 12 and 13 respectively. Year 11 students study a curriculum tailored to provide a strong foundation for the rigours of NCEA in Year 12. All Year 11 subjects offer at least one Level 1 Achievement Standard, alongside other NCEA-style evaluations, to ensure students are ready for external assessments in Year 12.

NEWSLETTER

At Pakūranga College, we send out a digital newsletter called The Bulletin once every two weeks. This goes to the email address of all caregivers and secondary caregivers and contains important information about what is going on at the school.

If you have not received your copy of The Bulletin, you may want to check your spam and inbox settings. Otherwise, please contact our Communications Manager who will be able to check that you are on the mailing list: jedwards@pakuranga.school.nz

PARENT COMMUNICATIONS

Pakūranga College utilises two platforms to share information with parents. These are SchoolBridge and the Parent Portal.

WHAT'S THE DIFFERENCE BETWEEN SCHOOLBRIDGE AND THE PARENT PORTAL?
SchoolBridge contains general college information such as newsletters, the calendar, term dates, uniform requirements, stationery lists, and is also where you can report absences for your child.

The Parent Portal contains information specific to your child such as their individual timetable, reports, academic results, and it is also where you can pay for trips, sports fees, and other additional costs related to school activities.

HOW DO I ACCESS SCHOOLBRIDGE AND THE PARENT PORTAL?
SchoolBridge can be accessed from the college website via the button in the main navigation menu at the top of the homepage. Simply click the "SchoolBridge" text. We recommend bookmarking this page in your internet browser for quick access in the future.

SchoolBridge is also available as an app from Google Play and the App Store. We strongly encourage parents to download this for access to absence reporting, calendars, staff contacts, the Parent Portal, and more on the go.

The Parent Portal can be accessed directly from SchoolBridge via desktop or the app. Simply click the "Parent Portal" icon.

LOGINS
In SchoolBridge parents have the option of logging in with Google, Facebook, Apple, Microsoft, Yahoo, and more. This means you can use an existing password, rather than creating a new one specifically for SchoolBridge. This handy shortcut works when the contact email you have supplied to the college when enrolling and the email for the login method (i.e. Facebook) match.

If the contact email you have supplied the college doesn't match any of the options above you can input the email and request a sign-in code to access SchoolBridge.

When accessing the Parent Portal from SchoolBridge parents will automatically be redirected without needing to sign in again, and we recommend accessing the Parent Portal via this method.

PARKING

During school hours, the car parks at the front of the school and adjacent to the uniform shop are reserved for school staff only. Visitor spaces are for people who are coming to the school during the school day for business reasons and should not be used by a parent unless collecting a sick student. Please DO NOT use the car park to pick up and drop off students.

PASSWORDS

At the start of Year 9, each student is given a password that can be used to access:

- Wifi
- School email
- Google Drive
- School networked computers
- SchoolBridge
- Google Classroom

If a student forgets this password, they should see the college IT Technician, whose office is located on the ground floor of Rae Block or email newerait@pakuranga.school.nz

PHOTOCOPYING

Students may access various photocopiers around the school using their student ID number.

POSITIVE ATTITUDE SLIPS

These are awarded by teachers who feel that a student has demonstrated one of the Pakūranga College Learning Habits. They are based on our Learning Values of Strive, Connect, Reflect, Respect, and Create.

Students take the slip to the Whānau Leader who will acknowledge it, record it, and put it in the Whānau draw for Positive Attitudes.

Ngana, Strive acknowledges students who:

- Persist in the face of adversity and learning challenges.
- Set and achieve clear learning goals.
- Consistently work hard.
- Accept and overcome a challenge - never give up.
- Key competencies: Managing self, thinking.

Manaakitanga, Respect acknowledges students who consistently:

- Model self-respect and respect and care for ourselves and for others and the environment.
- Build positive relationships with others.
- Actively help to create a safe and inclusive school environment.
- Show empathy.
- Key competencies: Participating and contributing, relating to others, thinking, using language, managing self.

Huriato, Reflect acknowledges students who:

- Ask questions to clarify their understanding.
- Show they have reflected on feedback and advice because their attitude and/or achievement have improved.
- Participate in discussions about how they learn and understand.
- Analyses, evaluates, and organises.
- Key competencies: managing self, thinking.

Whakawhanaungatanga, Connect acknowledges students who:

- Encourage people to work together.
- Builds understanding between people through discussion.
- Connect new ideas and information to existing knowledge.
- Participate and lead.
- Key competencies: thinking, using language, managing self, participating and contributing, relating to others.

Waihanga, Create acknowledges students who:

- Are curious and make learning discoveries (this could be as a result of individual initiative and self-directed learning).
- Solve problems and explores and innovate.
- Create new ideas and understanding.

PRIZEGIVINGS

The following prizegiving events take place in Term 4:

- Years 12 and 13 Prizegiving (Evening)
- Year 11 Prizegiving (Day)
- Junior Prizegiving (Day)
- Sports Awards (Evening)

REPORTING TO PARENTS/CAREGIVERS

New Students

We start the year with a Year 9 Meet the Whānau Group Teacher evening. New parents to the school are given a short presentation from the Principal on our values and aims, as well as reminders about co-curricular opportunities and the Peer Support Camp. After the presentation, parents will meet their child's Whānau Leader and Whānau Group teacher for a more informal introduction. It is also important to note that teaching staff will actively email and contact parents personally if there are any concerns or issues throughout the year.

Term 1

Early in Term 1 parents and caregivers will also be invited to a Group Conference for students in Year 10 - 13. This is a face-to-face meeting with the student, the parent, and the Whānau Group teacher. When all three individuals work together, we know that successful outcomes can be achieved. At this meeting, students are encouraged to reflect on their previous academic achievements and set goals for the year ahead.

Toward the end of Term 1, all students receive a progress report. This report is a good indication of how well students have started the year and if there are any concerns in a particular subject. This multi-page report provides feedback from all subject areas and identifies the learning behaviours and learning habits required to be a

successful learner.

Term 2

In Term 2, all Junior students receive a curriculum-level report from each subject. This report identifies the New Zealand Curriculum level that the student is currently working at: i.e. Year 9 students should be achieving at curriculum Level 4 and Year 10 students at curriculum Level 5. This visual report clearly shows if a student is below, at, or above the expected level of achievement for their age. Senior students receive a progress report with learning habits and results of any internal NCEA assessments. Both sets of reports are uploaded to the Parent Portal for easy access for parents and students.

During Term 2, the issuing of reports is followed up with a Verbal Report Evening. This is an opportunity for parents and caregivers to meet face-to-face with subject teachers to discuss their child's learning and address any concerns that may have been identified by the reports.

Term 3

In Term 3, all year groups receive a progress report which contains feedback on learning habits and also any internal assessment grades. The reports are followed up with another Group Conference meeting between the student, parent/caregiver, and Whānau Group teacher. This meeting is an opportunity to reflect on the goals that were made back in Term 1, discuss the achievement data, and also ensure that they are well prepared for external exams.

Term 4

In Term 4, Year 12 and 13 students sit their NCEA external exams (results from these are published the following January). Other year levels receive a curriculum-level report which shows their progress since Term 2 in all their subjects.

SENIOR BALL

The Senior Ball for Year 12 and 13 students is a private event that takes place annually under the authority of the Principal. The following conditions apply:

- It is for senior students only, i.e. Year 12 and 13 students currently enrolled in the school.
- Both students and parents are required to complete a Code of Conduct Agreement before tickets are issued.
- The code of conduct for the ball will be according to school rules. No drugs or alcohol shall be brought to the ball. No student or partner is to be admitted under the influence of any drug or alcohol. Smoking is not permitted. Security staff at the venue will screen and breath test all guests coming into the ball.
- This is a private function and should any student or partner not comply with the Code of Conduct, the Principal has the right to have the student and partner leave the ball without refund of money paid and to take further disciplinary action as required.
- Currently enrolled means presently attending. Those who have left the school in the year of the event year may not attend as students, though they may apply to attend as outside partners.
- Students may apply to bring outside partners from Year 12 and above. Partners do not have an automatic right of attendance. The Principal reserves the right to refuse admission to any partners they may think unsuitable for attendance at the ball. **Students must complete an application form to gain permission to bring an outside partner.**
- No expelled or excluded students, or students who have a trespass order against them will be permitted to attend either as paying students or as partners.
- The school takes responsibility only for the duration of the ball, i.e. from the beginning to the end of the ball at the venue. The school does not acknowledge the need for any event before or after the ball. Such events as may take place are private functions only and are the responsibility of the parents.

Full details and relevant forms are sent out to parents well in advance of the event.

SENIOR LEADERSHIP TEAM

The Senior Leadership Team at Pakūranga College comprises the following people:

Billy Merchant	Principal	principal@pakuranga.school.nz
Sharon Hewetson	Associate Principal (Pōhutukawa Whānau)	HEW@pakuranga.school.nz
Kreasen Kandasamy	Deputy Principal (Tōtara Whānau)	KMY@pakuranga.school.nz
Larraine Barton	Deputy Principal (Mataī Whānau)	BTN@pakuranga.school.nz
Chris Wall	Deputy Principal (Nīkau Whānau)	WCH@pakuranga.school.nz
Clare Tyrrell	Deputy Principal (Rimu Whānau)	TYL@pakuranga.school.nz
Ceri Cheshire	Deputy Principal (Kauri Whānau)	CHR@pakuranga.school.nz
Carol Stephenson	Executive Officer	cstephenson@pakuranga.school.nz

SOCIAL MEDIA

Keep up with the latest college notices and student successes on our social media accounts:

Facebook:

https://www.facebook.com/PakurangaCollege/

https://www.facebook.com/pakcollsport

Instagram:

@pakcoll

@pakcollsport

STATIONERY

Stationery lists can be found on SchoolBridge under Information for Parents. Parents can purchase the majority of their students' stationery requirements online at the OfficeMax website.

STUDENT LEADERSHIP

Pakūranga College values and encourages partnership between students, teachers, and parents. For this reason, we place considerable emphasis on the development and support of student leadership at all levels.

There is a wide range of leadership opportunities at the College, for both Senior and Junior students:

Year 13:	Head Students and Whānau Captains
Year 12 and 13:	Student Whānau Leaders and Peer Support Leaders
Year 11:	Leadership Programme organised by Whānau Captains
Year 9 and 10:	Junior Leadership Programme

Councils and Council Chairs: students from any year group can join a council (Arts, Academic, Environment, Interact, Service, Safe School, Sports, etc.). Each council organises and runs events in the school and is led by a Senior student as its chairperson.

TERM DATES

Term dates can be found on SchoolBridge under Information for Parents.

Dates for 2026 are as follows:

Term 1	Term 2	Term 3	Term 4
Starts: 29 January Ends: 2 April	Starts: 20 April Ends: 3 July	Starts: 20 July Ends: 25 September	Starts: 12 October Ends: 7 December

TIMETABLE

	Monday	Tuesday	Wednesday	Thursday		Friday
8.40am	Period 1 60 min	Period 1 60 min	Period 1 60 min	Period 1 60 min	*8.45am*	PLG - P1 - Staff 60 min Term 1 Y9/13 Peer Support
9.40am	Period 2 60 min	Period 2 60 min	Period 2 60 min	Period 2 60 min	*9.45am*	Period 2 60 min
10.40am	Whānau Group 25 min	Whānau Group 25 min	Whānau Group 25 min	Whānau Group 25 min	*10.45am*	Interval 30 min
11.05am	Interval 25 min	Interval 25 min	Interval 25 min	Interval 25 min	*11.15am*	
11.30am	Period 3 60 min	Period 3 60 min	Period 3 60 min	Period 3 60 min	*12.15pm*	Period 3 60 min
12.30pm	Period 4 60 min	Period 4 60 min	Period 4 60 min	Period 4 60 min	*1.15pm*	Period 4 60 min
1.30pm	Lunch 45 min	Lunch 45 min	Lunch 45 min	Lunch 45 min	*2.00pm*	Lunch 45 min
2.15pm	Period 5 60 min	Period 5 60 min	Period 5 60 min	Period 5 60 min		Period 5 60 min
3.15pm	End of Day				3.00pm	End of Day

	Monday, Tuesday, Wednesday, Thursday		Friday	
	Start	**Finish**	**Start**	**Finish**
Wet lunchtimes				
Lunch	1.30pm	1.55pm	1.15pm	1.40pm
Period 5	2.00pm	3.00pm	1.45pm	2.45pm

Parents and caregivers can view their child's timetable via the Parent Portal.

TRANSPORTATION

Students travelling by bicycle, scooter, or skateboard

All students arriving at and leaving school by bicycle and scooter are required to wear suitable head protection. Students are also strongly advised to lock bikes and scooters up in the bicycle park provided below the footbridge to the Gate 1 carpark.

Riding skateboards and scooters on school premises is not allowed. Students may wish to check with their Whānau Leader about where they can leave these during the school day.

Students travelling in a parent vehicle

Vehicles may not drop off or pick up students inside the campus carparks, unless students have genuine limited mobility.

As the local area becomes very congested at the start and finish of school, we strongly recommend that parents pick up and drop off students at Lloyd Elsmore Park. Parents are asked not to park in the Palmers or Placemakers carparks.

Students driving to school

Students are permitted to drive their own vehicle to school. However, no student parking is available on site.

TRIPS & CAMPS – See EDUCATION OUTSIDE THE CLASSROOM

TUCK SHOP

The tuck shop is located beside the Technology Block and sells hot and cold food. It is open at interval and during lunchtime.

UNIFORM

Students are expected to be clean and tidy and to wear their uniform with pride. Uniform items, including those for college sports teams, are available from the Uniform Shop on Pigeon Mountain Road, adjacent to Gate 1.

During term time the Uniform Shop is open at the following times:

2.45pm – 5.30pm	Monday - Thursday
9.00am – 12.00pm	Friday

During school holidays the shop is closed, except in January when the shop will be open prior to the start of the school year. Please email pakurangashop@sas.co.nz to check January opening times or visit the uniform section in SchoolBridge. A uniform list and codes can also be found on SchoolBridge.

Please note: the navy sports hoodie is NOT school uniform. It may be worn for co-curricular sport only.

WHĀNAU

To encourage a sense of belonging in a very large school, each student belongs to one of six Whānau. These smaller groups ensure that all students are treated as individuals.

The Whānau are named after native New Zealand trees: Kauri, Rimu, Pōhutukawa, Tōtara, Nīkau and Mataī. Each Whānau has a Whānau Leader and an Assistant Whānau Leader who are responsible for the academic success and wellbeing of its students.

Within each Whānau, students belong to a Whānau Group with other students from Year 9 - 13. The Whānau Teacher for each group works closely with students and their parents to ensure their time at Pakūranga College is enjoyable and successful.

Senior students also take an important role in supporting Junior students as Whānau Captains and Peer Support Leaders.

Siblings will be placed into the same Whānau (but not the same Whānau Group), unless specifically requested otherwise by parents.