

More Than A School



Hauraki Plains College



General Information Guide 2022

Principal's Welcome



Kia ora

Thank you for showing an interest in our school.

When we ask what makes a good school, we generally think of questions around NCEA results, well-kept buildings, a safe and caring environment, along with sporting and cultural opportunities.

These things are important, they matter. At the same time we need to ask about the kinds of young people we are encouraging our students to become? Are they developing the capacity to take responsibility for self, to set and achieve positive goals, make responsible decisions and pursue purposeful directions in life? Do they show respect and kindness towards others and know how to maintain positive relationships? Are they willing to give things a go and work through setbacks and disappointments? What kind of adults will they be? Will they be good employers or employees, friends and parents? Will they be honest and hard working and contributing citizens?

Those are the qualities that we should be valuing and pursuing in our schools and should be the ultimate measure of effectiveness. Heraclitus reminds us that character is destiny; it is also the one test we cannot cram for.

Character is about both excellence and ethics: striving for quality work and doing the right thing. A school that understands the importance of character says with clarity and focus, who you are becoming is as important as what you know and achieve. This is behind our vision statement: More Than a School.

Ngairé Harris
Principal



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



Statement of Intent

More
Than
A School



Hauraki Plains College

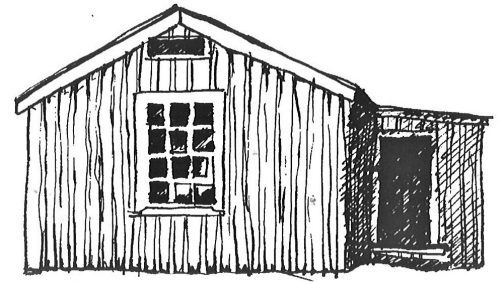
Our Purpose

Our core purpose is to educate our rangatahi so they can take their place as contributing citizens of their communities, of Aotearoa New Zealand and of the world. Our mission is to be more than a school in providing extensive learning opportunities and experiences outside the classroom; in delivering excellent and equitable outcomes and in supporting the holistic wellbeing of all students. We endeavour to shape young people who are learning ready, life ready, work ready and world ready.



Our Place; Our Stories

Our school acknowledges a heritage grounded in two founding stories - that of Hako, the ancestor of the Tangata Whenua, who travelled up the Piako River on a whale and that of the European pioneers who transformed the Piako swampland into the Hauraki Plains. We first began as Orchard School when in 1912, fifteen young pupils, met for three days each week in a borrowed Lands and Survey Hut. Two years later, the first classroom, nicknamed 'The Dog Box' was built. From 1918 further class rooms were built and a secondary department was



established and Orchard School was renamed Ngatea District High School. When Ngatea Primary was opened, the intention was to close down the school, but through the determination and resilience of local families, Hauraki Plains College was officially established in 1963. From these humble beginnings, our school has continued to grow and serve the community of the wider Hauraki area.

Our Commitment to Te Tiriti o Waitangi (Treaty of Waitangi)

Under Te Tiriti we have a joint responsibility with iwi, hapū, and whānau to help ensure that HPC supports and sustains Te Ao Māori (*Māori worldview*). We appreciate that Māori have rights as Tangata Whenua (*indigenous peoples*) of Aotearoa New Zealand. We understand under Te Tiriti, the significance of Taonga (*treasured possession*) which includes Te Reo (*Māori language*), Tikanga (*ways of doing things*) and excellent and equitable outcomes for all ākonga (learners).

Our Guiding Principles

- 'Each for All' (Quisque Pro Omnibus) is our school motto. While we seek the best outcomes for each individual, this is never more important than our collective identity and purpose.
- The **Hauraki Way** is how we do things around here and establishes the expectations and standards for our school.
- The Hauraki Way is upheld by our core **values**:
 - Rangatiratanga: We encourage our students to be their best selves and do their best work.
 - Manaakitanga: We treat each other with respect and kindness, upholding the mana of others.
 - Kaitiakitanga: We take our place as guardians of our heritage and future; in upholding the mana of HPC; in taking care of our environment and leaving a legacy for the future.
- These guiding principles will inform how we make decisions now and moving forward.



Whakatauki

"Whaia e koe ki te iti kahurangi;
ki te tuohu koe, me maunga teitei"



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 students 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



The Hauraki Way



The Hauraki Way expresses the standards of behaviour we have for all students. We believe that young people learn best in an environment where there are non-negotiable boundaries and high expectations with a no blame, no shame, no excuses approach.

The Hauraki Way applies to all times; this includes any time or place when a student of HPC can be identified as such either through uniform, membership of a school team or group or any other means. It includes from the time of leaving until returning home and all other occasions which are school activities or events.

Hands off People and Property: our *Safety standard*

Except in legitimate sporting activities, any kind of physical contact including pushing and fighting, bullying, gang style handshakes, hugging, theft of property and touching are off limits.

Allow Learning to Happen: our *Classroom standard*

It is not ok to disrupt the learning of others. Students who are disruptive will be withdrawn from class in the first instance and a behaviour management plan implemented.

Use Appropriate Language: our *Respect standard*

Swearing, abusive and inappropriate talk is unacceptable, either when communicating with fellow students, to staff, on the sports field, on the street or any other occasion within the hearing of members of the wider school community.

Remember your Manners and RMK: our *Character standard*

An attitude of respect for self and others is a measure of good character. Manners open doors that even the best education cannot.

Alcohol, Smoking and Drugs (and any other illegal behaviours) are not on: our *Legal standard*

We have zero tolerance to any behaviours that are illegal and police will be informed. This includes, but not limited to: alcohol, smoking, drugs and vaping, theft, weapons and breaches of the Harmful Digital Communication Act.

Keep it kind. Keep it tidy. Keep it honest: our *Integrity standard*.

If you can be anything, be kind; don't be mean. Be a tidy kiwi within our environment. Do the right thing, even if it is the hard thing. This includes academic honesty.

Instructions must be followed; adults are in charge: our *Authority standard*

Students are expected to follow the reasonable instructions of staff. This ensures an orderly and respectful environment for learning.

Wear our Uniform with Pride: our *Identity standard*

When it comes to uniform, we sweat the small stuff since uniform is a visual symbol of the collective pride and identity of our school.

Arrive on time and stay within school boundaries: our *Right Time and Place standard*

We expect students to be in the right place, at the right time with the right attitude.

You are responsible for your own actions: our *Accountability standard*

We believe that choices have consequences, and that students need to be held to account for inappropriate behaviours. This applies to all behaviours including use of digital technologies.





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)

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.



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: *(Courses may change due to staffing or demand)*

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

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 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.

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

brianw@haurakiplains.school.nz

Learning Support Co-ordinator (Junior)

Mrs Amanda Sayer

amandas@haurakiplains.school.nz

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.

HPC Homework Diaries:

These are required for all students. The regular use of the diary is important in developing important time management skills and supporting students to be self-managing learners. The homework diaries are also used extensively for activities in River Time. They are handed out at the start of the year and cost \$15 (*subject to change*).



Extending Opportunities

Sports, Cultural & Leadership Opportunities

Cultural Activities: An extensive range of cultural opportunities include:		
48 Hour Film	Christian Club	Showquest
Art Champs	Duke of Edinburgh	Student Council
Book Club	Japanese Club	School Magazine
Breakfast Club	Jazz Band	Movie Club
Chess	Kapa Haka	Young Farmers Club
Choir	Photography Club	

Sports Opportunities include but not limited to the following:		
Badminton	Football	Rugby
Basketball	Golf	Table Tennis
Clay Target Shooting	Hockey	Tennis
Cricket	Lawn Bowls	Touch
Cross Country	Moto-X	Volleyball
Cycling	Netball	Waka Ama
Equestrian	Rowing	

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.



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 :

Stationery is available online at Officemax through the 'Back to School' programme www.myschool.co.nz

Uniform:

The Hauraki Plains College uniform is available to purchase from Argyle Schoolwear online. Go to www.argyleonline.co.nz and select Hauraki Plains College under Shop ArgyleOnline.

Hapu shirts, PE/sport shorts and two options of summer footwear are available through NZ Uniforms www.nzuniforms.com. These are high quality black roman sandals or McKinlays safari sandals.

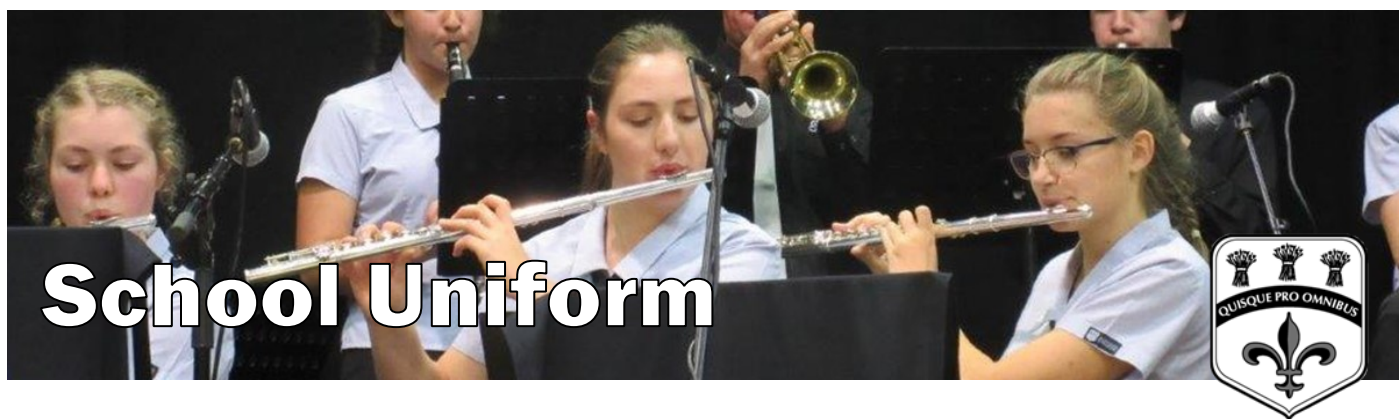
Specific Subject Contributions:

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.

We do not want any student to miss out on playing a sport for financial reasons. For more information regarding Sports, refer to the HPC Sports Handbook on our website.



General Expectations: Wear our uniform with pride.

HPC expects students to maintain a high standard of dress and personal presentation at all times, including a clean, tidy and correct uniform as a condition of attendance which is agreed upon at enrolment.

Any variations to the uniform code must be approved by the Board of Trustees.

The standard for clean, tidy and correct uniform, including hair and grooming, is determined by the Senior Leadership Team.

Girls' skirts must be mid-calf length i.e. midway between ankle and knee. Students will be required to adjust the hem or replace skirts which are shorter than this.

Students are encouraged to wear the uniform cap during the summer months. No other hats, sports hats or beanies are permitted and the college cap must be worn correctly.

The standard HPC jacket is the only jacket allowed. Passes will not be issued for any other jackets. For additional warmth in winter, it is recommended that all students wear extra layers of clothing; however, these must be white or black depending on the colour of the shirt/blouse and must not be visible.

During the summer months, all students wear the prescribed black Roman sandals as indicated by the school's online uniform provider. During winter, only black leather, low heel, standard lace up school shoes are accepted.

Photos of students who are not in correct uniform including sports uniforms will not be published or posted in any school communication.

Taonga, Tā Moko and Korowai

Tangata Whenua, that is rangatahi of Māori ancestry, are afforded the right under Te Tiriti to wear a Taonga of cultural significance in the form of a traditional Māori neck pendant with school uniform and visible Tā Moko.

The Taonga must be of greenstone or bone and may be worn tucked in close to the heart or on the outside lower than the vee of the shirt or jersey. Taonga must be tucked in or removed for health and safety reasons in PE, sports and workshop classes.

To protect the integrity of Taonga and Tā Moko, a register will be kept by the school and if needed, clarification will be sought by the designated te pouarahi (Māori leader).

A korowai of cultural significance may be worn at special formal occasions such as awards ceremonies, formal prize givings and graduation.

Other Items of Cultural, Spiritual or Sentimental Value and Jewellery

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 spacers.

Students (other than rangatahi of Māori ancestry) may wear a pendant if it has significant cultural, spiritual or sentimental value. This must be worn tucked inside the shirt and not visible. A register will be kept of pendants of cultural, spiritual or sentimental significance. Tattoos must be covered.

Badges earned at school or a school related event (RMK badges, Blues and Leadership badges) may be worn with school uniform.

Hair and Makeup

Natural is a key word when it comes to hair, makeup and fingernails.

Hair must be clean, neat and tidy and styled in a reasonably conventional manner including natural hair colourings. Hair must be kept out of students' eyes and long hair (i.e. over the eye brows or touching the collar) must be tied back at all times.

Girls are permitted to wear natural looking makeup only. Finger nails and eye lashes must also be of a natural look.

Boys must be clean shaven.

Number Ones (dress uniform) and Special Occasions

Our 'number ones' are our highest expression of our collective identity as a school and reserved for student leaders and sports teams.

Physical Education, Sports and Cultural Uniforms

The PE uniform consists of a Hapu shirt and plain black HPC shorts (no touch or league shorts) and suitable footwear (sports, running or court shoes)

All Sports and Cultural uniforms must be approved by the Board or the Sports Executive on behalf of the Board.

The Sports Executive determines the uniform to be worn before, during and after sporting events.



JUNIOR GIRLS UNIFORM (YEARS 9 -11)

SUMMER	WINTER
HPC checked skirt (year round use)	HPC checked skirt (year round use)
White short-sleeved shirt with HPC monogram and black tie	White short-sleeved shirt with HPC monogram and black tie
Black roman or McKinlays sandals (standard school-type only)	Shoes: Clean, black leather lace-up standard / regular school shoes. Low heeled (must have distinct heel), maximum 5 cm, no sports or 'street' shoes.
Red HPC jersey	Black pantyhose
Black HPC regulation cap (No other hats acceptable)	Red HPC jersey
New style HPC black jacket only	Black and white HPC scarf (optional). No other scarves acceptable.
	Plain black woollen gloves are permissible
	New style HPC black jacket only

SENIOR GIRLS UNIFORM (YEARS 12 - 13)

SUMMER	WINTER
HPC grey skirt (year round use)	HPC grey skirt (year round use)
Grey striped short-sleeved shirt with HPC monogram and black tie	Grey striped short-sleeved shirt with HPC monogram and black tie
Black HPC jersey	Black HPC jersey
Black roman or McKinlays sandals (standard school-type only)	Clean, black leather lace-up standard / regular school shoes. Low heeled (must have distinct heel), maximum 5 cm, no sports or 'street' shoes
Black HPC blazer (optional)	Black pantyhose
New style HPC black jacket only	Black HPC blazer (optional)
Black HPC regulation cap (No other hats acceptable)	New style HPC black jacket only
	Black and white HPC scarf (optional). No other scarves acceptable
	Plain black woollen gloves are permissible

Sports and Cultural Uniforms

All sports and cultural team uniforms must be approved by the Principal on behalf of the BOT or 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 -11)

SUMMER	WINTER
Black short-sleeved polo shirt with HPC monogram	Black short-sleeved polo shirt with HPC monogram
Grey HPC shorts	Grey HPC shorts, or long grey trousers (optional)
Black roman or McKinlays sandals (standard school-type only)	Grey HPC jersey
Grey HPC jersey	Clean, black leather lace-up standard / regular school shoes. Low heeled (must have distinct heel), maximum 5 cm, no sports or 'street' shoes
Black HPC regulation cap (No other hats acceptable)	Long grey socks (standard HPC uniform only)
	HPC scarf
	Plain black woollen gloves are permissible

SENIOR BOYS UNIFORM (YEARS 12 - 13)

SUMMER	WINTER
Grey striped shirt with HPC monogram	Grey striped shirt with HPC monogram
Grey HPC shorts	Grey HPC shorts, or long grey trousers (optional)
Black HPC jersey	HPC tie, worn with long trousers (shirt must be tucked in)
Black roman or McKinlays sandals (standard school-type only)	Clean, black leather lace-up standard / regular school shoes. Low heeled (must have distinct heel), maximum 5 cm, no sports or 'street' shoes
Black HPC regulation cap (No other hats acceptable)	Long grey socks (standard HPC uniform only)
Black HPC blazer (optional)	Black HPC jersey
New style HPC black jacket	Black HPC blazer (optional)
	HPC scarf (optional). No other scarves acceptable
	Plain black woollen gloves are permissible

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.



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 8:35am and the final bell rings at 3:20pm.

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

Monday	Tuesday	Wednesday	Thursday	Friday
8:35am – Line up for Principal's Assembly	8:35am – Warning Bell River Whānau Time	8:35am – Warning Bell Extended River Time	8:35am – Warning Bell River Whānau Time	8:35am – Warning Bell River Whānau Time
Principal's Assembly 8.40 - 9.00	River Time 8.40 - 9.00	Extended River Time 8.40 - 9.15	River Time 8.40 - 9.00	River Time 8.40 - 9.00
Period 1 9.00 - 10.40	Period 1 9.00 - 10.40	Period 1 9.15 - 10.50	Period 1 9.00 - 10.40	Period 1 9.00 - 10.40
Interval 10.40 - 11.05	Interval 10.40 - 11.05	Interval 10.50 - 11.15	Interval 10.40 - 11.05	Interval 10.40 - 11.05
Period 2 11.10 - 12.50	Period 2 11.10 - 12.50	Period 2 11.20 - 12.55	Period 2 11.10 - 12.50	Period 2 11.10 - 12.50
Lunch 12.50 - 1.35	Lunch 12.50 - 1.35	Lunch 12.55 - 1.40	Lunch 12.50 - 1.35	Lunch 12.50 - 1.35
Period 3 1.40 - 3.20	Period 3 1.40 - 3.20	Period 3 1.45 - 3.20	Period 3 1.40 - 3.20	Period 3 1.40 - 3.20

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) 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, please contact:

Hauraki Area: Go Bus 07 846 1975

Mangatangi Area: Tav's Coachlines Ltd - Brian Taverner 09 235 1007 / 021 277 7177

Paeroa Area: Dee's Private Hire 07 862 6985

Tairua Bus Company: Steve 027 211 0983

Hunua Area: Vicky Bean - the_beans@xtra.co.nz

Pukekohe Area: Ana Maxwell 029 817 4134 / ana.maxwell@me.com

Pupils are expected to be at their pick-up point at least 10 minutes prior to the suggested pick-up time. Buses are not public transport vehicles, only in exceptional circumstances. Travelling on another bus from your normal one will be permitted.

Expected behaviour of students using school buses:

1. All passengers are to sit down straight away and remain in their seats for the whole journey. (If the need arises, the Bus Company will confine a student to the front seat of the bus)
2. Passengers do not throw objects inside or out of the bus
3. All passengers are to use socially acceptable language when addressing the driver or talking amongst themselves during the journey.
4. Passengers do not harass, bully, or abuse any other passenger or the driver in anyway, whether verbally or physically.



5. Passengers **MUST** listen to and follow the requirements and instructions of the bus driver at all times during the journey.
6. Passengers must respect Murphy Buses property at all times (Do not stand on seats, vandalise or graffiti the bus).
7. Passengers must adhere to school rules while on the bus.

Consequences of a student behaving unsafely or misbehaving on the school bus: If a student behaves in an inappropriate or unsafe manner that student risks losing their place on the school bus either temporarily or permanently.

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:

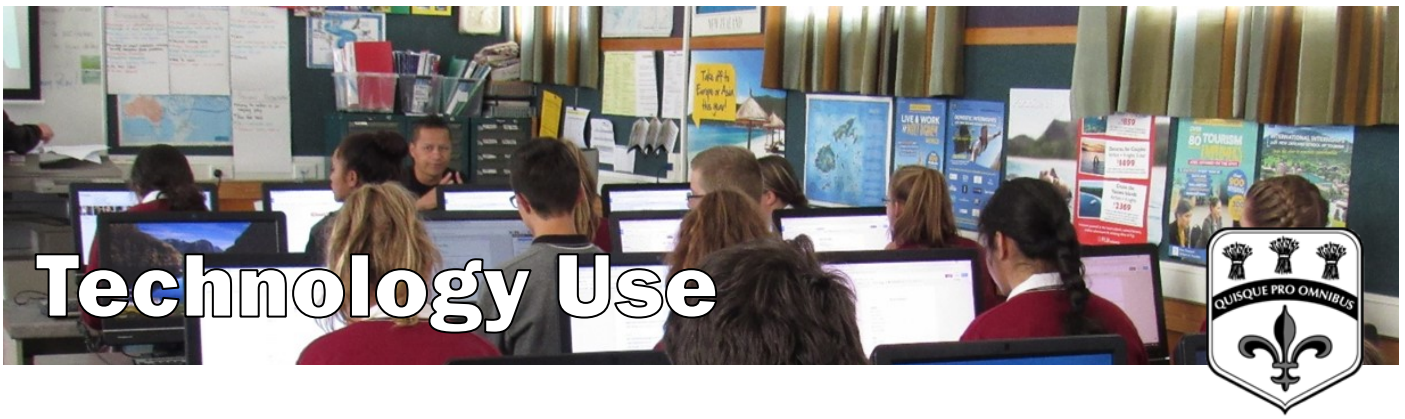
Cell phones are **not permitted** at school. If parents/whānau believe the student must have a cell phone (e.g. for contacting after school), the phone must be handed in to the Student Centre prior to River Time and collected at the end of the school day. Parents are able to phone the school office if contact with the student is needed during the school day. Similarly, students are welcome to make calls from the main office or Student Centre if needing to contact parents.

If a student is found to be using a cell phone during the school day, the cell phone will be removed and returned to a parent/caregiver after 7 days.

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 Information Technology 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.





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.

School Counsellors:

HPC has two school counsellors who provide a confidential counselling service for students and parents / whānau. Students from all year levels, ethnicities and backgrounds attend counselling for a wide range of issues. These include: stress, anxiety and depression; relationship issues; grief and loss; identity issues; self management and anger; managing academic pressures and other health issues that impact on wellbeing and learning. Referrals are welcome from students, parents and staff.

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.

Free Medical Services:

Pinnacle Midlands Health Network funds a full time School Nurse for Hauraki Plains College. This is a free service which gives students access to a health professional who can address a range of primary care health needs including general medical, mental health and physical injuries. Students are required to make appointments through the Student Centre.

Every Year 9 student is also eligible for a HEEDSS assessment (Home, Education, Eating, Activities, Drugs and Alcohol, Suicide and Depression, Sexuality and Safety). This assessment includes weight, height, vision and hearing screening and referral to further services if needed. The purpose of doing this screening early is so that physical and psychosocial issues are picked up and dealt with early, and therefore less likely to affect students later on.

Dental Service:

A free mobile dental service is available which comes to HPC for a limited number of weeks each year. This service is offered by The Tooth Group. This is not intended to replace any existing preferred dental service which a family may have in place.

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.



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)

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
- Whānau Hui (held each term)
- Subject Selection Evenings
- BOT Consultation Meetings

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.

Communications with Home:

We have several ways of communication with families and whānau –

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



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 have overall pastoral responsibility for students at their year level. If you have an overall pastoral concern please email -		
Year 9 Dean	Miss Kiera Pennell	kierap@haurakiplains.school.nz
Year 10 Dean	Whaea Jenny Tawa	jennynt@haurakiplains.school.nz
Year 11 Dean	Mr Anish Chand	anishc@haurakiplains.school.nz
Year 12 Dean	Mrs Alissa Place	alissap@haurakiplains.school.nz
Year 13 Dean	Mrs Jan Paton	janp@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 and PE	Mr Chris Allen	chrisa@haurakiplains.school.nz
Health and PE	Mrs Angela Forsyth	angela@haurakiplains.school.nz
English	Mrs Kylie Pomana	kyliep@haurakiplains.school.nz
Humanities	Mrs Ilana Weston	ilanaw@haurakiplains.school.nz
Technology	Ms Ann Leuthart	annl@haurakiplains.school.nz
Arts	Mr Jonathan O'Neill	jonathano@haurakiplains.school.nz



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	denisec@haurakiplains.school.nz
Academic / Careers Dean	Ms Joy Carter	joyc@haurakiplains.school.nz

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

Careers Co-ordinator	Mrs Toni Brewer	tonib@haurakiplains.school.nz
Careers Dean	Ms Joy Carter	joyc@haurakiplains.school.nz
Gateway Co-ordinator	Mrs Lesley Spencer	lesleys@haurakiplains.school.nz

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	brianw@haurakiplains.school.nz
Learning Support Co-ordinator (Junior Students)	Mrs Amanda Sayer	amandas@haurakiplains.school.nz

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

School Counsellors	Mrs Michelle Jones	michellej@haurakiplains.school.nz
	Whaea Rawena Rangitauira	rawenar@haurakiplains.school.nz
School Nurse	Ms Susan McInnes	susanm@haurakiplains.school.nz



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	sportsdir@haurakiplains.school.nz
Sports Co-ordinator	Ms Cindy Berridge	sport@haurakiplains.school.nz

Buses

Bus Controller	Ms Michelle Isbister	michellei@haurakiplains.school.nz
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NZQA Liaison:

NZQA Principals Nominee	Mr Inia Daymond	iniad@haurakiplains.school.nz
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Senior Leadership Team

Principal	Mrs Ngaire Harris	principal@haurakiplains.school.nz
Deputy Principal	Mr Jaco Dreyer	jacod@haurakiplains.school.nz
Deputy Principal	Mr Inia Daymond	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 / website.

**More
Than
A School**



Hauraki Plains College

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New Zealand

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Fax: 07 867 7020

Email: studentservices@aurakiplains.school.nz

Website: www.aurakiplains.school.nz

