

CAREGIVER
HANDBOOK
2018



NAYLAND COLLEGE
TE KARETI O NEIRANA

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QUICK CONTACTS

Please do not hesitate to contact us if you have any queries or concerns

Address 166 Nayland Road
Stoke
Nelson 7011

Phone 03 547 9769
Reception: 0
Absences: 1

Email xtend@nayland.school.nz

Website www.nayland.school.nz

Facebook <https://www.facebook.com/Nayland-College-Official-207575975926595/>



KEY CONTACTS

KEY STAFF

Senior Leadership Team

Principal	Daniel Wilson	daniel.wilson@nayland.school.nz
Deputy Principals	Trevor Olley	trevor.olley@nayland.school.nz
	Kathy Sherwood	kathy.sherwood@nayland.school.nz
	Jane Townsend	jane.townsend@nayland.school.nz
Senior Leadership PA	Cristy Monds	cristy.monds@nayland.school.nz

Reception

Receptionist	Dianne Holland	diane.holland@nayland.school.nz
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Student Advice

NZQA	Nigel Lineham	nigel.lineham@nayland.school.nz
Careers Advisor	Margaret McCorkindale	margaret.mccorkindale@nayland.school.nz

Deans

Aquila	Hannah Cameron	hannah.cameron@nayland.school.nz
Draco	Jacqueline de Jong	jacqueline.dejong@nayland.school.nz
Pegasus	Alice Scott	alice.scott@nayland.school.nz
Phoenix	Sam Maitland	sam.maitland@nayland.school.nz
Transition	Jeff Bryant	jeff.bryant@nayland.school.nz
	Dixie McDonald	dixie.mcdonald@nayland.school.nz
Learning Support	Chris Baillie	chris.baillie@nayland.school.nz
Student Support Coordinator	Andrea Gardiner	andrea.gardiner@nayland.school.nz
Attendance & Data	Carrie Wilson	carrie.wilson@nayland.school.nz

Guidance

Guidance Counsellors	Linda McDougall	linda.mcdougall@nayland.school.nz
	Suzi Keepa	suzan.keepa@nayland.school.nz
Student Support Assistant	Natalie Ogden-Bell	natalie.ogdenbell@nayland.school.nz

Heads of Houses

Aquila	Brennan Geddes	brennan.geddes@nayland.school.nz
Draco	Amelia Turner	amelia.turner@nayland.school.nz
Pegasus	Dixie McDonald	dixie.mcdonald@nayland.school.nz
Phoenix	Jo Cotton	jo.cotton@nayland.school.nz

Extra-curricular Activities

Sports Director	Dayna Whiting	dayna.whiting@nayland.school.nz
Performing Arts Co-ordinator	Sarah Luton	sarah.luton@nayland.school.nz

International

International Student Director	Gavin Millar	gavin.millar@nayland.school.nz
Homestay Co-ordinator	Fiona Stephenson	fiona.stephenson@nayland.school.nz
International Student Support	Catharine Wood	catherine.wood@nayland.school.nz
International Administration	Sytske Wright	sytske.wright@nayland.school.nz

Business

Finance Manger	John Hall	john.hall@nayland.school.nz
Financial Administrator	Andrea Hawkes	andrea.hawkes@nayland.school.nz
Business Centre Administrator	Tracey Stuart	tracey.stuart@nayland.school.nz
Accounts Administrator	Lisa Tunnicliff	lisa.tunnicliff@nayland.school.nz

Heads of Learning Areas

Mathematics	John Walker	john.walker@nayland.school.nz
English	Leisa McCauley	leisa.mccauley@nayland.school.nz
Social Sciences	Glenn Cheyne	glenn.cheyne@nayland.school.nz
Technology	Damian Roughan	damian.roughan@nayland.school.nz
Health/PE/ Outdoor Education	Brennan Geddes	brennan.geddes@nayland.school.nz
Visual Arts	Diana Maskill	diana.maskill@nayland.school.nz
Science	Hamish McLellan	hamish.mclellan@nayland.school.nz
Business & Pathways	Rob Ikink	rob.ikink@nayland.school.nz
Performing Arts	Nigel Weeks	nigel.weeks@nayland.school.nz



TEACHING STAFF CODES 2018

SENIOR LEADERSHIP TEAM

Principal	DWN	Daniel Wilson
Deputy Principal	TOY	Trevor Olley
Deputy Principal	KSD	Kathy Sherwood
Deputy Principal	JTD	Jane Townsend

TEACHING STAFF

AAR Andrea Adair	DRN Damian Roughan	LPE Lauren Prestidge
ABH Aukje Both	DXM Dixie McDonald	MKG Murray King
ABY Anton Bentley	EPO Edward Pattillo	MLS Mark Lewers
ARN Andrew Riordan	GBD Gaye Bloomfield	MME Margaret McCorkindale
ASH Allan Smith	GBE Gerd Banke	MRN Matt Robinson
AST Alice Scott	GBL Graeme Bloomfield	MNS Michaela Nicholas
ATN Amelia Turner	GCE Glenn Cheyne	NCL Natasha Cardwell
AWD Ashley Whitehead	GDN Gavin Dickson	NGO Nathan Gargiulo
AWL Alana Wall	GMR Gavin Millar	NLM Nigel Lineham
AWS Anna Willows	GPL Glenis Paul	NWSNigel Weeks
AWY Alison Westerby	HCN Hannah Cameron	PCN Pauline Chan
BCD Ben Crawford	HMN Hamish McLellan	RDN Ruth Dixon
BGS Brennan Geddes	JBO Judi Boyd	RIK Robert Ikink
BCN Beth Cuizon	JBT Jeff Bryant	SGO Salvi Gargiulo
BML Billy MacDougall	JCH Jolene Chapman	SGY Stacey Gundry
BWA Bruno Watkins	JCI John Cubanski	SHL Stefan Herval
CBE Chris Baillie	JCN Jolene Cotton	SJS Sally Josenhans
CGL Cara Glintmeyer	JCO Janelle Cochrane	SKA Suzi Keepa
CGR Courtney Gravett	JDG Jacqueline de Jong	SMD Sam Maitland
CGT Colin Gravett	JDG Jacqueline de Jong	SMS Steve Malthus
CID Courtenay Isherwood	JVE John Valentine	STE Stephen Teece
CLR Cushla Laufkotter	JWR John Walker	TPR Tim Parker
CNE Chanel Ngaruhe	KWN Kerry Wootton	TRN Tania Radman
CVR Corrin Vedder	LBM Lara Bruce-Miller	
DKE Dennis Kale	LMK Lauren Mekalick	
DML Diana Maskill	LML Linda McDougall	
DMY Duncan McKinlay	LMY Leisa McCauley	

ON LEAVE

JFN Jodie Freeman
HBL Heidrun Berl

SUPPORT STAFF CODES 2018

RBT	Roger Batt	English Support
PBN	Pip Bowman	Truancy Officer
CBR	Cath Bright	Gateway/Pathway+ Coordinator
BBE	Beth Brockie	Learning Assistant
JCO	James Cameron	Art Department Assistant
VCE	Victoria Carnegie	Learning Assistant
FCN	Fiona Crichton	Learning Assistant
SDR	Sam Dempster	Basketball Development Manager
AGR	Andrea Gardiner	Student Support Coordinator
SGN	Simon Goodwin	Student Counsellor
JHL	John Hall	Finance Manager
MHT	Margaret Hart	Canteen Manager
BHT	Bill Hart	Caretaker
AHS	Andrea Hawkes	Finance Assistant
DHD	Di Holland	Receptionist
SAS	Shaaron James	TOTSTA
SKA	Suzi Keepa	Counsellor
SKG	Sera King	Media Liaison
WLM	Wendy Lineham	Gardener
DLN	Delyth Logan	TOTSTA School Liaison
CLS	Chris Lukies	Technician
SLN	Sarah Luton	Performing Arts Coordinator
DMD	Dave McDonald	Technology Technician
SMR	Sandra McGregor	Science Technician
CMO	Cristy Monds	PA to the Senior Leadership Team
NOL	Natalie Ogden-Bell	Student Support
MPT	Mark Parfitt	Outdoor Education Tutor/Technician
DPN	Denise Parkin	Learning Assistant
MRI	Moira Raumati	Careers/Pathways Secretary / Pathways Coordinator
SSD	Sandra Shand	Hospitality & Textiles Assistant
SSR	Sue Sinclair	Learning Assistant
PSH	Pauline Smith	Librarian
FSN	Fiona Stephenson	International Homestay Coordinator
TST	Tracey Stuart	Payroll Administrator
KTN	Karen Thompson	Learning Assistant/Special Exam Conditions & Correspondence Co-ordinator
LTF	Lisa Tunnicliff	Accounts Administrator
RVN	Ron Van Diepen	Groundsperson
DWG	Dayna Whiting	Sports Director
CWN	Carrie Wilson	Attendance & Data Administrator
TWE	Tracey Winslade	Librarian
CWD	Catharine Wood	International Student Support

YOUTH NELSON

DHE	Daniel Hawke	Curriculum Leader
HBN	Hamish Brown	Learning Assistant
HCY	Helen Candy	Learning Assistant
MDS	Mark Davis	Carver
MSS	Maree Shalders	Manager



ACADEMIC MENTORING

The academic mentoring programme operated at Nayland College is based on the Starpath research out of the University of Auckland. Its goals are to foster a close learning partnership between students, whanau and teachers that ensures students are well informed about their learning progress, set challenging yet achievable learning goals and are well supported in achieving them.

House tutors will facilitate the academic mentoring programme as part of the akoranga programme held on Wednesday mornings. Achievement conferences for all year levels will be held early in Term 2 on Thursday 10 May and Friday 18 May and it is asked that wherever possible parents/caregivers attend these informative meetings.

ATTENDANCE

Attendance at school is compulsory by law for all students up until the age of 16. Any students enrolled after the age of 16 continue to receive government funding and must also attend school each day the College is open. Regular attendance at school is one of the most significant factors influencing student achievement.

By law, and in the interests of student safety, we must know who is present and who is absent. We check the roll in every class, every lesson of the day.

Parents can check attendance lesson by lesson on the student/parent portal.

Text messages are sent out each day for students with unexplained absences. Students with absences that remain unexplained will receive a consequence the following day.

1. When a student is absent from school:

- Either email the absence email address from a verified and/or workplace address, or phone the absence line, giving the following information:
 - student's name
 - tutor class
 - reason for absence (required by law)
- For absences that are planned in advance you must contact the Principal in writing giving details and dates involved.
- In the case of serious or long-term illness contact the dean and/or house tutor who will help manage work and assessment loads as appropriate.

2. When a student feels unwell at school:

- They must let their house tutor or subject teacher know and then go to the Student Support Centre.
- If a student needs to go home Student Support Centre staff will contact a parent/ caregiver to make arrangements for you to collect them from school, or to get your permission for them to go home independently.
- If you cannot be contacted, the student will be cared for at school.
- If your child contacts you by phone or text message asking to be picked up, the Student Support Centre must be advised and your child must still go to the Student Support Centre to sign out.





3. Punctuality:

- Classes start at 8.50am Monday, Tuesday, Wednesday and Friday and at 9.05am on Thursday. We expect students to be in class ready to learn by that time.
- Students who arrive late must sign in at the Student Support Centre and must give a reason for the lateness.
- Parents and caregivers will be contacted if a student arrives late to school on a regular basis.

4. Appointments in school hours:

- Appointments should be made outside school hours wherever possible.
- When students leave the College for an appointment or any other reason, they must sign out at the Student Support Centre. Should they return that same day they must sign back in.
- Note that students may not leave the school grounds without letting the Student Support Centre know, even when with a parent.

Please ensure your day-time contact number, mobile number and email address are up-to-date

You can check your contact details at any time on the student/parent portal.

Please email details of any changes to xtend@nayland.school.nz.

ASSESSMENT

Regular assessment provides information that is used to help improve students' learning. Teachers use assessment results to track student progress and to design appropriate programmes to meet ongoing learning needs. Results of summative assessments and NCEA internal assessments are available for parents to view throughout the year on the parent portal.

Parents of senior students receive a fortnightly summary of NCEA progress from the beginning of Term 3 onwards. For queries about individual assessments students are encouraged to approach their subject teachers. General assessment questions can be raised with the house tutor or dean and for those relating specifically to NCEA you can contact Nigel Lineham nigel.lineham@nayland.school.nz.

NCEA INFORMATION

NCEA is New Zealand's National Certificate that measures the educational achievement of students from Years 11 to 13.

How does NCEA work?

Each subject is divided into a number of standards, each of which has a number of credits given to it. As each standard is achieved the student gains the credits. Standards can also be passed at merit and excellence, showing a higher level of understanding, but this does not give more credits.

At Level 1:

To achieve a Level 1 Certificate 80 credits are needed at Level 1 or above. These can be from any subject area but 10 credits need to be identified as coming from Literacy standards and 10 as from Numeracy. These standards are from a range of subject areas.

At Level 2:

To achieve a Level 2 Certificate 80 credits are needed – at least 60 from Level 2 or above. The other 20 could come from Level 1. The level 1 literacy and numeracy requirements must also be met.

The Government has a goal that 85% of all students will gain NCEA Level 2. This is because employers are saying this is the level of qualification they need.

At Level 3:

To achieve a Level 3 Certificate 80 credits are needed – at least 60 from Level 3 or above. The other 20 could come from Level 2. The level 1 literacy and numeracy requirements must also be met.

Certificate Endorsement provides recognition for a student who has performed exceptionally well at a level across a range of subjects.

NCEA with Excellence: 50 credits at Excellence at the Level of the certificate or higher.

NCEA with Merit: 50 credits at Merit or higher at the Level of the certificate or higher.

Course Endorsement provides recognition for a student who has performed exceptionally well in an individual course. Students will gain a merit or excellence endorsement for a course if they achieve all of:

- 14 or more credits at Merit or Excellence
- at least 3 of these credits from externally assessed standards and 3 from internally assessed standards
- the credits are gained in a single school year

University Entrance

To gain University Entrance a student needs to:

- attain NCEA Level 3
- achieve 14 credits at Level 3 in each of three subjects from the list of approved subjects
- achieve UE numeracy - 10 credits at Level 1 or above from specific standards
- achieve UE literacy - 10 credits (five in reading and five in writing) at Level 2 or above from specific standards.

This often means that an overall course of study needs to be planned from Level 1 to Level 3 to ensure that pre-requisites for Level 3 are met.

What happens if your child doesn't achieve a standard?

When your child just misses achieving the standard, or Merit or Excellence, a resubmission opportunity may be offered. This cannot include any extra teaching or guidance as the student must be able to find and correct the error themselves.


A more formal reassessment opportunity using a new assessment activity may be offered. However, this won't always be possible. The course outline will say whether one is offered. We are only allowed to offer ONE reassessment opportunity.

WHAT CAN I DO TO HELP MY CHILD?

Attendance:

One of the major barriers to achievement is irregular attendance. If your child is not in class they miss important information and this will need to be caught up on. This includes absence for legitimate reasons such as sports trips. If your child is sick, let the school know quickly so the absence is explained.





If you are going away for an extended time then be aware of what assessments will be missed. Some may not be able to be completed, some may be able to be done early or extensions may be available for some for genuine reasons beyond the student's control.

Monitoring Progress:

Your child will have a course outline for each subject with approximate assessment dates. Keep the conversation going between you, your child and the school around when assessments are due and what your child has to do to complete them. While the work must be the student's own work, your support to ensure they finish to the best of their ability is invaluable.

You can see student results and progress by logging onto the Student Portal on the Nayland College website.

School exams and Class tests:

These are essential to monitor progress and to provide evidence if needed for external exams when a student is ill or unable to perform to the best of their ability.

Evidence shows that being prepared for the school derived grade exam leads to success in the NCEA externals. It also shows that being unprepared for the school exams makes it very difficult for a student to succeed.

Missing an Assessment Deadline:

If work is handed in late then it cannot be marked to gain credits.

If there is genuine reason for lateness your child can apply for an extension.

Extensions should be applied for in advance, where possible, by completing the form from the Student Support Centre with the necessary information. Only Mr Lineham can grant extensions to ensure consistency across the school.

Special Assessment Conditions:

Some students are entitled to special assessment conditions for internal and external assessment. These must be approved by NZQA.

If you think your child is eligible, they should talk to their Dean, Mrs Thompson or Mr Lineham.

Breach of Rules/Authenticity

NZQA rules will apply in all assessments. This means the work presented must clearly be the student's own work. It cannot be copied from another source (unless appropriately referenced), nor can any of the work be done by yourself or others. Any breach of these rules may affect the final result.

Appeals

Students are entitled to appeal grades. This must be done by talking to their teacher within 5 days of getting the grade. They can also appeal access to special exam conditions, a decision around a breach of rules or being granted an extension. To do this they must talk to Mr Lineham.

Cost

There is a cost of \$76.70 with a maximum of \$300 per family. International student entries cost \$383.30. You can apply for financial assistance if you are on a benefit or have a Community Services Card. The cost is then \$20 per individual or \$30 per family.

More information

The NZQA website www.NZQA.govt.nz has more detailed information on:

- NCEA
- University Entrance
- Subject specific information
- Standards
- Past exams and answers
- Examples of internal assessment

Contact Nigel Lineham on 547 9769 ext 867 or nigel.lineham@nayland.school.nz.

BOARD OF TRUSTEES

The Board of Trustees is the College's governing body and is responsible for ensuring that the College complies with all relevant laws and regulations.

The Principal is responsible to the Board for the day-to-day running of the College and for implementing policy as directed by the Board.

The Board of Trustees consists of parent representatives and co-opted and selected members, plus one elected student representative, one elected staff representative and the Principal. Elections for parent representatives are held every 18 months and all parents and caregivers of students are entitled to vote. You can find information on dates of Board meetings and election of parent representatives on the school website.

The current Board members are: Pat Davidsen (Chair), Vicki Reid, John Crabtree, Margie Meleisea, Lee Corlett, Ben Crawford (staff elected) and Mia Faulkner (student elected).

CALENDAR 2018

Term 1 Tuesday 30 January to Friday 13 April

Term 2 Monday 30 April to Friday 6 July

Term 3 Monday 23 July to Friday 28 September

Term 4 Monday 15 October to Wednesday 12 December

THE FOLLOWING PUBLIC HOLIDAYS WILL BE OBSERVED:

Nelson Anniversary Day Monday 29 January

Waitangi Day Tuesday 6 February

Good Friday Friday 30 March

Easter Monday 2 April & Tuesday 3 April

Queen's Birthday Monday 4 June

Labour Day Monday 22 October

There will be Staff-only Days on: Friday 26 January, Friday 2 February, Thursday 6 September, and Thursday 13 December.
There will be a Mid-term Break on: Friday 7 September



CAMPS AND TRIPS - EOTC

Many subjects include out-of-class activities as part of their course structure and there are a variety of other trips to enhance student personal development. Where any of these activities involve costs to parents and/or interruption to other courses of study, a letter of explanation is sent home.

Examples of such activities include:

- Geography, Biology and Earth and Marine Science field trips
- Senior PE activities and camp
- Year 13 camp
- Sports trips
- Performing Arts visits
- Junior Intensives programme

CANTEEN

The College has a canteen which is open daily at both interval and lunch time. It offers a wide range of food at reasonable prices. EFTPOS is available. Students may not leave the school grounds at lunchtime unless they are on a Year 13 contract or have a lunch pass. Only Year 13 students on a contract may leave the grounds at interval.

CHARTER

The Nayland College Charter defines all we do and can be found at <http://nayland.school.nz/about/board-of-trustees/>

CO-CURRICULAR ACTIVITIES

There are a variety of music, drama, sports and other cultural and recreational activities on offer. There is something for everyone and we encourage all students to get involved in the extra-curricular life of the school.

A number of activities are coordinated by staff members while others are student run. We welcome the support and assistance of parents. If you are interested in being involved in initiating, coaching or supporting a particular activity please contact the Sports Director or Performing Arts Co-ordinator.

COMMUNICATION

The school realises the importance of involving parents in their child's learning and communicates regularly in a variety of ways.

- The school website www.nayland.school.nz includes a wide range of information about the school as well as regularly updated news items of interest to both the school and

wider community.

- The Parent Portal can be accessed via the website. By logging into this secure site parents can view a range of information including timetable, attendance details, interim, exam and full reports, results in school and NCEA assessments and accounts paid and owing. You will be provided with a password to enable you to access the portal.
- The College newsletter is available on the website and emailed home each week. It contains details of upcoming events, general information of interest and celebrates student success in a range of areas.
- Email is used regularly for school-wide information and by teachers contacting you with specific subject information. For this reason it is essential that parents/caregivers supply us with an up-to-date email address. Please notify us promptly of any changes to your contact details.
- Parent Evenings are held for a variety of reasons such as providing NCEA information, subject selection information and subject interviews.
- There will be an opportunity for you to meet tutor teachers early in the year.

CONCERNS AND COMPLAINTS

FOR STUDENTS

Students are encouraged to talk directly to their teachers whenever a problem arises. They should approach the teacher at a suitable time (e.g. at the end of the lesson) or make an appointment. Issues dealt with as soon as they occur are usually straightforward to solve. However, if the concern is not resolved, students should approach their house tutor, the head of subject or learning area or the house dean.

FOR PARENTS

Classroom Issues

If you have a concern about a classroom matter, you should contact the class teacher in the first instance and discuss the matter with him/her. Contact can be made by phoning Reception (547 9769) and leaving a message for the teacher concerned, by emailing xtend@nayland.school.nz, or by emailing the teacher directly. All teacher email addresses consist of first name, full stop, surname followed by @nayland.school.nz. Please be aware that teachers are often unavailable to answer calls immediately because of teaching commitments and that email is an effective way to make initial contact.

Teachers will, wherever possible, return calls by the end of the next school day. You should ensure that you supply information about how and when to contact you. Contact phone numbers should also be included if the complaint has been made in writing. The College will respond to written complaints as soon as possible.


If the response provided by the College does not fully address your concerns, you may wish to take the matter further by making a formal complaint. In this instance, please contact the Principal, Daniel Wilson.

Other concerns

If you have a concern about a matter which you do not feel able to discuss directly with the teacher, or which does not involve a particular teacher, you may phone or write to one of the following people:

- Your child's house tutor



- 
- The head of learning area of the subject concerned
 - Your child's house dean
 - The guidance counsellor
 - A member of the senior leadership team.

A copy of the College complaints procedure may be found at <http://nayland.school.nz/about/board-of-trustees/>.

DAMAGE TO SCHOOL PROPERTY

Any damage to school property must be reported to the Deputy Principals immediately. If there is evidence of deliberate damage and/or if the person responsible fails to report it, the College may require the student to pay for the repair either in part or in full.

EMERGENCY CONTACT

In an emergency parents may contact students during school time by phoning and leaving a message with the Student Support Centre – 547 9769.

We are unable to deliver messages of a non-urgent nature to students in the course of the school day because of the number of students in the school and the size of the campus.

Please do not contact students directly on their cellphone during class time.

HOMEWORK

Students can expect to be set homework as part of the learning process. There is also an expectation that at senior level, students will need to spend time revising what has been learnt in lessons and preparing for assessments. Students are encouraged to use a digital diary or a conventional homework diary to help in organisation and forward planning, and to help them develop as independent learners.

If your child is having difficulties with any homework they should discuss this in the first instance with the subject teacher involved. The house tutor or dean will also be able to help with strategies to manage homework.

You can support your child's learning by providing a suitable place for homework to be done, by encouraging a regular routine of 'homework time' and by taking an interest in what they are studying.

ICT

Students and teachers enjoy access to ultra-fast broadband and robust Wi-Fi throughout the school. While there are a number of computer laboratories and several pods of computers around the school; students are also encouraged to bring their own devices (BYOD) to enhance learning. A specific Bring Your Own Device (BYOD) class operates at Year 10. BYOD is also supported across a range of subjects at all year levels, but is not a requirement.

Recommended minimum specifications:

- 11" minimum screen size
- 4GB of RAM
- 128GB SSD
- Physical Keyboard
- 802.11n or 802.11ac Wi-Fi
- Windows 10

All students agree to our Acceptable Use Agreement when they are enrolled and are required to follow agreed rules to protect the security of the College's network. User names and passwords are only issued once this agreement is signed by the student and must not be shared.

Nayland College is a Microsoft School. Office 365 is our primary online platform, although we use many other tools to assist in delivering a modern curriculum. As part of the Microsoft Schools Agreement, students can install MS Office on up to 5 devices at no charge.

Office 365 is the platform used to access course work, news items, daily notices, email, Google Apps, our school websites, and a range of other educational websites.

INTERNATIONAL STUDENTS

Nayland College hosts a large number of international students each year from a variety of countries. The diverse cultural experiences they bring are of value to all our students while, at the same time, they benefit from being immersed in our New Zealand culture.

Specialist English language courses are provided where necessary and students are supported to enable them to reach their potential in other subjects.

As International Student Director, Gavin Millar is responsible for international students and the homestay programme.

JURISDICTION OF THE SCHOOL

The College acts in loco parentis from the time a student leaves home until they return home after school. This responsibility applies to all functions organised by the College whether in school time or outside of normal school hours.

LEAVING SCHOOL

When a student makes the decision to leave school they should discuss the matter with their house dean. They will be given a leaving procedure form to be signed by their subject teachers and various key people within the school. The family is asked to pay any outstanding accounts before the student signs out.

LIBRARY

Our library is well-resourced for learning in the digital age. Students have access to a wide range of material for research and recreational purposes. The librarians are available to assist and can make arrangements for students to access information from a variety of external sources.



LOCKERS

A limited number of lockers are available with priority being given to Year 9 students. House tutors can reserve a locker for students who request them. It is the responsibility of the student to bring their own sturdy lock.

LOST PROPERTY

All personal property and equipment brought to school must be named. Students must take full responsibility for the security of any items brought to school. It is recommended that valuable items are not brought to school. Students must use the security system provided by the PE Department during their physical education lessons.

Students who have lost any item should check the lost property at the Student Support Centre.

If a student suspects personal property has been stolen, this should be reported to the Student Support Centre, dean or a deputy principal as soon as possible. This will increase the chances of recovery.

MEDICATION

Parents/caregivers may leave medication for their child in the Student Support Centre if necessary. It is a school policy that Panadol is only given out to students with prior consent from parents/caregivers.

MUSIC LESSONS

Itinerant music teachers give lessons during school hours. The lessons rotate so that students do not always miss the same classes. Some instruments can be hired from the College. Further information can be obtained from HOLA Performing Arts Nigel Weeks nigel.weeks@nayland.school.nz, or from the Performing Arts Co-ordinator Sarah Luton sarah.luton@nayland.school.nz.

PTA

The Parent Teacher Association is a group of interested parents who meet regularly to organise speakers of interest to parents and various fundraising activities. Their financial contribution has enabled the enhancement of student facilities over a period of many years. They also support a large number of school events in a variety of ways. Their contribution is hugely appreciated by the College.

If you are interested in becoming a member or a supporter of the PTA, please contact the secretary.

REPORTS

Reporting to parents occurs in numerous ways as set out below:

Late Term 1 Interim reports

Subject interviews

Early Term 2 Achievement conferences

End of Term 2 Progress reports

Term 3 & 4 Fortnightly NCEA credit updates (for senior students)

End of Term 3 Exam reports (for senior students)

End of Term 4 Junior reports

All of the above reports can be found on the parent portal along with assessment results as they are completed.

We are continuing our review of the reporting process all through 2018

SCHOOL EXCHANGES

Early in Term 2 Nayland College has an inter-school exchange with Tawa College in Wellington, with the host school alternating. A variety of sports and debating are represented. In 2018 it will be held in Wellington.

SCHOOL FACILITIES

The school facilities are available to the community for hire. Anyone wishing to take advantage of this arrangement should contact the Business Centre.

SCHOOL DONATIONS AND SUBJECT COSTS

Parents and caregivers can invest in their child's future by way of a donation to the College. The money received from donations enables us to provide equipment and resources which are not covered by state funding, but which we believe are vital to providing the level of education expected of us.

The donation for 2018 is \$225 if you have one child at the school or \$280 for a family.

Some subjects have costs. The amount charged and purpose is advised in the subject selection booklets at each year level.



SPORTS FEES

All sports are “user pays” and will be charged to the student’s account. Sports fees vary and some sports incur additional fees for tournaments, travel, coaching and equipment. If individuals or teams represent the College at South Island or National events, the entry fee is covered by the school.

If a team is coached by the parent of a student, then that student will not be charged a sub. Staff member/coaches’ costs are not passed on to students.

NZQA FEES

There is a cost of \$76.70 with a maximum of \$300 per family. International student entries cost \$383.30. You can apply for financial assistance if you are on a benefit or have a Community Services Card. The cost is then \$20 per individual or \$30 per family.

INVOICING

Statements are sent out monthly by email from March to December, or posted to those without email addresses. Statements show outstanding amounts only. Your account can be viewed at any time through the Parent Portal. For any enquires regarding your account contact Andrea Hawkes 547 9769 Extn 828 or andrea.hawkes@nayland.school.nz.

METHODS OF PAYMENT

Internet Banking - Payment can be made to the Nayland College bank account 12-3165-0342600-54. Please include your child’s name as a reference.

Parent Portal – Log in to view all outstanding fees and select those you wish to pay by credit card.

EFTPOS - Is available in the Business Centre.

Automatic Payment – Regular automatic payments are acceptable.

Cheque - Along with details of the student’s name and the activity being paid for. These may be posted to Andrea Hawkes, Nayland College, 166 Nayland Road, Stoke, Nelson 7011.

Credit Card - Payment can be made at the Business Centre or via the Parent Portal.

SOAR

OUR POSITIVE BEHAVIOUR SYSTEM



REWARD SYSTEM

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

If you are awarded a ticket:

1. Write your name on the ticket
2. Hand it in at the Student Support Centre
3. The office staff will update your reward points on our management system.

THE VALUE OF A HUA TICKET

Intrinsic Value

The value of being recognised for doing the right thing!

House Point Value

Each ticket is worth 1 house point. The total house points will be regularly announced during assemblies with the top five HUA ticket collectors also announced. There will be a visual display of house points in the Student Support Centre.

Canteen Reward Value

Once you receive 5 HUA tickets, the administration staff will issue you a canteen voucher to the value of \$2.

Praise Postcard Value

Once you receive 10 HUA tickets you also receive a SOAR praise postcard sent home from the Principal.

Assembly Recognition Value

At the end of the term, the top 2 students who have acquired the most HUA tickets receive a SOAR certificate and movie voucher. All students will also go into the draw for extra prizes in the last assembly of each term.



STATIONERY

A list of stationery requirements, as well as other subject-related expenses, is sent to students and available on the school website. It is recommended that parents make use of generous discounts offered by local businesses or online to purchase stationery.

STUDENT LEADERSHIP

We value leadership and active participation in the life of the school. Our students have many opportunities to be involved in a diverse range of activities; active participation, support for the efforts of others, service to the school community and leadership are encouraged and acknowledged.

Student Leaders

Each year four Year 13 students are elected by their peer group and staff to be Student Leaders. They represent the school at various functions, liaise closely with the Senior Leadership team, run school assemblies and Nayland's Got Talent along with a variety of other responsibilities.

Student Representative on Board of Trustees

Students in years 9-12 elect their representative for the Board of Trustees every September. This position is for one year and any student in Years 9-12 may stand for election. The student representative is a full member of the Board with full voting rights.

House Leaders

House leaders are elected by their members early in the school year. These students are leaders in running house assemblies and a variety of house activities including House Day and Winter Festival.

House Captains

These positions may be held by either junior or senior students. They support the house leaders and assist in organising various house activities and events.

Other Leadership Opportunities

There are a huge number of other leadership opportunities available including Cottage Contacts, Peer Mentors, Big Brother Big Sister, Ball Committee, Yearbook Committee, Leavers' Committee, Social and Fundraising, Sports Council, Dance Company, Drama Company, NEST (Nayland Environmental Sustainability Team), NAQS (Nayland Alliance of Queers and Straights), debating and sporting roles.

STUDENT SUPPORT

A variety of staff provide support and direction for students so that their time at the College is positive, they achieve to their potential and leave school well able to take their place as contributors in their communities.

The deans have the particular responsibility of monitoring the welfare and progress of students in each house. They meet regularly with house tutors and work closely with senior staff, guidance counsellors, careers and transition staff and learning support staff.

Student Support is offered in the following areas:

- learning needs
- transition into the College
- health and well-being
- personal problems
- confidence and motivation
- setting and attaining academic goals
- course selection
- career education
- guidance
- study organisation and time management through the akoranga programme
- courses with other training providers
- work placement.

Parental contact with the College is always welcome. If you have any concerns about your child's progress, behaviour or about any incident which happens at school, please do not hesitate to make contact with the school to discuss the problem.

House Tutors

The house tutor is the first and most important point of contact for your child and where possible, will be with your child for the five years they are at school. Building strong relationships is a focus alongside establishing good communication with parents. The best way of contacting your child's house tutor is via email.

Tutor groups meet at the end of Period 1 on Monday and Friday to check and connect with students, and then for an extended period of time each Wednesday morning to facilitate the akoranga programme. This programme enables students to develop work, study and time-management skills, set learning goals, receive career education, participate in house assemblies and offers support to suit the needs of each individual student.

House Deans

House deans offer students in their house support in achievement, attendance and behaviour management. They again remain with students during their entire time at the College so the formation of good and lasting working relationships with students and whanau ensure the best possible outcomes for students.

Careers

Careers Advisor Margaret McCorkindale delivers a programme of career education to students at all year levels. In addition, she holds individual interviews with all Year 13 & 12 students and assists with applications for tertiary education and scholarships. Parents are welcome to make an appointment by phoning 547 9769 Extn 864 or by emailing margaret.mccorkindale@nayland.school.nz.

Counselling Cottage

Our experienced guidance counsellors offer a huge range of support tailored to individual student need. They also organise a variety of programmes aimed at developing independence and resilience for those who need it. Parents wishing to make an appointment can do so by contacting Natalie Ogden-Bell on 547 9769 Extn 850 or natalie.ogdenbell@nayland.school.nz.



TIMETABLE

The timing of the school day is as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
Staff Briefing 8.25am				Staff Briefing 8.25am
Period 1 8.50 – 9.50	Period 1 8.50 – 9.50	Period 1 8.50 – 9.45	Period 1 9.05 – 10.05	Period 1 8.50 – 9.50
Tutor Group 9.50 – 10.05	Period 2 9.50 – 11.05	Akoranga / House Assembly 9.45 – 10.20	Period 2 10.05 – 11.05	Tutor Group 9.50 – 10.05
Period 2 10.05 – 11.05	9.55-10.15 Jnr Assembly 10.45-11.05 Snr Assembly	Period 2 10.20 – 11.15		Period 2 10.05 – 11.05
Interval 11.05 – 11.30	Interval 11.05 – 11.30	Interval 11.15 – 11.40	Interval 11.05 – 11.30	Interval 11.05 – 11.30
Period 3 11.30 – 12.30	Period 3 11.30 – 12.30	Period 3 11.40 – 12.35	Period 3 11.30 – 12.30	Period 3 11.30 – 12.30
Period 4 12.30 – 1.30	Period 4 12.30 – 1.30	Period 4 12.35 – 1.30	Period 4 12.30 – 1.30	Period 4 12.30 – 1.30
Lunch 1.30 – 2.10	Lunch 1.30 – 2.10	Lunch 1.30 – 2.15	Lunch 1.30 – 2.10	Lunch 1.30 – 2.10
Period 5 2.10 – 3.10	Period 5 2.10 – 3.10	Period 5 2.15 – 3.10	Period 5 2.10 – 3.10	Period 5 2.10 – 3.10

TRAVEL TO SCHOOL

Students are reminded that whatever form of transport they use to travel to school, the same school rules apply, especially with regard to behaviour and to wearing full, correct uniform.

Bus transport is provided by SBL. For queries and timetable details go to <http://nayland.school.nz/information/bus-timetable/>.

Vehicle Passes

Students wishing to bring a motor vehicle to school must first apply for a Vehicle Pass using the form available at the Student Support Centre. Students are not permitted to park on the school grounds.

UNIFORM

2018 sees the introduction of the senior uniform into Year 12. This has a range of options for students to choose from, including the optional warmer items from Years 9 – 12. Year 13 students will continue to wear mufti according to the rules of the senior dress code.

Junior students may continue to wear the existing uniform or may purchase the new uniform.

For details of all the items available including costs and method of purchase go to <http://nayland.school.nz/information/uniform/>

YEAR 13 CONTRACT

The Year 13 contract enables students to leave the school grounds during their non-timetabled periods. To validate it, parents/caregivers must sign it to take responsibility for students while they are off site. The contract may be revoked by parents at any time or by the school if attendance or behaviour expectations are not met, and in particular, if attendance falls below 85%. We reserve the right to refuse entry to school events if attendance falls below 85% with unjustified absence or if there are outstanding fees. Year 13 students will be issued with a handbook outlining expectations and with details of the contract.



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