

# More Than A School



## Hauraki Plains College



## General Information Guide

# 2021



# Our Heritage Our Story



## Welcome

### The Origins of Hauraki Plains College

Hauraki Plains College was first founded to meet the educational needs of the local community as the Hauraki Plains was being opened up for farming settlement. The school began as a one room school with fifteen pupils which became known as 'The Dog Box.'

Orchard School grew to Ngatea District High School and then in 1963 was renamed Hauraki Plains College to signal its status as a Year 9 to 13 secondary school. Since then, Hauraki Plains College has continued to evolve and develop to meet the needs of 21<sup>st</sup> century learners. Well maintained and expansive facilities are sited on a spacious 9.5 hectare site in Ngatea township beside the Piako River.

The majority of our 800 students originate from our eleven contributing Primary schools: Ngatea, Turua, Kaihere, Waitakaruru, Kerepehi, Kopuarahi, Kaiaua, Maramarua, Mangatangi, Mangatawhiri and Orere Point. A ballot system operates for students beyond this zone.

Our school motto, *Quisque Pro Omnibus* or 'Each for All' reminds us of the importance of showing respect, taking responsibility and considering others in all we do. Our trademark statement *Excellence is our Tradition* speaks of the traditional and timeless values that we stand for and encourages 'best self' and 'best work' for all in our school community.







## Hauraki Plains College



**Who am I ?**



**What am I  
here for ?**



**Where am I  
going ?**



OUR PURPOSE

*Rangatiratanga*

OUR PEOPLE

*Manaakitanga*

OUR PLACE

*Kaitiakitanga*

**More  
Than  
A School**

[www.haurakiplains.school.nz](http://www.haurakiplains.school.nz)



# Our Charter Vision and Values



## Charter Statement

### Vision: *More than a School*

We believe that school is as much about character development as gaining qualifications. We hold our students to high aspirations and expectations for the kinds of people they are becoming and for fulfilling their potential as flourishing individuals and contributing community members.

### Mission:

Our core mission is to provide pathways of purpose to and hope for their futures as we prepare our students as lifelong and lifewise learners and contributing citizens.



### Guiding Principle:

Our school motto *Quisque Pro Omnibus* (Each for All) is an enduring symbol for our school; it is the guiding principle which constantly reminds us of character and community in shaping both individuals and our collective effort.

There are three questions which we challenge each student to respond to as they navigate their learning journey: Who am I? What am I here for? Where am I going?

### Our School Values:

Our Purpose: *Rangatiratanga*

Striving to become best self and do best work. Doing the right thing. Showing resilience. Taking personal responsibility. Being a good role model. Showing leadership. Working hard. Daring to dream.

Our People: *Manaakitanga*

Respect for all. Keeping it kind. Using manners. Being welcoming. Practising hospitality. Understanding and appreciating we are all different. Including others. On board the waka together.

Our Place: *Kaitiakitanga*

Respecting our school. Taking care of our environment. Honouring our heritage. Leaving a legacy. Upholding the mana of HPC.

### Aspirational Values for each student:

These values are played out through the following aspirations:



Do best work



Do the right thing



Honouring our heritage



Being who you are



Leaving a legacy



Daring to dream

### Our Trademark Stamp:

*Excellence is our Tradition* is our trademark that reflects and permeates everything we do.





# Learning Opportunities

We believe that every student is capable of learning and achieving success. We expect our students to do their best work and place a significant focus on teaching students how to learn so they can meet the demands of an ever changing and challenging working environment in their future lives. To this end, we offer an extensive range of learning opportunities designed to develop the talents, interests and career pathway of every student.

## Learning at Years 9 and 10

**The Year 9 Certificate of Learning and Year 10 Diploma of Learning** are designed to encourage students to do their best work and maintain a positive focus on their learning.

Students are working at a level that is intended to be challenging but attainable. Most students at Year 9 are working at Curriculum Level 4 and most students at Year 10 are working at Curriculum Level 5.

Students are able to achieve the Certificate with a **Merit** (Grade Point Average of 75 - 84) or an **Excellence** (Grade Point Average 85 to 100) endorsement.

Each term students can earn up to 20 credits in each learning area ie 100 credits per term.

Credits are awarded for capabilities:

- Curriculum tasks related to the learning (knowledge and skills)
- Generic Capabilities (Communication, Collaboration, Critical Thinking, Creativity, Character, Citizenship)

In addition, students can earn an extra 10 credits each term through demonstrating Rangatiratanga, Manaakitanga and Kaitiakitanga including wearing our uniform with pride and involvement in co-curricular activities.

A 90% attendance rate is a requirement for earning the Junior Diploma of Learning.

## Subjects:

At Year 9 level all students take a broad programme including English, Mathematics, Humanities, Science and Physical Education as well as introductory studies in Technologies (Food, Wood, Metal, Graphics, Media, Digital), The Arts (Art, Music, Drama, Design, Dance), Language and Cultural Studies (Te Reo, Spanish) and Health Studies.

At Year 10, students are given more choice and a greater range of options including Agriculture, Building and Engineering. Details of these options are available from the Year 10 Subject Guide.

# Senior Pathways NCEA Qualifications



## Senior Pathways and NCEA Qualifications:

Programmes of learning for Years 11, 12 and 13 are based on the National Certificate of Educational Achievement (NCEA) Levels 1, 2 and 3. Courses are structured to encourage students to develop a flexible pathways approach to their learning while keeping their options open for the future. Students can also learn at multiple levels of NCEA.

To help parents and employers better understand NCEA, an app is available for mobile devices – phones and tablets. Called the 'NCEA Guide', the app provides quick and easy access to key information about NCEA.

Full details of the subjects and the prerequisites are outlined in the Senior Subject Information Guides which are given to all students to help with subject selection. The Careers Co-ordinator and Academic Dean provide advice and guidance in subject selection at each year level. Parents are encouraged to be part of this process.

## Subjects Offered: \*

- |                                   |                          |                      |
|-----------------------------------|--------------------------|----------------------|
| • Accounting                      | • Drama                  | • Mathematics        |
| • Agribusiness                    | • Dance                  | • Media Studies      |
| • Agriculture                     | • Employment Skills      | • Music              |
| • Art                             | • Engineering            | • Photography        |
| • Automotive Engineering          | • English                | • Physical Education |
| • Biology                         | • Film Making            | • Physics            |
| • Building and Construction       | • Furniture              | • Police Studies     |
| • Business Studies                | • Geography              | • Primary Industries |
| • Calculus                        | • Graphics               | • Psychology         |
| • Chemistry                       | • Health Studies         | • Science            |
| • Childcare                       | • History                | • Statistics         |
| • Classical Studies               | • Horticulture           | • Technology Food    |
| • Computing                       | • Hospitality            | • Technology Metal   |
| • Creative Literature             | • Languages              | • Technology Wood    |
| • Design and Visual Communication | • Legal Studies          | • Te Reo Maori       |
| • Digital Technologies            | • Maori Cultural Studies | • Tourism            |

\*Courses may change due to staffing or demand

## Vocational Pathway Awards

Students are able to work towards Vocational Pathway Awards relevant to a number of career directions including Primary Industries, Building and Construction, Manufacturing and Technology, Services (e.g. Hospitality), Creative Industries and Social and Community Services.

## Gateway

Each year over 80 students are given work placements relevant to career interests.

# Learning Extension and Support



## **Learning Support and Extension Programmes:**

An extensive Learning Support programme is in place for students who need extra help, particularly in reading, writing and mathematics. More academically able students are provided with a range of opportunities to provide additional challenge including languages, correspondence and university papers.

A range of courses are offered through the Correspondence School as well as a range of full year and short courses such as first aid, learner driver licence and hairdressing.

## **Tutorials:**

Tutorials are offered throughout the year at lunchtimes or after school at no cost. Teachers and senior students are available during these times to provide students with extra help.

## **Homework:**

In order to consolidate learning at school and develop sound work habits, a reasonable amount of homework is expected from students. It is not intended that homework should be burdensome, but to be of value, it must be regular.

At Years 9 and 10, students will be required to do approximately two hours per week, extending to 5 or more hours for senior students. Parents are encouraged to contact the Academic Dean if you have a concern about homework.

## **Weekly Memos:**

Every week, parents receive an email from each subject teacher with class announcements or reminders.



# Extending Opportunities



## Sports, Cultural & Leadership Opportunities

### Cultural Activities: an extensive range of Cultural opportunities include:

- Kapa Haka
- Rockquest
- Debating
- Creative Writing
- School Magazine
- Movie Club
- Film Club
- Showquest
- Choir
- Theatre Sports
- Jazz Band
- Photography
- Public Speaking
- Art Champs
- Sign Language Club
- Chess
- Drama Production
- Chinese Cultural Exchange

### Sports Opportunities include but not limited to the following:

- Athletics
- Golf
- Rowing
- Waka Ama
- Cycling
- Moto-X
- Swimming
- Skiing
- Basketball
- Ki-o-rahi
- Table Tennis
- Badminton
- Football
- Netball
- Tennis
- Cross Country
- Equestrian
- Multi-Sport
- Touch
- Cricket
- Hockey
- Rugby
- Volleyball
- Indoor Bowls

### Leadership & Service:

The development of character through leadership and service opportunities within HPC and the wider community is an important part of what we do. If we want our young people to become respectful, responsible and contributing citizens, who feel they have a stake in their future, we need to and encourage and support them in this.

### Senior Graduation:

To ensure that our school leavers have the life skills, knowledge and values required to be fully prepared for their future lives, we hold a senior graduation formal ceremony. To achieve senior graduation, students are required to fulfil a number of requirements including: developing a career pathway, preparing a CV, taking a mock interview for a job, setting and committing to personal learning goals, managing personal finances, formal table manners, completing 20 hours service in our community, fixing a tyre, ironing a shirt and making a simple meal.





HPC believes in self-discipline in a caring environment. The Hauraki Way promotes expectations which are clear, consistent and fair. RMK badges are awarded for those students who follow the Hauraki Way and demonstrate our school values Rangatiratanga, Manaakitanga and Kaitiakitanga.

## The Hauraki Way

Hands off people and property

Allow learning to happen

Use appropriate language

Remember your manners and RMK

Alcohol, smoking and drugs are not on

Keep it kind. Keep it tidy. Keep it honest

Instructions must be followed. Adults are in charge

Wear our uniform with pride

Arrive on time and stay within school boundaries

You are responsible for your actions (including technology use)



# River Whānau



Every student needs a champion, a significant adult, a 'go to' person; someone who guides students as they navigate their way to the future; someone who says 'this work is important and I will not give up on you'.

We want our students to believe: *I am capable, I matter, I belong*. We want them to practise Rangatiratanga, Manaakitanga and Kaitiakitanga. We want them to take responsibility for their own learning, achievement and wellbeing. We want them to be learning ready, life ready, work ready, world ready.

For this purpose we have established River Whānau who, where possible, stay together for their time at college. The role of the River Guide is critical, their job is to:

1. Build positive relationships:
  - Get to know students and take an ongoing interest in each student
  - Shape the River Whānau to be a supportive team for each student
2. Monitor and encourage students to do well in their studies and achieve qualifications
  - Monitor their progress through the year and support students to achieve their best work
  - Check homework diaries regularly
  - Liaise with teachers and caregivers / whānau if the student is facing challenges in their learning
3. Help to support students with behavioural issues and wellbeing needs
  - Help students to meet the school's expectations for behaviour (The Hauraki Way)
  - Follow up attendance issues
  - Take a role in monitoring the wellbeing of each student.
  - Encourage students to seek help
  - Encourage students to participate in co-curricular events
4. Provide a life skills programme that focuses on:
  - Positive identity
  - Learning tools
  - Career Pathways
  - Personal wellbeing
  - Positive relationships
  - Life skills
  - Our story, our Whānau
  - Our place in the world
5. Be a point of contact for parents and whānau



# School Costs



The Board of Trustees have opted in to the Ministry Donations Scheme in which the government will pay the College \$150 per student per year. No donations are requested from Parents / Whānau except for overnight camps.

We endeavour to keep additional costs and fees at a level which is mindful of the financial resources of families. To help families, an automatic payment arrangement can be put in place which allows for gradual repayments of costs such as subject contributions and sports fees. A 10% deposit is required on signing up for AP. Payments can be made either weekly, fortnightly or monthly at minimum amounts of \$20 per week. The above is payment options through Hauraki Plains College only.

Payment options for uniform are available through Argyle's and stationery is through OfficeMax, these are listed here: Direct debit, account to account, credit card, 6 week payment plan and WINZ payment over the phone.

## **Stationery and Textbooks:**

The College has a Stationery Shop which provides quality stationery at competitive prices.

## **Specific Subject Contributions:**

The school has a responsibility to offer programmes which provide a wide range of experiences and also satisfy national course requirements. We endeavour to do this while keeping subject contributions as low as possible. Contributions to costs for each subject is provided in the Subject Information Guides. These are to cover the costs of take home items only and stationery.

## **Sports Fees and Cost:**

Students participating in co-curricular sporting codes and teams are likely to have fees and costs associated with this. Sports fees are made known through the school newsletter and must be paid at the beginning of the sports season. If parents / whānau need help with sport fees, an arrangement can be put in place.

# School Uniform



We offer a smart, reasonably priced uniform. The College expects students to maintain a high standard of dress and personal presentation at all times, including a clean, tidy uniform. It is a condition of attendance at this College (agreed to upon enrolment) that the correct uniform be worn. Non-regulation items will be removed and held in safe-keeping until the end of term. Individual variations require the approval of the Principal. Any changes to our uniform code must be passed through the Board of Trustees and will be notified in newsletters.

During the summer months, students are encouraged to wear the College uniform sunhat (no other sunhats, sports hats or beanies are acceptable). The sunhat must be worn correctly. Girls are reminded that skirts should be no shorter than midway between ankle and knee. Information regarding skirt length and requirement, care of skirts and other information is given when purchasing skirts.

Hair must be clean, neat and tidy and be styled in a reasonably conventional way including natural hair colourings. It is expected that hair be kept out of students' eyes and long hair be tied back at all times. What is decided as "long" is determined by the Senior Leadership/Deans Team. Boys are expected to be clean-shaven with a tidy hair cut. Girls are permitted to wear natural looking make up only.

The only jewellery students may wear is one plain silver or gold stud in each ear. Nose or other facial studs are not permitted including clear studs and space savers. Students may be permitted to wear a pendant / taonga or tattoo if it has significant spiritual, cultural or sentimental value. The taonga or tattoo must not be visible.

The standard Hauraki Plains College uniform jacket is the only jacket allowed and is for outdoor use only. Passes will not be issued for any other jackets. For additional warmth in winter it is recommended that all students wear extra items of clothing under their uniform. These extra garments, however, should be white or black depending on colour of the shirt and must not be visible.

During the summer all students wear black leather Roman Sandals. In winter only black leather lace up standard school shoes are accepted.

## Uniform Items:

All items such as girls skirts and boys trousers are of a particular style and colour and must be that available through our uniform supplier shop. Substitute items are not permitted.





JUNIOR GIRLS UNIFORM		YEARS 9, 10, 11
SUMMER	WINTER	
<ol style="list-style-type: none"> <li>1. HPC checked skirt (year round use)</li> <li>2. White short-sleeved shirt with HPC monogram and black tie</li> <li>3. Black roman sandals (standard school-type only)</li> <li>4. Red HPC jersey</li> <li>5. Black HPC regulation sunhat for outdoor summer activities. No other hats acceptable. (summer months only)</li> <li>6. New style HPC black jacket only</li> </ol>	<ol style="list-style-type: none"> <li>1. HPC checked skirt (year round use)</li> <li>2. White short-sleeved shirt with HPC monogram and black tie</li> <li>3. Shoes: Clean, black leather lace-up standard / regular school shoes. Low heeled (must have distinct heel), maximum 5 cm, no sports or 'street' shoes. Black pantyhose</li> <li>4. Red HPC jersey</li> <li>5. Black and white HPC scarf (optional). No other scarves acceptable.</li> <li>6. Plain black woollen gloves are permissible</li> <li>7. New style HPC black jacket only</li> </ol>	
SENIOR GIRLS UNIFORM		YEARS 12,13
SUMMER	WINTER	
<ol style="list-style-type: none"> <li>1. HPC grey skirt (year round use)</li> <li>2. Grey striped short-sleeved shirt with HPC monogram and black tie</li> <li>3. Black HPC jersey</li> <li>4. Black Roman sandals (standard school-type only)</li> <li>5. Black HPC blazer (optional)</li> <li>6. New style HPC black jacket only</li> <li>7. Black HPC regulation sunhat for outdoor summer activities. No other hats acceptable. (Summer months only)</li> </ol>	<ol style="list-style-type: none"> <li>1. HPC grey skirt (year round use)</li> <li>2. Grey striped short-sleeved shirt with HPC monogram and black tie</li> <li>3. Black HPC jersey</li> <li>4. Clean, black leather lace-up standard / regular school shoes. Low heeled (must have distinct heel), maximum 5 cm, no sports or 'street' shoes</li> <li>5. Black pantyhose</li> <li>6. Black HPC blazer (optional)</li> <li>7. New style HPC black jacket only</li> <li>8. Black and white HPC scarf (optional). No other scarves acceptable</li> <li>9. Plain black woollen gloves are permissible</li> </ol>	

## PE

Hapu T-shirt of a specific colour  
 Plain black sports shorts with HPC logo (not touch or league shorts)  
 Suitable footwear (sports, running or court shoes)  
 HPC track pants are optional in winter (plain black as available from uniform shop)

## Sports and Cultural Uniform

All sports and cultural team uniforms must be approved by the Principal on behalf of the BOT/Sport Executive. We endeavour to keep additional costs to minimum, making maximum use of college standard uniform items. Students are advised of uniform requirements at the beginning of the sports season.



JUNIOR BOYS UNIFORM		YEARS 9, 10, 11
SUMMER	WINTER	
<ol style="list-style-type: none"> <li>1. Black short-sleeved polo shirt with HPC monogram</li> <li>2. Grey HPC shorts</li> <li>3. Black roman sandals (standard school-type only)</li> <li>4. Grey HPC jersey</li> <li>5. Black HPC regulation sun cap for outdoor summer sporting activities. No other hats acceptable (summer months only)</li> <li>6. New style HPC black jacket</li> </ol>	<ol style="list-style-type: none"> <li>1. Black short-sleeved polo shirt with HPC monogram</li> <li>2. Grey HPC shorts, or long grey trousers (optional)</li> <li>3. Grey HPC jersey</li> <li>4. Clean, black leather lace-up standard / regular school shoes. Low heeled (must have distinct heel), maximum 5 cm, no sports or 'street' shoes</li> <li>5. Long grey socks (standard HPC uniform only)</li> <li>6. HPC scarf</li> <li>7. Plain black woollen gloves are permissible</li> <li>8. New style HPC black jacket</li> </ol>	
SENIOR BOYS UNIFORM		YEARS 12, 13
SUMMER	WINTER	
<ol style="list-style-type: none"> <li>1. Grey striped shirt with HPC monogram</li> <li>2. Grey HPC shorts</li> <li>3. Black HPC jersey</li> <li>4. Black roman sandals (standard school-type only)</li> <li>5. Black HPC regulation sun cap for outdoor summer sporting activities. No other hats acceptable (summer months only)</li> <li>6. Black HPC blazer (optional)</li> <li>7. New style HPC black jacket</li> </ol>	<ol style="list-style-type: none"> <li>1. Grey striped shirt with HPC monogram</li> <li>2. Grey HPC shorts, or long grey trousers (optional)</li> <li>3. HPC tie, worn with long trousers (shirt must be tucked in)</li> <li>4. Clean, black leather lace-up standard / regular school shoes. Low heeled (must have distinct heel), maximum 5 cm, no sports or 'street' shoes</li> <li>5. Long grey socks (standard HPC uniform only)</li> <li>6. Black HPC jersey</li> <li>7. Black HPC blazer (optional)</li> <li>8. HPC scarf (optional). No other scarves acceptable</li> <li>9. Plain black woollen gloves are permissible</li> <li>10. New style HPC black jacket</li> </ol>	

#### **NUMBER ONE DRESS UNIFORM ('number ones'):**

'Number ones' are worn whenever students represent the College, including sports and cultural events and formal occasions such as prizegivings. 'Number ones' may be hired through the Hub.

**BOYS:** Long grey trousers, long sleeved white shirt, college tie, college blazer (not jacket), black standard school shoes

**GIRLS:** Senior skirt, college girls blouse, college blazer (not jacket), black standard school shoes.

*Note: Any changes to the school uniform must be approved by the Board of Trustees and communicated via newsletter and HPC Facebook page.*



# School Routines



The following is intended as useful information for parents and students. Any suggestions as to how our school practices could better meet the needs of parents and students are always welcome.

## The School Day:

Students are required to be at school by 8:40 am and the final bell rings at 3:20 pm.

Please note: bell times may change from time to time.

Monday	Tuesday	Wednesday	Thursday	Friday
Staff Briefing 8:25 – 8:40 am	River Guide Levels Meetings <b>8:15 – 8:35 am</b>	Staff Briefing 8:25 – 8:40 am	Staff Briefing 8:25 – 8:40 am	Staff Briefing 8:25 – 8:40 am
<b>8:35am – Line up for Assembly</b> <b>8:40 – 9:05am</b> <b>Principal's Assembly</b>	<b>8:35am – Warning Bell</b> <b>8:40 – 8:55am</b> <b>River Whānau Time</b> <b>Uniform Check</b>	<b>8:35am – Warning Bell</b> <b>8:40 – 9:10am</b> <b>Extended River Time</b>	<b>8:35am – Warning Bell</b> <b>8:40 – 8:55am</b> <b>River Whānau Time</b>	<b>8:35am – Warning Bell</b> <b>8:40 – 9:05am</b> <b>Extended River Time</b>
Period 1 9:10 – 10:03 am	Period 1 9:00 – 9:55 am	Period 1 9:15 – 10:10 am	Period 1 9:00 – 9:55 am	Period 1 9:10 – 10:03 am
Period 2 10:07 – 11:00 am	Period 2 10:00 – 11:00 am	Period 2 10:15 – 11:10 am	Period 2 10:00 – 11:00 am	Period 2 10:07 – 11:00 am
<b>Interval</b> 11:00 – 11:25 am	<b>Interval</b> 11:00 – 11:25 am	<b>Interval</b> 11:10 – 11:35 am	<b>Interval</b> 11:00 – 11:25 am	<b>Interval</b> 11:00 – 11:25 am
Period 3 11:25 – 12:25 pm	Period 3 11:25 – 12:25 pm	Period 3 11:40 am – 12:35 pm	Period 3 11:25 – 12:25 pm	Period 3 11:25 – 12:25 pm
Period 4 12:30 – 1:30 pm	Period 4 12:30 – 1:30 pm	Period 4 12:40-1:35pm	Period 4 12:30 – 1:30 pm	Period 4 12:30 – 1:30 pm
<b>Lunch</b> 1:30 – 2:20 pm	<b>Lunch</b> 1:30 – 2:20 pm	<b>Lunch</b> 1:35 – 2:20 pm	<b>Lunch</b> 1:30 – 2:20 pm	<b>Lunch</b> 1:30 – 2:20 pm
Period 5 2:25 – 3:20 pm	Period 5 2:25 – 3:20 pm	Period 5 2:25 – 3:20 pm	Period 5 2:25 – 3:20 pm	Period 5 2:25 – 3:20 pm

## Attendance:

A young person is required by law to attend school every day on which the school is open until the age of 16 years is reached. A 90% attendance rate is required to achieve the Junior Certificate of Learning, the Junior Diploma of Learning and for Senior Graduation. Absence for ill health, medical or dental appointments and family bereavements require an explanation from parents / caregivers. We appreciate parents emailing ([studentservices@haurakiplains.school.nz](mailto:studentservices@haurakiplains.school.nz)) or phoning in and leaving a message on any day your child is absent. Parents can also communicate an absence via the school app. Absence for matters outside the above, especially extended absences require the principal to be informed. Please be aware that in most cases, the Ministry deem absences, such as family holidays, to be unjustified.



### **Passes Out of School:**

For safety reasons, it is essential that the school knows the whereabouts of pupils at all times during the school day. Pupils who need to leave the school grounds for any reason during the school day need a Street Pass. This is issued by the Duty Dean and requires a written note from home. Street passes are not issued to buy lunch or food downtown.

Students are not permitted to go home or visit the homes of friends during interval or lunchtimes.

### **Illness at School:**

A sickbay facility caters for pupils suffering injury or who are temporarily unwell. Children who are clearly unwell at home should not be sent to school. Staff trained in First Aid are on hand to deal with most minor injuries and illness. In more serious or urgent matters, pupils will be referred to the Health Centre in Ngatea and the College will make every effort to contact parents / caregivers or the emergency contact number. To assist in this, it is essential that an emergency contact phone number is given to the College on enrolment.

Pupils who become unwell during the school day will be directed to the sick bay and in most cases, parents / caregivers or the emergency contact will be contacted for the student to be collected and taken home. Parental consent is required for pain relief medication to be issued.

### **Bus Travel:**

To be eligible to travel on school buses, students must live more than 4.8 kilometres from the college. For specific information on bus routes contact: Murphy Buses 07 868 6265 for In-Zone pupils, Paeroa - Dee's Buses – 07 862 6985 or Tairua – 027 211 0983 for Out of Zone. Pupils are expected to be at their pick-up point at least 10 minutes prior to the suggested pick-up time.

Notes are required from parents on the preceding day, if for any reason, pupils wish to travel on a different bus. The Bus Controller and Bus Company have ultimate authority on whether a pupil may travel on a different bus and the note requesting permission must be signed.

Because the safety of so many people is involved, strict standards of behaviour are enforced on school buses. Students need to be mindful that they may lose the right to travel on a school bus if behaviour is unacceptable. Any queries regarding school transport should be directed to the Bus Controller at the college.





### **Students Bringing Vehicles to School:**

The safety of students is our first consideration and students are not encouraged to bring vehicles to school. If it is necessary to do so, students need to complete a Vehicle Permit form from the Student Centre requesting permission to do so. Student and parent responsibilities are outlined on this form.

### **Picking Up Students During School Hours:**

Parents calling for students during the school day must arrange to pick them up at the Student Centre.

### **Use of Cell Phones:**

Cell phones may be used for learning purposes only under the direct supervision of a teacher. Please refer to Technology Zones. It is acknowledged that for reasons of safety and / or convenience, parents may wish their child to have a cell phone at school for personal reasons e.g. to phone home when after school sports practice is finished. If it is necessary for a cell phone to be brought to school, it must be turned off at all times and out of sight, unless the student has permission to use it for learning purposes. If a student is found to be using a cell phone during the school day, the cell phone will be removed for safe keeping and returned to the student after 7 days.

Parents are welcome to communicate with their child during the school day by phoning the college office. We are happy to pass messages on to students. If the need to use a cell phone arises during school hours, the student must report to the office or student centre to make the call.

The school takes no responsibility for the theft of a cell phone or other personal technology devices at school.

### **Photos of Students:**

We like to celebrate the successes of students as well as share with our school community the many and varied activities of our students. For this reason, photos of students are published in school newsletters, in our Community Newsletter, Hauraki Herald and other publications. We require the consent of parents / students to use photos for this purpose. Please refer to the enrolment form.



## **Hauraki Plains College Information Technology Use:**

Hauraki Plains College strives to offer all students access to a range of ICT-related resources and courses. The College allows students access to the Internet, as well as to a constantly expanding Intranet system including a specifically designed HPC app.

Students are encouraged to bring their own technology device (Chromebook) but this is not essential.

Every effort is made to screen or filter out controversial, inappropriate or offensive material and regular monitoring occurs to ensure that students are using information technology resources in an appropriate manner related to their learning. It is, however, impossible to guarantee full time supervision of every single student and students are required to be responsible in IT use including not accessing or distributing inappropriate materials in any form.

## **Student Information Technology Agreement:**

Students and their caregivers are required to use digital technologies in an appropriate and legal manner and for learning purposes. Using digital technologies wisely involves:

- Respecting self: Using online names and language that is appropriate. Being careful about posting personal information.
- Protecting self: Being careful about posting personal information, not sharing passwords.
- Respecting others: Not using electronic means to bully, harass, stalk or shame others.
- Protecting others: Reporting abuse, not forwarding inappropriate or unkind materials.
- Respecting intellectual property: Giving credit where it is due, asking permission to use materials.
- Protecting school property: Taking care with all electronic and digital equipment.

## **Technology Zones:**

We believe that digital technologies enhance learning for students. At the same time, it is important that young people develop positive face to face relationships. For this purpose, a “technology zoning” system is in place:

- Green zone: all devices acceptable (e.g. cell phones, Chromebook) under teacher supervision and for learning purposes only
- Red Zone: no technology (e.g. interval and lunchtimes)



Use of technology for reasons other than learning? “You use it, you lose it”.

The device will be taken for safe keeping for 7 days, unless the parent arranges to pick it up in person.





# Health and Guidance Services



Hauraki Plains College offers extensive health and pastoral care services for students.

## **Mentoring and Support**

The guidance network, including River Guides, Deans and the School Counsellors ensures that every student has access to pastoral support.

## **Drug and Alcohol Counselling**

Drug and Alcohol counselling is available on site from a CareNZ Drug and Alcohol counsellor. For those who require more specialist support, students have access to an extensive range of external agencies through the School Counsellor.

## **Specialist Counselling**

For those who require more specialist support, students have access to an extensive range of external agencies through the Guidance Counsellor.

## **Free Medical Services:**

A free medical service is available to students on site for an hour each Tuesday. All students have access to this service. A Public Health Nurse also is available at this time. Students are required to make appointments through the Student Centre.

## **School Chaplain:**

The School Chaplain is an additional service to support students in their journey through college. It is not connected to any particular denomination.

## **Communications with Home:**

We have several ways of communication with families and whanau –

- Weekly e—Bulletins
- Monthly Community Newsletters
- Weekly Memos from Subject Teachers
- School App

# Home – School Partnerships



## Board of Trustees:

The BOT welcomes communication and feedback from the school community and parents/whānau. Contact Andrew Gordon (BOT Chair) at [southfarms@xtra.co.nz](mailto:southfarms@xtra.co.nz)

## Parent / Whānau Forums:

A Parent/Whānau Forum takes place each term and provides an opportunity for parents and whānau to meet with the Principal, staff and BOT. Each parent forum has a specific focus, for example:

- Year 9 Meet and Greet
- Year 11 NCEA Information Evening
- Learning about college strategic direction and initiatives
- Discussion about issues or concerns by parents/whānau
- Feedback on college practices and policies

## Student Council:

The Student Council is made up of elected representatives from each River group. The Student Council encourages students to discuss issues and provide feedback to the Principal and Boards of Trustees.

## Sports Executive:

The Sports Executive has three main tasks:

1. Promote student participation in co-curricular sports
2. Decide direction and policy related to sports
3. Enhance sporting opportunities and achievement at HPC

## Haurakian Charitable Trust:

The Haurakian Charitable Trust was established to support the continuing development of the college by providing cultural, recreational and educational opportunities and resources. To date the Trust has purchased a farm for funding purposes, built the Centennial Centre, provided the Lodge as a performing art space, as well as assisted with financial contributions to the college. The Hayward Farm which is owned by the Trust, has been established as a school farm for agriculture, horticulture and agribusiness.

## Haurakians:

The Haurakians exists to keep past pupils, staff and community connected to the college. Regular newsletters ensures up to date information is available.



# Staff Contact Emails



## Where to Go? Who to See?

### River Guides:

River Guides are the 'significant adult' for each child and the 'go to' person for both students and Parents/Whānau. The River Guide takes an interest in each student and supports them in their learning journey through college. Parents will have an opportunity to meet with River Guides at the parent meetings held throughout the year. Email addresses for River Guides are available on the school's website.

### Deans:

Deans have overall pastoral responsibility for students at their year level. If you have an overall pastoral concern please email:

Year 9 Dean	Whaea Jenny Tawa	jennyt@haurakiplains.school.nz
Year 10 Dean	Mr Anish Chand	anishc@haurakiplains.school.nz
Year 11 Dean	Mrs Alissa Place	alissap@haurakiplains.school.nz
Year 12 Dean	Mrs Jan Paton	janp@haurakiplains.school.nz
Year 13 Dean	Mr Stu Green	stug@haurakiplains.school.nz

### Leaders of Curriculum and Learning (LOCALs):

LOCALs have responsibility for learning in a specialist learning area. If you have a specific concern about your student's progress in a class please email:

Arts	Mr Jonathan O'Neill	jonathano@haurakiplains.school.nz
Business Studies/Primary Industries	Mr John Tate	johnt@haurakiplains.school.nz
English	Mrs Millie Mathiesen	milliem@haurakiplains.school.nz
Health and PE	Mr Martin Ash	martina@haurakiplains.school.nz
Mathematics	Mrs Denise Casey	denisec@haurakiplains.school.nz
Sciences	Mr Siosaia Pomana	siosaiap@haurakiplains.school.nz
Humanities	Mrs Miriam Courtney	miriamc@haurakiplains.school.nz
Technologies	Mr Pete Carpenter	petec@haurakiplains.school.nz

### Junior Hub Leaders:

Maths	Mrs Jo Smith	jos@haurakiplains.school.nz
Health & PE	Mr Chris Allen & Mrs Angela Forsyth	chrisa@haurakiplains.school.nz angelaf@haurakiplains.school.nz
English	Mrs Millie Mathiesen	milliem@haurakiplains.school.nz
Humanities	Mrs Miriam Courtney	miriamc@haurakiplains.school.nz
Technology	Ms Ann Leuthart	annl@haurakiplains.school.nz
Arts	Mr Jonathan O'Neill	jonathano@haurakiplains.school.nz

# Key Student Support Roles



## Academic Deans:

Academic Deans have responsibility for monitoring the academic progress of each student towards Junior Certificate, Junior Diploma or NCEA. If you have a concern regarding a student's academic progress email:

Academic Dean	Mrs Denise Casey	<a href="mailto:denisec@haurakiplains.school.nz">denisec@haurakiplains.school.nz</a>
Academic/Careers Dean	Ms Joy Carter	<a href="mailto:joyc@haurakiplains.school.nz">joyc@haurakiplains.school.nz</a>

## Careers:

The Careers team ensures that each student has a career plan in place and co-ordinated work place and transition programmes.

Careers Co-ordinator	Mr Stu Green	<a href="mailto:stug@haurakiplains.school.nz">stug@haurakiplains.school.nz</a>
Careers Dean	Ms Joy Carter	<a href="mailto:joyc@haurakiplains.school.nz">joyc@haurakiplains.school.nz</a>
Gateway Co-ordinator	Mrs Lesley Spencer	<a href="mailto:lesleys@haurakiplains.school.nz">lesleys@haurakiplains.school.nz</a>

## Learning Support:

The Learning Support Team co-ordinates learning support for students with learning difficulties, gifted and talented needs and others requiring additional learning support.

Learning Support Co-ordinator	Mr Brian Woolcock	<a href="mailto:brianw@haurakiplains.school.nz">brianw@haurakiplains.school.nz</a>
Assistant LSC	Mrs Amanda Sayer	<a href="mailto:amandas@haurakiplains.school.nz">amandas@haurakiplains.school.nz</a>

## Wellbeing:

The student support network provides counselling for students and also works with parents if requested.

School Counsellors	Mrs Michelle Jones	<a href="mailto:michellej@haurakiplains.school.nz">michellej@haurakiplains.school.nz</a>
	Whaea Rawena Rangitauira	<a href="mailto:rawenar@haurakiplains.school.nz">rawenar@haurakiplains.school.nz</a>

## Sports:

The Sports Director and Sports Co-ordinator ensure and manage a range of sporting opportunities for students. A Sports Executive is responsible for consistent sporting practices across the school.

Sports Director	Mr Ian Clark	<a href="mailto:sportsdir@haurakiplains.school.nz">sportsdir@haurakiplains.school.nz</a>
Sports Co-ordinator	Ms Cindy Berridge	<a href="mailto:sport@haurakiplains.school.nz">sport@haurakiplains.school.nz</a>





**International Students:** Mrs Kylie Pomana [international@haurakiplains.school.nz](mailto:international@haurakiplains.school.nz)

**Arts Co-ordinator:** Mrs Trish Smith [trishs@haurakiplains.school.nz](mailto:trishs@haurakiplains.school.nz)

**Buses:**

For all bus queries

Bus Controller Miss Michelle Isbister [michellei@haurakiplains.school.nz](mailto:michellei@haurakiplains.school.nz)

**NZQA Liaison:**

NZQA Principals Nominee Mr Inia Daymond [iniad@haurakiplains.school.nz](mailto:iniad@haurakiplains.school.nz)

**Senior Leadership Team:**

Principal Mrs Ngaire Harris [principal@haurakiplains.school.nz](mailto:principal@haurakiplains.school.nz)

Deputy Principal Mr Jaco Dreyer [jacod@haurakiplains.school.nz](mailto:jacod@haurakiplains.school.nz)

Deputy Principal Mr Inia Daymond [iniad@haurakiplains.school.nz](mailto:iniad@haurakiplains.school.nz)

**Snow Douglas Trust**

The Snow Douglas Trust provides funding support for talent development costs of sporting and cultural opportunities at national and international level and to support students who are good role models with general school costs. Application forms are available from the Student Centre.

**The information in this guide is up-to-date as at the time of printing. Variations may occur at any time after this date. Parents / Caregivers will be notified in the school newsletter / e-bulletin.**

**More  
Than  
A School**



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**Fax:** (64) 07 867 7020

**Email:** [studentservices@haurakiplains.school.nz](mailto:studentservices@haurakiplains.school.nz)

**Website:** [www.haurakiplains.school.nz](http://www.haurakiplains.school.nz)