

# INFORMATION FOR PARENTS

## About Tauhara College

Tauhara College is a vibrant, inclusive co-educational school with a roll of around 700 students. The College has a tradition of successful involvement in academic, performance, cultural and sporting achievements.

As a school we value the strong relationships that we have with our parents, whānau and community. We make an effort to get to know all of our students so that we can personalise their learning and support them to achieve high levels of success as learners and as people. We offer a full range of academic and vocational courses, with a number of specialist programmes for students with special abilities or special learning needs, and are constantly on the look-out for interesting and innovative ways in which we can support our students' learning.

## The School Day

At Tauhara College the day begins at 8:45am, where students start the day meeting with their Whanau Teacher. Whanau class sets the tone for the day with daily notices and any other relevant information to ensure that students are able to make the most of their opportunities while at school. The first learning slot begins at 9:00am.

The school day ends at 3:00pm.

There are three periods with an interval after the first period, and lunch after period two, each break is 45 mins long.

Tauhara College is a 'no bell' school as we encourage our students to be self-motivated and agentic during their school day.

## Personal Learning Devices (PLDs)

Tauhara College has a strong emphasis on personalising learning for all of our students. For many students using a device like an iPad or tablet is an important part of this.

We are a Personal Learning Device (PLD) friendly learning environment and all students across the school are encouraged to bring a device if it suits their learning style. Bringing a device is not compulsory and we encourage our students to develop a learning approach that suits them. A phone is not considered a suitable learning device.

However, we strongly recommend that all students have access to an iPad, tablet or laptop to support their learning as digital fluency is a vital future-ready skill.

Tauhara College currently uses Google Classroom as our Student Learning Management System (LMS). This allows students to access learning resources at any time and from anywhere with an Internet connection. We are also beginning to make increased use of digital portfolios.

We are also mindful that learning should not always involve a device and encourage a variety of learning styles and approaches for our students to engage with. This is commonly referred to as blended learning. Chromebooks are available to all classrooms.

## Learning, Contentment and Progress Discussions

As a school we value the opportunity to regularly talk with our parents, community and whānau. You are most welcome to visit the school at any time and we appreciate those powerful points of contact that help us to ensure that your child is content at school and able to make the most of their learning opportunities. In the first instance your child's Whanau teacher should be a good point of contact and be able to facilitate other meetings or information about your child's progress and welfare at school. Parents, caregivers and whānau are also encouraged to contact the appropriate Dean about any school matters that concern their children, and Guidance staff are available for consultations as well. We open the school every Thursday 3.15 – 4.00 pm for whanau. You are most welcome to make contact with the Whanau Teachers at any stage, either by making an appointment through the school office or emailing the staff member directly. A directory of email addresses is on our website.

You are most welcome to make contact with the Principal at any stage by making an appointment through the Principal's PA.

## Website

The College website ([www.tauhara.school.nz](http://www.tauhara.school.nz)) is designed to help communication with parents and the community. This displays a summary of school events and a wide range of other useful school information, including enrolment forms, connections to the College's email and links to the parent portal and our school Facebook page which gives daily updates on activities.

## KAMAR Parent Portal

Tauhara College uses the KAMAR Student Management System (SMS) and there is a section that provides relevant and up to date information for parents and whānau. This includes general information, like the daily notices and the term planner, as well as information specific to your student, like attendance details, financial accounts and progress reports. These sections are accessed via an individual log-in so privacy is maintained. We strongly encourage all of our parents, caregivers and whānau to make use of this information.

## Newsletters

The College publishes a newsletter twice a term to keep parents informed about what is happening at the school and be informed of upcoming events. The main focus of the newsletters is to celebrate the fine achievements of our students. These are emailed out to parents. Hard copies can be arranged on request.

## The Board of Trustees

Tauhara College is governed by a Board of Trustees made up of a group of committed parent and community representatives, a staff representative, a student representative and the Principal. The Board of Trustees has legal responsibility for all aspects of the school, including oversight of management, school finances, property, and employment. Parents, caregivers and whānau are encouraged to make contact with the Board about any issue, concerns or suggestion. This can either be done directly to the Board Chairperson, or through the College.

## Change of Details

We appreciate changes of address, telephone and mobile number or email contacts be updated with the College as soon as possible.

In the event of urgent contact being needed to be made with home we need all your contact details. The school communicates widely with its community and will give regular updates by email as well as through memos, the newsletter, our school website, School App and Facebook page. This is why accurate details are so important.

### **Donations and School Charges in relation to Subjects**

Tauhara College joined the MOE School Donations Scheme in 2020. Under this scheme the MOE provides funding per student to help cover school curricular activities and costs. However, there are certain activities that the school can ask for a donation towards in order to ensure the school continues to deliver quality education experiences for the students. Those activities include overnight camps and trips for which the school can ask for a donation in relation to transport, food and accommodation costs. Also, if there is a take-home component to what the students make at school then the school may charge for items taken home, e.g., letterbox made in Wood Tech.

### **Medical Information**

We appreciate being informed of any medical needs your student may have. Please ensure you have completed the medical information section when you enrol your student. In the event that it is needed, suitably trained staff administer first aid and prescribed medication. The College stocks a first aid kit for emergencies only. A qualified nurse visits the school for student appointments twice weekly.

### **Outside Appointments**

Parents are asked to avoid making appointments for their children during school hours. We appreciate that at times this is unavoidable, but it is important that students miss as few learning opportunities as possible. In the event that a student has to attend an appointment during the school day, they should present a note or appointment card to the College Office at the start of the school day. Students should then sign out when they leave school to attend the appointment, and sign back in when they return.

## **INFORMATION FOR STUDENTS**

### **Student Office**

The Student Office is located at the main entrance to the school. Students go here during interval or lunch to deal with lunch pass requests, leave for medical and dental reasons, vehicle passes, and first aid, payments for trips and courses.

### **Attendance**

Unless arranged with the school in advance, students are required to stay on the school grounds for the entire school day.

### **Buses**

Many students catch school buses to and from the College. Students using the buses, outside of Tauhara College's school transport zone require a bus pass which can be obtained from the College's Bus Controller for a termly fee (currently \$75 per term per student). This fee is established by the Taupo Schools Bus Collective and is based on Ministry of Education Transport Zone requirements. Buses arrive and depart from the front of the school on Invergarry Road. The use of school buses by students may be reviewed by the College if the driver, bus controller or Deputy Principal consider an individual's behaviour is detrimental to the safe and satisfactory transport of other students.

### **Canteen**

The school canteen provides a healthy selection of food available to students and staff. It serves a wide range of nutritious, yet economically priced food each school day. The canteen offers a safe and warm place with appropriate media and recreation opportunities.

### **Cell Phones and other Digital Devices**

Cell phones are permitted at Tauhara College, but they need to be put away and turned on silent. We appreciate that modern smart phones are extremely versatile and that many students want to use their phone as a learning tool, we don't permit this at all. If teachers believe that a student's mobile phone is a distraction to their learning they will intervene. In most cases this will involve the teacher asking a student to put their phone away and re-engaging with the learning activity. However, persistent distraction due to mobile phone use may result in the phone being confiscated until parents and caregivers come to the school to pick them up. Appropriate use of computers, tablets or similar interactive learning devices is allowed in all classes.

### **Cultural Activities**

Dance, Music, Drama, Performing Arts and Kapahaka and Maori Performing Arts are offered in the curriculum to senior levels. Students also have the opportunity for individual music lessons, and to participate in a wide range groups and productions. These include, school music groups, various bands and Chamber Music Groups. Music practice suites and a full recording studio are on site. Kapahaka, our Maori Cultural Group, meets regularly through the school year. It participates in various formal College functions, as well as competing in the annual Tuwharetoa Festival.

### **Homework and Home Learning**

Home learning is encouraged at Tauhara College to support the learning that takes place in class. It provides the opportunity to reinforce learning, complete assignments, revise for tests, and do extension work. Parents can help students by ensuring that they have a homework space that is free from distractions and by encouraging regular homework and revision. Students in Years 9 and 10 should expect to do up to 20 minutes of homework per subject each night, up to a maximum of one hour per subject per week. Senior students should do more, with a suggested weekly maximum of two hours per subject. The Home Learning approach is regularly revised to ensure that it sustains the learning culture at the College. Our 'anywhere, anytime' learning focus using Google Classroom, ensures that students are able to access rich learning resources via the Internet at any stage during the day and evening to continue working on their learning activities.

## Information and Communication Technology (ICT)

The College is part of an e-learning cluster and promotes the use of ICT in teaching and learning. Tauhara College is involved in the Volcanics E-Learning Cluster and links to the Virtual Learning Network, through which students can access a wide range of school and polytechnic courses. A wireless and broadband Internet environment is provided.

The College provides students with access to its ICT network. All students receive their own network user account, with their own school email account and space on the network to store files. Through the wireless network students can use their own devices in class. Students can also access their email and the school intranet from home. The philosophy underpinning the use of these resources is one of sustainable digital citizenship. We expect all our students to use the Tauhara College network in an appropriate and responsible manner. The use of ICT at the College is a privilege, not a right. Inappropriate use may lead to loss of access, or to further disciplinary action. All students are required to sign an "ICT Conditions of Use Agreement" that keeps themselves, and their peers, safe.

## Leaving Procedure

If students need to leave school during the school day for any reason, they need either a note from home or a phone call to the office from the parent or caregiver. Students then need to sign out at the administration office and then sign in again when they return. Students are not permitted to leave the school grounds without permission.

## Lost Property

Students should check with the Caretaker to claim any lost property. We appreciate that all students gear, and equipment is named.

## School Reports

School reports provide specific feedback about how a student is progressing academically and behaviourally in each learning context. All students and parents can expect at least two reports during the year. In the senior school, regular updates of students' NCEA achievements are published to parents via the KAMAR Parent Portal. The timing of reports occurs with Meet the Teacher and Report Evenings. We also have Academic Mentoring for students, which enables staff to monitor closely their academic progress. An Academic Dean monitors student achievement in the senior school. Tutors have a pastoral record sheet to develop knowledge of the other interests and involvements of students

## Sick Bay – Main Office Area

If students become unwell at school they should report to the office. Parents will be informed to collect them from school, or students may rest and recover in the main office area.

## Sport

The College actively promotes sport and encourages all students to participate in at least one sport each year. There are a wide variety of options and as a school we are very grateful to our staff as well as our parents, caregivers and community who give up their time to coach and manage sports teams. Tauhara College teams have a good reputation for fair play and active participation. The positive and inclusive culture of the school infuses these sports teams as well. The school has seen many of its students compete to a very high level in their chosen sport. If you have any queries, you can contact our School Sports Co-ordinator.

## Transport

It is up to parents if you are allowed to drive to school with the appropriate driver's license. No student will be allowed to drive their peers to School run activities without the written permission of all parents concerned.

## College Uniform

Tauhara College is very proud to be a 'uniform school'. We expect all students to always dress in full school uniform and seek the full co-operation of all parents and students with this. In cases of the school uniform not being worn correctly there will be an appropriate response both to support the student concerned and rectify the situation in an appropriate manner. Persistent uniform issues may result in a disciplinary approach, but through the Deans and SLT, the College is proactive in finding solutions to uniform issues so that they do not impact on learning.

Approved uniform items for the College are available from Brandfuel Promotions, on Oruanui Street, Taupo.

Students may also wear the College monogrammed scarf, monogrammed cap and monogrammed beanie out of class. For any questions around 'regulation' uniform items, please see the Dean or Deputy Principal.

During the winter terms students are able to wear plain black puffer jacket without a logo and without a hood.

### Junior Girls' Uniform (Years 9-11)

- Black roman sandals, no socks (*Terms 1 & 4 only*)
- Plain black, low cut school shoes
- Plain navy-blue ankle socks
- Navy blue pleated College skirt - knee length
- Black tights with skirt or shorts (*Terms 2 and 3 only*)
- Regulation girls' navy-blue shorts - knee length
- Regulations girls' navy-blue trousers
- Monogrammed short-sleeved pale blue polo shirt with navy trim
- Navy blue short-sleeved v neck polyprop undergarment
- College navy blue polar fleece with logo
- Navy blue windbreaker with College logo
- Black puffer jacket without logo

### Junior Boys' Uniform (Years 9-11)

- Black roman sandals, no socks (*Terms 1 & 4 only*)
- Plain black, low cut school shoes
- Plain navy-blue knee-high socks
- Regulation boys' navy-blue shorts - knee length
- Regulation boys' navy-blue trousers
- Monogrammed short-sleeved pale blue polo shirt with navy trim
- Navy blue short-sleeved, v neck polyprop undergarment
- College navy blue polar fleece with logo
- Navy blue windbreaker with College logo
- Black puffer jacket without logo

### Senior Girls' Uniform (Years 12-13)

- Black roman sandals, no socks (*Terms 1 & 4 only*)
- Plain black, low cut school shoes
- Navy blue ankle socks
- Black tights - with skirts (*Terms 2 & 3 only*)
- Navy blue pleated College skirt - knee length
- Regulation girls' navy-blue trousers
- Navy blue short-sleeved, v neck poly-prop undergarment
- Powder-blue College short sleeve blouse
- Royal blue senior College jersey
- Royal blue College blazer with logo
- Official College tie
- Navy blue windbreaker with College logo
- Black puffer jacket without logo

### Senior Boys' Uniform (Years 12-13)

- Black roman sandals, no socks (*Terms 1 & 4 only*)
- Plain black, low cut school shoes
- Plain navy-blue knee-high socks
- Regulation boys' navy-blue shorts
- Regulation boys' navy-blue trousers
- Navy blue short-sleeved, v neck poly-prop undergarment
- Powder-blue College short sleeve shirt
- Royal blue senior College jersey
- Royal blue College blazer with logo worn with white shirt and trousers
- Official College tie
- Navy blue windbreaker with College logo
- Black puffer jacket without logo

## Uniform Regulations

We are in the process of changing some uniform items. The main changes are-

- All bottoms (Pants, skirts, shorts) will be moving to black.
- The senior uniform will be phased out.
- The wool jersey is being phased out.

As stock is sold out the new items will be introduced. All items sold at Brandfuel will be able to be worn as uniform. There will be a transition period of 2 years where all uniform items can be worn.

The uniform is to be worn to, at and from school. It should also be worn at all school functions and trips unless otherwise stated. Students may not alter the uniform garments in any way. **Undergarments** must not be visible. In winter these can be 'v' necked short or long sleeved polyprop or merino garments in navy blue but must be layered under the uniform and not be visible.

**Jewellery** – students may wear a watch and a maximum of one small gold or silver unobtrusive stud in each ear. A necklace may only be worn if it is not visible.

**Makeup** and coloured nail polish must not be worn.

**Hair** must be clean and tidy. Boys must be **clean shaven**.

No visible **body piercing**, including tongue.

**Headbands** may be worn if they are navy/black.

Your co-operation in maintaining a high standard of uniform is much appreciated.

## Standards and Expectations

As a school we value Curiosity, Diversity, Manaakitanga, Whanaungatanga and Personal Growth. We encourage attitudes and behaviours that support these values. All of our students are also expected to show respect, courtesy, responsibility and commitment at all times in their interactions at school. This sets them up to be successful in society and contribute to their wider community.

## A Positive Attitude and a Commitment to Learning

The word Tauharatanga is used to describe our 'way of being' at Tauhara College. It is based on respect and courtesy, responsibility, and a commitment to high achievement and participation. It emphasises treating all people with care and making the most of all opportunities.

At Tauhara College our students

- are positively engaged in learning
- are considerate of others and their property
- are co-operative, positive and friendly
- are encouraging and inclusive of others so that they are able to gain the full benefit of their education
- are committed to their learning and make the most of all of their opportunities
- are actively involved in a wide range of activities, including leadership opportunities, sporting opportunities, school enhancement projects and community engagement
- are committed to maintaining a high standard of personal presentation, wear the school uniform correctly at school and on the way to and from school

## Responding to Learning and Relationship Disruption

Tauhara College students are expected to show respect and courtesy at all times. The College has zero tolerance to violence, intimidation, and harassment of any kind. Students who misbehave and disrupt the learning and positive engagement of other students can expect to have a response. This may include a family meeting with the Dean or the Assistant Principal, Deputy Principal or Principal, with appropriate interventions used to shift behaviour and attitude. If poor behaviour persists, the Senior Leadership Team will deal with serious problems and work at keeping our students safe and engaged in a positive school climate. At Tauhara College we work hard at keeping all students at school and engaged in learning. However, in cases of severe disruption students may be stood down from school as a response to their behaviour. In very extreme situations, and as a last resort, a student may be suspended from school and will be required to appear before the Board of Trustees. Exclusion or expulsion from Tauhara College may be an outcome of this meeting.

## Drug Policy

Drugs are not part of school life. Students cannot achieve if using them. The possession or use of illegal drugs at the College, on the way to or from College, or at school-related activities is strictly forbidden. If a student is suspected of being under the influence of drugs (including cannabis or alcohol), the Principal or Deputy Principal may request that the student undergo a test administered by authorised personnel. This is done in the interests of being able to deal appropriately with the situation and keeping other students safe at school. Further disciplinary action may also be taken and may include Stand Down or Suspension.

## Exemption from Classes

Attendance at school is a legal requirement for all students. For students to achieve to their potential, they need to be in school and in class. Except in the case of sickness or a family emergency, students must attend all classes. Parents or caregivers intending to take students away from school for non-approved reasons are required to gain permission from the Principal.

## Student Support

The College provides a wide range of programmes to support students during their time at the school. These include:

- Whanu Groups
- Academic Mentoring
- Deans who accompany their group of students through their time at the College
- A full-time guidance counsellor
- Nurses
- A REAL counsellor
- A Learning Support Centre
- School careers advisors

Students meet the Senior Leadership Team, their Deans and their Whanau on the first day of the school year.

## Community Support

We appreciate the great support that we get from our parents, caregivers and whānau. Our students thriving, achieving all that they are capable of, as well as enjoying their time at school with their peers is best obtained through a strong partnership between home, the school and the student. In this way the student has a powerful support network focused on them. This can only lead to a settled, engaged and successful time at school.

Thank you for being part of the Tauhara College Community.

# FREQUENTLY ASKED QUESTIONS

## How is the school day organised?

At the start of the year you will receive a personalised, printed timetable that shows all of your learning sessions, when they will happen during the day and where they will happen. This will also show you who your teacher is for that learning session. You will also be given a personal Kamar log-in and password so that you can access your timetable and other details online.

- the school day begins at 8.45am and ends at 3.00pm
- you will meet with your Whanau class each morning
- there are three learning periods during the school day
- each learning period is 90 minutes long
- each day there is a 45 min morning interval break and a 45 minute lunch break
- most courses have three learning periods during a week

## What are Whanau Groups?

All learners at Tauhara College are placed in a Whanau Group of around 25 students. This group is made up of students from the same year level. In most situations you will remain in this Whanau Group for your time at College. In most cases your Whanau teacher will be the first person you talk to when you need support or advice.

The aim of the Whanau Group is to:

- provide a safe and supportive place with a group of students
- a place where academic mentoring can happen on a regular basis
- to keep you up to date with the day's events and coming activities via the Daily Notices

## What class will I be in?

Your placement in a class follows a discussion with your Deans, yourself and your parents, caregivers and whanaū. This is to ensure a positive placement. You will be with one group of students for most of your learning sessions. When placing you into a class we try to ensure that this is the best possible place for you to be and that there is a good balance of students in the class overall. Class placements are frequently reviewed by the Deans and if a change is required this will be actioned by the Dean.

## **What happens if I have unique learning needs?**

The College has several strategies in place to assist students who need additional help, a different approach with their learning or extension. These include:

- SENCO and Learning Support Co-ordinators
- literacy and numeracy support
- teacher aide assistance
- tutoring by teachers or senior students
- reader – writer assistance where required
- second language learning support
- academic mentoring

The vast majority of our students are very friendly and welcoming to new people and new students very often comment that they are able to make new friends very quickly.

Enjoy the adventure!