

# General School Information



## SCHOOL DAY

The school day starts promptly at 8.30am with Mentor Class time (excluding Thursday). Parents are asked to support this start time and ensure their student arrives at school on time and ready for learning. We do not tolerate students coming in late to their Mentor Class.

School assemblies are normally held once a week (on Thursdays) and bell times for these days are different from the other days of the week.

Bell Times – Non-Assembly Days		Bell Times – Assembly Days (Thursdays)	
<b>Mentor Class</b>	<b>8.30am</b>	<b>No Mentor Class</b>	
<b>Period 1</b>	<b>8.50am</b>	<b>Period 1</b>	<b>8.50am</b>
<b>Period 2</b>	<b>9.50am</b>	<b>Period 2</b>	<b>9.45am</b>
<i>Interval</i>	<i>10.50-11.20am</i>	<i>Interval</i>	<i>10.40-11.10am</i>
<b>Period 3</b>	<b>11.20am</b>	<b>Period 3</b>	<b>11.10am</b>
<b>Period 4</b>	<b>12.20pm</b>	<b>Period 4</b>	<b>12.05pm</b>
<i>Lunch</i>	<i>1.20pm</i>	<b>Assembly</b>	<b>1-1.20pm</b>
<b>Period 5</b>	<b>2.00pm</b>	<i>Lunch</i>	<i>1.20pm</i>
<i>End of Day</i>	<i>3.00pm</i>	<b>Period 5</b>	<b>2.00pm</b>
		<i>End of Day</i>	<i>3.00pm</i>

## STUDENT CENTRE

The Student Centre is open each day from 8.15am until 3.15pm. Staff in the Student Centre are available to answer queries, accept forms and permission slips, take payments for fees/trips, etc. They also deal with students who are unwell or injured and will contact parents if they feel a student should be picked up.

## ATTENDANCE AND ABSENCES

Students must be punctual and attend school regularly. We have a school goal to achieve a minimum of 90% attendance across the whole school.

Students must be at school and ready to go to their Mentor Class at 8.30am each morning, excluding Thursdays.

If your child is going to be absent from school you must either telephone (07 826 3715) or text (027 960 1750) on the day. We also are encouraging parents/caregivers to download the **free Skool Loop App for smartphones/devices. This is a tool we use for notices, information sharing and a very easy way to report absences.** Please see the flyer in this pack for more information. If you do not contact the school when your child is absent they will be marked as Truant and subsequently issued with a Dean's Detention if no explanation is given after 2 days.

A medical certificate must be provided if a student is absent due to illness for more than three days. **Requests for students to have leave of absence are to be made in writing to the Principal in advance. At least two weeks' prior notice is required.**

## LEAVING SCHOOL DURING THE DAY

If a student needs to leave school for any reason between 8.30am and 3.00pm, including lunchtime, the student must go to the Dean's Office in the morning to receive a Pass. A note or phone call needs to be supplied by a parent/caregiver in order to receive a Pass. ***The parent/caregiver must then collect the student from the Student Centre and sign them out.***

Students are required to sign back in at the Student Centre when they return to school. Students may only leave school if they have an appointment or for a similar reason. They are not permitted to leave school simply to purchase lunch in town as school lunches are provided to all students free of charge.

***Students must not leave the school grounds at any time without the written permission of a parent/caregiver unless accompanied by a member of staff.*** The only exception to this is if students walk home for lunch each day (this must be every day, not just occasional days, so that we know they are not in school at lunchtimes if there is an emergency such as a fire). Please complete a lunch pass application (available from the Student Centre) if you wish your child to go home at lunchtimes. Please note, parents/caregivers are responsible for their children with lunch passes whilst they are out of the school grounds.

## HEALTH MATTERS

If students are unwell, or have an accident that requires attention, they ***MUST*** report to the Student Centre and ***not*** text/phone their parents/caregivers themselves. A trained member of staff will assist them and, if necessary, place the student in the Sick Bay and/or contact home. You must have arrangements in place should your child be required to be collected from school.

If students have an allergy or illness that requires them to take medication during school time, a small quantity of their supply can be kept at the Student Centre. There is a form to be completed for the administering of medication whilst at school.

There is a School Nurse available Mon-Wed-Thu and a Doctor available at school on Wednesday mornings free of charge. Appointments to see the Doctor must be made by the student or parent/caregiver prior to Wednesday 9.15 am. We also have a school Counsellor available to all students on a Mon, Wed & Friday. Students can complete an appointment form in the student centre, parents can call/email the school office if they would like to access these services.

## NOTICES AND INFORMATION

Notices and information relating to school activities are available on our website ([www.tkcoll.school.nz](http://www.tkcoll.school.nz)) under News & Events/Daily Notices and Parent Portal. ***Skool Loop App*** is another way of receiving information.

## THE LIBRARY

Our modern Library is the centre where students can gather information. It is well resourced with a wide range of books covering all curriculum areas as well as fiction, magazines and other recreational reading. Students can also use computers in the Library to access the internet and carry out research. A colour photocopier is also available to help students in their studies.

## FREE SCHOOL LUNCHES

Te Kauwhata College now offers free lunches for all students. Lunches are distributed from the school canteen areas at lunchtime. There is a possibility of extra lunches leftover for any students that are still hungry.

## INFORMATION AND COMMUNICATION TECHNOLOGY

Te Kauwhata College wishes to enable its students and teachers to maximise their learning by integrating relevant technology into their lessons. Our desire is to be proactive rather than reactive and we desire our students to have media and technology literacy as well as behave safely and ethically when online. Students must accept the terms and conditions of the Digital Technology Use Student Agreement. The College will filter all content for users connected to our wireless system.

Te Kauwhata College, or any employee of the school, is not liable or responsible for any theft, damage or loss of any non-school device, or the information stored on any such device. It is the responsibility of the owner of the device to ensure it is safe and secure. Make sure that devices brought to school are insured and password protected and also keep track of the serial number, model and type of the equipment. Should a theft or any damage occur it should be reported to a Dean or Deputy Principal.

Cellphones have created problems for all schools. Te Kauwhata College now has a policy in place that states no student cellphones are to be used at school during the entire school day. Cellphones are strongly encouraged to be left at home. If a student chooses to bring one, it must be switched off and remain in their bag at all times. All confiscated phones will be securely stored in the student centre. Teachers will make the final decision for any technology used in their classrooms. ***Cellphones that are used inappropriately will be confiscated and will only be returned to a caregiver who arrives to see the Deputy Principal, an Assistant Principal or a Dean.*** Information about this can be found on our website.

## TRANSPORT

Many of our students travel to the College by bus. For the smooth operation of the buses please note the following points:

- Students and parents of students who will be travelling to school by bus, are required to complete (and return to the school office) the School Bus Code of Conduct form
- The driver is in complete charge of students during the journey.
- Students are not permitted to disembark from a school bus in the Te Kauwhata township.
- If students miss their bus at the end of the day they must not wander off or hitch-hike. They must report to the teacher on bus duty straightaway and then come to the Student Centre or Office where they can ring their parent/caregiver to tell them where they are.

A staff member is appointed as the Bus Controller and any questions or problems should be directed to him/her.

The College provides buses for students who live within a zone specified by the Ministry of Education. Our buses are operated by Ritchies Murphy Transport Solutions and they can be contacted via [www.waikare.easybus.nz](http://www.waikare.easybus.nz).

A fare paying service is available to students who travel from Huntly. This is operated independently of the College by Taverner Buses and they can be contacted on 09 235 1007. Students, and parents of students, who will be travelling to school by bus are required to complete the School Bus Transport Code of Conduct form and hand it at the same time as the Enrolment form.

Senior students who wish to travel to school in their own vehicles must request permission from the Deputy Principal, even if they are not parked on College grounds. This must be done each year and permission must be requested even if students will only be using their own vehicles intermittently. Students will be given a vehicle pass to confirm they have permission to bring their own vehicles to school.

## SCHOOL CAMPS / EDUCATION OUTSIDE THE CLASSROOM (EOTC)

Year 7-10 students all have the opportunity to attend a camp during the year.

Senior students participate in EOTC activities as dictated by the subjects they have chosen - for example, Physical Education and Geography.

