



NAYLAND COLLEGE

TE KĀRETI O NEIRANA



2024

STUDENT
ORIENTATION
GUIDE

Nau mai,
haere mai
Welcome to
Nayland College





Welcome

Dear students

Kia ora koutou,

Nau mai, haere mai ki Te Kāreti O Neirana! Welcome to Nayland College and thank you for choosing our school as the next step in your education.

You, our students, are the heart of our school community. Our passionate staff are committed to providing you with a relevant, engaging education, and to supporting you to achieve at the highest possible level. We are proud of our achievements as a school over recent years and we look forward to celebrating your success during your time with us.

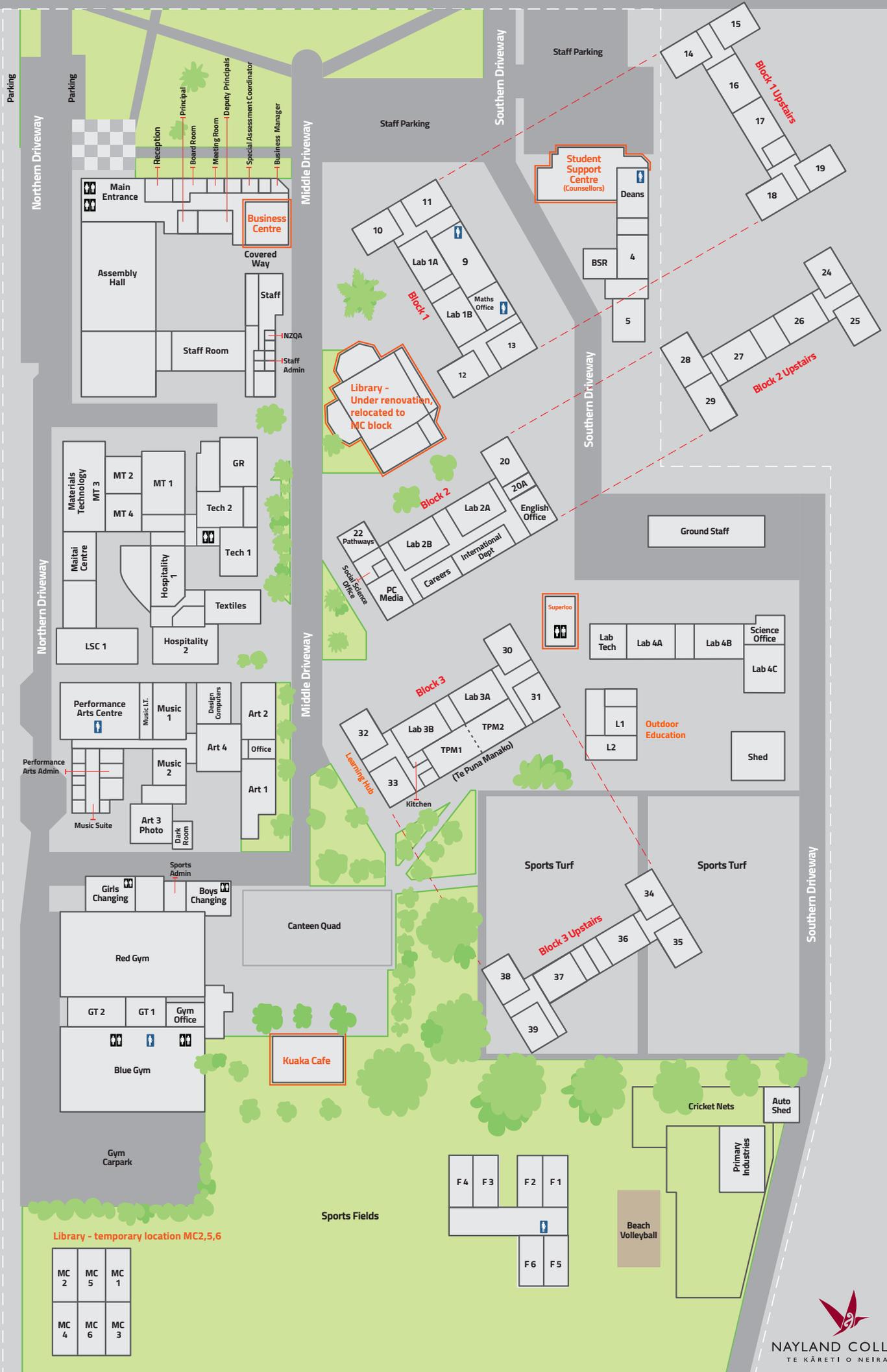
This orientation book is about helping you to find your way around the school and to learning more about our history and values. Nayland College has been a vibrant part of the local community for nearly 60 years now and we are excited to welcome you as part of our new cohort of students. We take pride in our reputation as a relationships focused kura and we are looking forward to getting to know you all. Please don't hesitate to ask questions if you are unsure about anything.

Welcome again - you are now a valued member of our Nayland College whānau.

Ngā mihi nui,

Hannah Banks
Acting Principal

Nayland College Map 2024





*Ma te huruhuru, Ka rere te manu
Adorn the bird with feathers so it can fly*

The Nayland College Kuaka (Godwit).

The Kuaka fly non-stop for 11,500kms from New Zealand to Alaska in a matter of days. Their resilience, persistence and local connection provide a rich metaphor for the values we aspire to at Nayland College.



TOITOI MANAWA

INSPIRE · ENGAGE · EMPOWER



Success

To ensure that all students strive for personal success and leave Nayland College ready for their next steps in the world.



Opportunity

A wide-range of authentic and culturally-rich opportunities both within and extra to the curriculum empower all learners to be treaty partners and global citizens.



Ako

To inspire all learners through positive relationships and effective teaching and learning practices.



Respect

To develop an inclusive and equitable learning community through valuing and nurturing our hauora.

Tutor classes



Tutor classes are grouped horizontally for all year levels. Year 9 tutor classes will have a number of Year 13 Peer Mentors associated with each class. Their role is to provide an extra layer of support between students and their Kaiarahi (Tutor).

Pūaha Te Tai

Pūaha Te Tai is our whānau tutor class. Any Year 9-13 student can elect to be a part of Pūaha Te Tai. In addition to usual tutor class activities, Pūaha Te Tai has a tikanga Māori focus. Students must commit to uphold cultural values and support kaupapa Māori events. Participation in kapa haka is strongly encouraged. There are four Kaiarahi (Tutors) attached to Pūaha Te Tai and students are allocated to each of the four waka (houses).

Tutor Time (Check and Connect)

You will meet with your Kaiarahi (Tutor) and tutor class four times each week. Both junior and senior tutor classes are assigned to one of the four waka.

Kaiarahi (Tutors) have the following responsibilities for students:

- Check attendance
- Read daily notices
- Pass on messages from Kaiarataki (Deans)
- Follow up on absences
- Provide academic mentoring and support

Students have the following responsibilities to Kaiarahi (Tutors):

- To be punctual to tutor class
- To be attentive during daily notices
- To bring a note from home if you have been absent
- To ask any questions if you are unsure
- Engage in discussion around their overall learning

Puna Ako

Puna Ako means the 'Learning Spring'. Puna Ako is timetabled for one period per week for junior students and is delivered by the Kaiarahi (Tutor). There are a range of aims of the Puna Ako programme:

- To build whanaungatanga, or connection and belonging, to the school community
- To develop study skills and agency over students' own learning
- To set goals and track and monitor academic progress
- To foster hauora and empower students to look after their own well-being
- To engage in meaningful school or community projects

Assemblies

Waka assemblies and year level assemblies are held in the hall on a rotating basis during tutor time. Daily notices will remind you when your assembly is on.

Nayland College Waka (Houses)



When entering Nayland College you are allocated to a waka (house). This waka becomes your 'school within a school' over the time you spend at College.

As well as providing pastoral structure for the school, waka are an opportunity to participate in fun, team building and leadership events. A key focal point is the waka day in February involving all students in a whole day of activities.

Throughout the year, students in each waka can gain waka points for participation in waka activities as well as by earning hua tickets for demonstrating SOAR values (Success, Opportunity, Ako and Respect).

Kaiarataki (Deans) & Ahorangi (Associate Deans)

Alongside your Kaiarahi (Tutor) you will also have a Kaiarataki (Dean) and an Ahorangi (Associate Dean) who will oversee overall academic and pastoral support. Kaiarataki & Ahorangi should be contacted in the case of extended absence, concerns around well-being or if you need to let us know about notable personal circumstances.

The waka are:



Waiora

Alice Scott
(Senior Leadership)
Duncan McKinlay
(Kaiarataki)
Chami Hutterd
(Ahorangi)



Ngā Whatu

Bruno Watkins
(Senior Leadership)
Missy Seymour
(Kaiarataki)
Alana Wall
(Ahorangi)



Manukau

Rowan Taigel
(Senior Leadership)
Lauren Mekalick
(Kaiarataki)
Andy Walker
(Ahorangi)



Omaio

Trevor Olley
(Senior Leadership)
David Munro
(Kaiarataki)
Eloise Nevin
(Ahorangi)



The four waka (houses) at Nayland College were renamed in 2023 to reflect our connection to whakapapa and our local environment. Our aim is to create a sense of belonging (turangawaewae) for all students.

Kaiarataki (Deans), Ahorangi (Associate Deans) and Kaiarahi (Tutor Teachers) 2024

Waka (House)	Teacher Code	Tutor Class Name	Kaiarahi Tutor Name	Room
Waiora	JWR (JDG)	9W1	John Walker (Jacqueline de Jong)	14
	JCI (AWI)	9W2	John Cubanski (Annie Watson-Kidd)	L4A
	BDO (STE)	9W3	Belinda De Mayo (Stephen Teece)	AR2
Alice Scott (SLT)	GBE (GDI)	10W1	Gerd Banke (Ghananta Duppati)	L3A
	KCE	10W2	Kat Cambridge	L3B
	SHK	10W3	Stacey Holbrook	L2A
Duncan McKinlay (Kaiarataki)	MKG	11W1	Murray King	4
	BCD	11W2	Ben Crawford	19
	JCN	11W3	Jolene Cotton	GT1
Chami Hutterd (Ahorangi)	BGS	12W1	Brennan Geddes	GT2
	KNS	12W2	Karl Nicholls	31
	APD	12W3	Anna Playford	15
	RGN	13W1	Ross Gerritsen	MU2
	DSN	PTTW	Debbie Swainston	TPM1

Waka (House)	Teacher Code	Tutor Class Name	Kaiarahi Tutor Name	Room
Ngā Whatu	JMN (NWE)	9N1	Julia Martin (Naomi Wade)	TPM2
	BLY (CVR)	9N2	Brooke Lawry (Corrin Vedder)	5
	GMA (CWD)	9N3	Gene McNae (Catharine Wood)	25
Bruno Watkins (SLT)	CAN	10N1	Adam Crichton	20
	BST (MBS)	10N2	Ben Sheat (Miriam Burgess)	36
	MJY	11N1	Meagan Jeffrey	MC4
Missy Seymour (Kaiarataki)	RQE	11N2	Rachael Queree	28
	CSN	11N3	Carl Sheehan	L1A
	LPE	12N1	Lauren Prestidge	34
Alana Wall (Ahorangi)	SPL	12N2	Simon Patel	L4B
	NCL	12N3	Natasha Cardwell	GR1
	GBD	12N4	Gaye Bloomfield	30
	JPE	13N1	Jana Polglase	PAC
	HJS	13N2	Henry Jones	TEC1
LHN	PTTN	Laura Hutchinson	TPM1	

Kaiarataki (Deans), Ahorangi (Associate Deans) and Kaiarahi (Tutor Teachers) 2024

Waka (House)	Teacher Code	Tutor Class Name	Kaiarahi Tutor Name	Room
Manukau	TRN (SBD)	9M1	Tania Radman (Sophie Ballard)	AR1
	LBY (JIS)	9M2	Lucy Buckley (Jason Innes)	AR3
	RHD	10M1	Rob Hutterd	MT4
Rowan Taigel (SLT)	CFN	10M2	Colin Frewin	GR1
	ELY	10M3	Erin Lowry	F4
	NPE	11M1	Nick Prebble	29
Lauren Mekalick (Kaiarataki)	TMD	11M2	Tami Mansfield	F5
	AMN	11M3	Alan Martin	17
Andy Walker (Ahorangi)	NHT	12M1	Nicole Hecht	39
	EWE	12M2	Emma White	13
	AWT	12M3	Abbe West	MC3
	CLR	13M1	Cushla Laufkotter	TEX
	KME	13M2	Kay Mackenzie	MU1
	JHY	PTTM	Jodi Hikuroa-Jeffrey	TPM1

Waka (House)	Teacher Code	Tutor Class Name	Kaiarahi Tutor Name	Room
Omaio	FWR (MGG)	9O1	Fiona Walker (Mark Greig)	F5
	NCA (CWS)	9O2	Nathalie Campbell (Chris Williams)	TEC2
	ARI (NCD)	9O3	Andrew Ricciardi (Natalie Crawford)	12
Trevor Olley (SLT)	KRD	10O1	Kylie Redwood	38
	NGO	10O2	Nathan Gargiulo	27
	TOY/DMO	10O4	Trevor Olley / David Munro	BSR
David Munro (Kaiarataki)	EBG	11O1	Eva Bak-Craig	HOS1
	MAY	12O1	Michelle Ainley	18
	KFN	12O2	Katherine Ferguson	35
Eloise Nevin (Ahorangi)	HMN	12O3	Hamish McLellan	L2B
	THY	12O4	Trudy Harvey	37
	DML	13O1	Diana Maskill	AR4
	GSD	13O2	Geri Sheppard	AR2
	CVE	LSC	Caro Vinnicombe	LSC
	MPY	PTTO	Matt Penney	TPM1

Waka (House)	Teacher Code	Tutor Class Name	Kaiarahi Tutor Name	Room
	SMD	PM1	Sam Maitland	10
	CGR	PM2	Courtney Gravett	11
	BCN	PM3	Beth Cuizon	16

Teaching staff codes 2024



Senior leadership team

Acting Principal	HBS	Hannah Banks
Deputy Principal	RTL	Rowan Taigel
Deputy Principal	TOY	Trevor Olley
Deputy Principal	BWA	Bruno Watkins
Deputy Principal	AST	Alice Scott
<i>Principal - on secondment to MOE in 2024</i>		<i>Daniel Wilson</i>

ACN	Adam Crichton	ENN	Eloise Nevin	MAY	Michelle Ainley
AKG	Anna King	EWE	Emma White	MJY	Meagan Jeffrey
AMN	Alan Martin	GBD	Gaye Bloomfield	MBS	Miriam Burgess
APD	Anna Playford	GBE	Gerd Banke	MKG	Murray King
ARI	Andrew Ricciardi	GBL	Graeme Bloomfield	MGG	Mark Greig
AWA	Amanda Walker	GDI	Ghananta Duppati	MPY	Matt Penney
AWI	Annie Watson-Kidd	GME	Gene McNae	MSR	Missy Seymour
AWK	Andy Walker	GSD	Geri Sheppard	NCA	Nathalie Campbell
AWL	Alana Wall	HJS	Henry Jones	NCD	Natalie Crawford
AWT	Abbe West	HMN	Hamish McLellan	NCL	Natasha Cardwell
BCD	Ben Crawford	JCI	John Cubanski	NGO	Nathan Garguilo
BCN	Beth Cuizon	JCN	Jolene Cotton	NHT	Nicole Hecht
BDO	Belinda De Mayo	JDG	Jacqueline de Jong	NLM	Nigel Lineham
BGS	Brennan Geddes	JHY	Jodi Hikuroa-Jeffrey	NPE	Nick Prebble
BLY	Brooke Lawry	JIS	Jason Innes	NWE	Naomi Wade
BST	Ben Sheat	JMN	Julia Martin	RGN	Ross Gerritsen
CFN	Colin Frewin	JPE	Jana Polglase	RHD	Rob Hutterd
CGR	Courtney Gravett	JSE	Josie Savage	RPE	Rachael Purdie
CHD	Chami Hutterd	JWR	John Walker	RQE	Rachael Queree
CLR	Cushla Laufkotter	KCE	Kat Cambridge	SFD	Sue Ford
CSN	Carl Sheehan	KFN	Katherine Ferguson	SHH	Shellee Hall
CVE	Caro Vinnicombe	KLN	Kristel Leijten	SHK	Stacey Holbrook
CVR	Corrin Vedder	KME	Kay Mackenzie	SJS	Sally Josenhans
CWD	Catharine Wood	KNS	Karl Nicholls	SMD	Sam Maitland
CWS	Chris Williams	KRD	Kylie Redwood	SPL	Simon Patel
DML	Diana Maskill	KSD	Kathy Sherwood	SBD	Sophie Ballard
DMO	David Munro	LBY	Lucy Buckley	STE	Stephen Teece
DMY	Duncan McKinlay	LHN	Laura Hutchinson	THY	Trudy Harvey
DSN	Debbie Swainston	LMK	Lauren Mekalick	TMD	Tami Mansfield
EBG	Eva Bak-Craig	LML	Linda McDougall	TRN	Tania Radman
ELY	Erin Lowry	LPE	Lauren Prestidge	TVE	Trevor Voyce
FWR	Fiona Walker				



Attendance at Nayland College

Nayland College recognizes its responsibility to take all reasonable steps to ensure that students enrolled at school attend school whenever it is open. Non-attendance will be investigated, recorded and assessed, and parents/caregivers kept informed.

- Every class/lesson/group you attend will have a roll taken, and your attendance, and punctuality (whether you were late or on time) will be recorded.
- If you have a pattern of non-attendance or lateness that is affecting your learning, this will be recorded on your pastoral record and followed up through your Kaiarahi (Tutor)/Kaiarataki (Dean).
- The school will endeavour to contact parents / caregivers on the same day via text message in cases of unexplained absence. Please contact the school if you are going to be absent: Email: away@nayland.school.nz Phone: (03) 547 9769 (option 1).
- The Attendance Officer will attempt to make parental contact for all students who have been absent for three or more days. Contact will be made sooner if possible.
- Ongoing absenteeism will be identified and followed up by the Kaiarataki (Deans), who may call upon the help of the Student Support Team, Senior Leadership Team or outside agencies, such as the Police Prevention Team, to follow up on long term absences.
- Kaiarahi (Tutors) closely monitor the attendance of students in their classes. Truancy (wagging/skipping classes) is unacceptable and will be followed up initially by the Kaiarahi (Tutor), and from there assessed by Kaiarataki (Deans), Deputy Principal and the Student Support Team.
- Serious/ongoing or multiple instances of truancy which do not improve with support from Kaiarataki (Deans)/SLT or other school intervention support, may be referred to Ōranga Tamariki under Section 19 Children and Young Persons Act

Ko wai tātou – this is us

We recognise that, for many students, the transition from intermediate school to college can be daunting. Ko Wai Tātou is our Term One module for all Year 9 students at Nayland College.

The key focus for the term is on getting to know each other, adapting to college life and building foundational skills for college learning. We want our Year 9 students to quickly feel connected to the school, that they belong and will be supported to succeed.

Learning occurs within each subject but the emphasis is on developing college level learning skills for that subject area. Ko Wai Tātou includes introducing students to our Microsoft 365 computer applications and developing IT skills to support learning. We also explore our SOAR values of Success, Opportunity, Ako and Respect. We take a place-responsive approach in Ko Wai Tātou and students may explore aspects of local stories, places and contexts. We also think about how Nayland College has developed through its 50 year history and how we live our SOAR values at school each day.

Completion of the Ko Wai Tātou module is celebrated with a powhiri (welcoming ceremony) at Whakatū Marae and wero (challenge) at Founders Park.

Peer support programme

WHY

This programme has been introduced to support the transition of our students into secondary school. It recognises that students beginning high school need a safe and supportive environment in which to develop the skills to look after themselves and each other. The programme also gives senior students the opportunity to take on a leadership role by being a positive role model in their support of junior students.

WHO

Year 13 students who have volunteered for this role will go through a series of training sessions and will then be allocated to Year 9 tutor classes and eventually Year 10 tutor classes.

HOW

The Peer Support Programme provides a structured introduction for new entrants to secondary school. Contact with our senior role models will help students to develop self-confidence, resiliency and the ability to relate well to others. The programme is administered in New Zealand by a not-for-profit trust established by Rotary International. The Trust is registered with the Charities Commission.



Student timetable 2024



 NAYLAND COLLEGE <small>TE KĀRETI O NEIRANA</small>		2024 Timetable			
Monday Staff Briefing 8:25am	Tuesday	Wednesday	Thursday Staff PLD 8:25-9:20am	Friday Staff Briefing 8:25am	B Timetable
Period 1 8:50 - 9:50	Period 1 8:50 - 9:50	Period 1 8:50 - 9:50		Period 1 8:50 - 9:50	Period 1 8:50 - 9:45
Period 2 9:50 - 10:50	Period 2 9:50 - 10:50	Period 2 9:50 - 10:50	Junior Puna Ako (Senior non-contact) 9:25 - 10:10	Period 2 9:50 - 10:50	Period 2 9:45 - 10:40
Tutor/Waiora Assembly 10:50 - 11:10	Tutor/Omaio Assembly 10:50 - 11:10	Tutor/Ngā Whatu Assembly 10:50 - 11:10	Period 2 10:10 - 11:10	Tutor/Manukau Assembly 10:50 - 11:10	Extended Tutor Time (Junior & Senior) 10:40 - 11:10
Interval 11:10 - 11:35	Interval 11:10 - 11:35	Interval 11:10 - 11:35	Interval 11:10 - 11:35	Interval 11:10 - 11:35	Interval 11:10 - 11:35
Period 3 11:35 - 12:35	Period 3 11:35 - 12:35	Period 3 11:35 - 12:35	Period 3 11:35 - 12:35	Period 3 11:35 - 12:35	Period 3 11:35 - 12:35
Period 4 12:35 - 1:35	Period 4 12:35 - 1:35	Period 4 12:35 - 1:35	Period 4 12:35 - 1:35	Period 4 12:35 - 1:35	Period 4 12:35 - 1:35
Lunch 1:35 - 2:15	Lunch 1:35 - 2:15	Lunch 1:35 - 2:15	Lunch 1:35 - 2:15	Lunch 1:35 - 2:15	Lunch 1:35 - 2:15
Period 5 2:15 - 3:15	Period 5 2:15 - 3:15	Period 5 2:15 - 3:15	Period 5 2:15 - 3:15	Period 5 2:15 - 3:15	Period 5 2:15 - 3:15

How to read your timetable

16217	Year 9			
4	10	Monday		
8:50-9:50	FORM			
9:50-10:50	9PEH			
11:10-11:35	9MUS			
11:35-12:35	9ENG			
12:35-1:35	9SOC			
1:35-2:15	9EIB			
2:15-3:15				
Teacher:	Year Level Dean: Tutor	Management		

Interval

Period 3

Period 4

Lunch

Class Start Time

Teacher Code

Classroom Number

Year level and subject code

*Assemblies

Assemblies take place during tutor time on a rotation. Your Kaiarahi (Tutor Teacher) will let you know when your assembly is on and daily notices will remind you.

Getting involved



There are many opportunities to get involved at Nayland College. The following lists some of the activities on offer:

Adventure Racing	Mr Crichton
Athletics	Mr Crichton
augMENTed (Boys Choir)	Mrs Ferguson Brill
Badminton	Mr Crichton
Basketball	Mr Crichton
Chamber Music Groups	Miss Mackenzie
Chess	Ms Vedder
Christian Group	Mrs Gwyn
Concert Band	Miss Mackenzie
Cricket	Mr Crichton
Cross-Country	Mr Crichton
Cycling	Mr Crichton
Dance Company	Ms Polglase
Debating	Mrs Bloomfield
Disc Golf	Mrs Redwood
Drama Company	Mrs Ferguson Brill
Duke of Edinburgh	Mrs Bloomfield
Football	Mr Crichton
Golf	Mr Crichton
Hockey	Mr Crichton
Jazz Band	Mr A. Walker
Kapa Haka (Pūaha Te Tai)	Matua Penney
Ki-o-Rahi	Mrs Cotton
Lawn Bowls	Mrs Redwood
Mixed Choir (NayCol Chorale)	Mrs Ferguson Brill
Model United Nations	Mrs Bloomfield
Mountain Biking	Mr Crichton
Multisport	Mr Patel
Musical Production	Mr Gerritsen
Netball	Mrs Redwood
NZ Sign Language	Mrs Swainston
Orchestra	Mrs Ferguson Brill
Orienteering	Mr Crichton
Pasifika Neirana	Matua Watkins
PRIDE	Mr A. Crichton
Rockquest	Miss Mackenzie
Rugby	Mr Crichton

Sailing	Mrs Redwood
Shakespeare	Mrs Ferguson Brill
Snow Sports	Mr Crichton
Softball	Mr Crichton
Sotto Voce (Girls Choir)	Ms Dee
Squash	Mrs Redwood
Stand Up Paddle Boarding	Mrs Redwood
String Ensemble	Mrs Ferguson Brill
Student Volunteer Army	Mrs Bloomfield
Table Tennis	Mrs Redwood
Tennis	Mr Crichton
Theatre Sports	Mrs Ferguson Brill
Touch Rugby	Mr Crichton
Triathlon	Mr Crichton
Tautīnei (Environmental Sustainability Team)	Mrs Swainston/Ms Ferguson
Volleyball	Mr Crichton
Waka Ama	Ms de Jong
Writing Club	Ms Prestidge

For more information about sports or performance arts please contact Mr Crichton (Director of Sport) in the Sports Office next to the Red Gym or Jules Ferguson Brill (Performance Arts Administrator) in the Performance Arts Office next to the Performance Arts Centre.

List below some of the activities you may wish to become involved in and who you will need to see for more information.

ACTIVITY	WHO TO SEE

SOAR – our positive behaviour system



Success	Opportunity	Ako	Respect
Learners who aim for personal excellence	Learners who take every opportunity to reach their goals	Learners who are engaged, innovative, collaborative and curious	Learners who show manaaki (respect and concern for learning, for others, for themselves and for the environment) and whanaungatanga (connection and belonging)

For Broadgreen students SOAR is an extension of the STAR programme:

Safe	Together	Achieving	Respectful
Use common sense	Be cooperative with a positive attitude	Work hard – complete your goals	Treat others the way you would like to be treated
Follow the rules	Take pride in your uniform – we are a team	Be the best you can be	Use manners and be polite
Look after ourselves and use equipment properly			





Reward System

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

If you are awarded a HUA ticket:

1. Save up your HUA rewards points.
2. 'Cash in' your HUA points to purchase a reward of your choosing from our SOAR Store, open on Fridays at the Student Support Centre.
3. Check out your Schoolbridge app to browse rewards.

The value of a HUA ticket

Intrinsic Value

The value of being recognised for doing the right thing!

Waka (House) Point Value

Each ticket is worth 1 waka point. The total waka points will be regularly announced during assemblies. There will be a visual display of waka points in the Student Support Centre.

Soar badges

As well as earning rewards points, Bronze, Silver and Gold SOAR Badges are awarded to students who consistently demonstrate the SOAR values.

Use of digital devices

Mobile phones are to be switched off and away during the school day. Exceptions can be made if teachers contact caregivers to request permission for students to use their mobile phone for a specific learning activity.

Restorative process

Students who do not consistently follow the school behavior expectations will be followed up with through a restorative process that may include some or all of the steps below.

Step	Restorative action
1	Student meets with Kaiarataki (Dean) who contacts home (letter/call/meeting)
2	Family meeting with Kaiarataki (Dean), possible guidance/RTL B referral, period by period report
3	Deputy Principal meeting with family, possible SLT period by period report
4	Referred to Principal for warning, Principal contacts home
5	Stand down for continual disobedience/defiance
6	School Board pre-suspension hearing
7	Suspension pending full Board hearing



Important questions

What do I do if I'm sick and I can't come to school?

It is expected that parents/caregivers will advise the school by phone before 9am. An answer phone is left on to take these messages so it doesn't matter how early you phone.

The school phone number is 5479769 – select option 1.

Alternatively you can email away@nayland.school.nz

What do I do if I have an appointment during school hours?

A note from your parent or caregiver needs to be shown to your Kaiarahi (Tutor) and the Student Support Centre. This is used to 'sign out' at the Student Support Centre. Students must also 'sign in' on return to school after their absence. This is a safety requirement in relation to emergency situations (e.g. earthquake or fire) so that we can be sure exactly who is in the school.

What do I do if I'm feeling sick at school or have an accident?

If in class, discuss the situation with your teacher. They will probably send you to the Student Support Centre. No student may go home sick unless the Student Support Centre has contacted your caregiver and a formal arrangement has been made.

What if I'm late for school?

You must sign in at the Student Support Centre. If this happens regularly without a reasonable explanation, home will be contacted and detentions may be issued.

When is the Kuaka Cafe open?

Kuaka Cafe is open at interval and lunchtimes. It is not open before school, after school or in between classes (except for Year 13 students who may use the cafe when they have a free lesson).

What do I do if I have lost something?

Students should have ALL their gear named. It is the responsibility of the student to look after their own gear. DO NOT BRING VALUABLE ITEMS TO SCHOOL. If something is missing, firstly, explain to your current teacher what has happened, retrace your steps to the last time you remember having the item and ask people along the way if anyone has seen it. If this is unsuccessful, go to the Student Support Centre and ask if it has been handed in. You should check at the Student Support Centre over the next few days as someone may have found the item and handed it in later in the day.

If you believe that your item has been stolen, still follow the process above. If an item has been stolen, it is important to see a Deputy Principal as soon as possible.

When is the library open?

Monday - Friday: 8:30 am - 3:30 pm

Is there a telephone I can use?

There is a telephone in the Student Support Centre which may be used in emergencies.

Where can I buy stationery?

Students are expected to purchase their stationery at local shops or pre-packaged stationery can be purchased either online or in-store at one of our recommended suppliers.

Please see our website for more information: www.nayland.school.nz/high-school-life/stationery

Are we allowed in classrooms during interval and lunch?

In certain circumstances. Please talk to the teacher concerned.

What happens if it is wet at lunchtime?

You will be able to eat lunch in your tutor room or if this is a specialist room, then in another designated room. Classrooms are expected to be kept clean and you must put all rubbish in the bin. You must not eat your lunch, sit or socialise in the corridors or stair wells.

Which bike stands can I use?

Students may use any of the stands available. Bikes must be locked, along with helmets.

What are the rules around cell phones?

Cellphones must be switched off and put away during the school day. The teacher will contact home for permission if phones are required for a learning activity.

Who do I see if I am not happy?

Talk to your Kaiarahi (Tutor) or Kaiarataki (Dean), or make an appointment to see a Guidance Counsellor (located in the Counselling Cottage at the Student Support Centre).

Getting started on our ICT network

To get started on the school network, you will need your login and password. These will be provided to you on your first day, along with some additional information, by your Kaiarahi (Tutor).

Please keep them secret as you are responsible for activity on your account. If you happen to forget your login information, check with your teacher or at the Student Support Centre.

Office 365

Nayland College is a Microsoft Showcase School. To access your account online, visit portal.office.com or login through the school website (www.nayland.school.nz). From here you will have access to online versions of Word, PowerPoint, etc. and a whole host of other tools either from the main screen or the waffle in the top left corner.

As a Microsoft school, you can also install Microsoft Office on to your own personal devices. Just click the 'Install Office' button in the top right corner.

Wireless Network

Nayland College runs a robust Wi-Fi system to enable internet access for student-owned devices throughout the school. Your Kaiarahi (Tutor) will provide you with more details on your first day.

Printing

Printing instructions are posted in all computer labs around the school for both printing from school devices and from student-owned devices. Printing in computer suites can also be done directly to the printer available in that area.

School email

School information and emails from staff will be sent regularly to your school email account. Please ensure you check

your school Outlook email every day, either via a browser or by downloading Outlook onto your personal device.

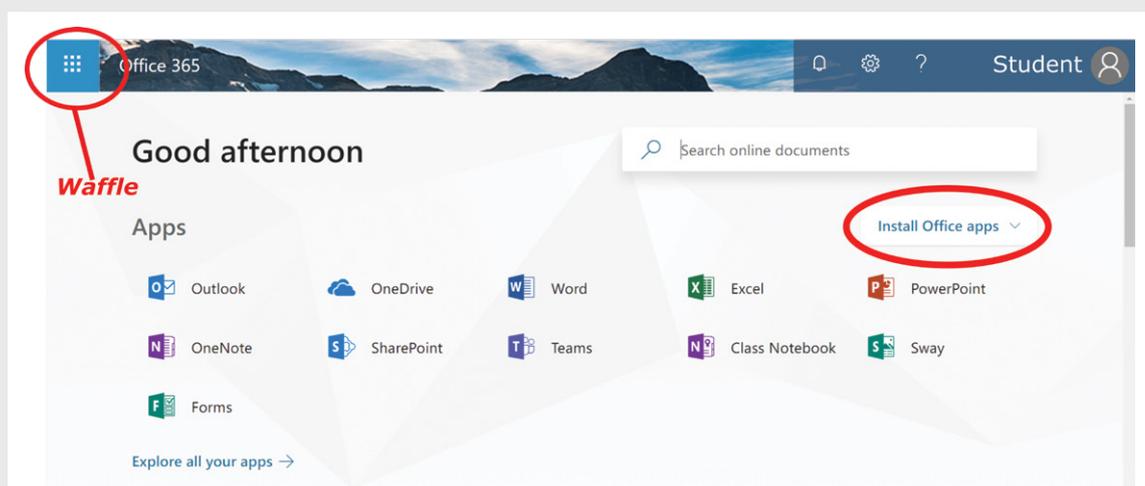
OneDrive

We recommend saving all of your school work to OneDrive. Anything left on any of the school computers will be lost at the next restart. Again, instructions are posted in the computer labs around the school.

When you are finished with any of the school computers, please remember to reboot or shutdown.

Support

Should you have any computer issues that your teacher is unable to solve, kindly ask your teacher to submit a support ticket for you.



Year 9 and 10 school uniform

The Nayland College uniform is designed to offer a range and choice of items that may be worn in any combination



Uniform items

- NZ Uniforms maroon junior polo shirt
- NZ Uniforms black shorts
- NZ Uniforms black long pants
- NZ Uniforms black skirt (at a reasonable length)
- Plain black lavalava
- NZ Uniforms charcoal/maroon jersey
- NZ Uniforms charcoal/maroon cardigan
- NZ Uniforms windbreaker jacket
- NZ Uniforms hoodie
- Plain black long-sleeved jacket (no branding or subtle branding only) for additional warmth (outside only)
- Plain black long-sleeved undershirt (polyprop, merino or cotton, with no hood)
- Completely black below-ankle shoes or sneakers
- Plain black below-ankle sandals
- Plain black socks
- Plain black tights (with feet) may be worn with the skirt
- NZ Uniforms cap (outside only)
- Plain black or NZ Uniforms scarf
- Plain black or NZ Uniforms bucket hat (outside only)

Physical Education

- An appropriate change of clothing
- Optional NZ Uniforms Physical Education T-shirt

Practical classes

- Shoes must be worn in workshop

The following are unacceptable:

- ✗ Excessive make-up*
- ✗ Excessive jewellery*
- ✗ Excessive piercings*(one matching pair of ear studs acceptable)
- ✗ Facial hair
- ✗ Items of non-regulation clothing
- ✗ High heel shoes

**The Nayland College Senior Leadership Team has the final say on what is considered 'excessive.'*



Year 11 and 12 school uniform

The Nayland College uniform is designed to offer a range and choice of items that may be worn in any combination



Uniform items

- NZ Uniforms black check long-sleeved blouse/shirt
- NZ Uniforms black check short-sleeved blouse/shirt
- NZ Uniforms light marl/maroon senior polo shirt
- NZ Uniforms black shorts
- NZ Uniforms black long pants
- NZ Uniforms black skirt (at a reasonable length)
- Plain black lavalava
- NZ Uniforms charcoal/maroon jersey
- NZ Uniforms charcoal/maroon cardigan
- NZ Uniforms windbreaker jacket
- NZ Uniforms hoodie
- Plain black long-sleeved jacket (no branding or subtle branding only) for additional warmth (outside only)
- Plain black long-sleeved undershirt (polyprop, merino or cotton, with no hood)
- Completely black below-ankle shoes or sneakers
- Plain black below-ankle sandals
- Plain black socks
- Plain black tights (with feet) may be worn with the skirt
- Plain black or NZ Uniforms scarf
- NZ Uniforms cap (outside only)
- Plain black or NZ Uniforms bucket hat (outside only)

Physical Education

- An appropriate change of clothing
- Optional NZ Uniforms Physical Education T-shirt

Practical classes

Shoes must be worn in workshop

The following are unacceptable:

- ✗ Excessive make-up*
- ✗ Excessive jewellery*
- ✗ Excessive piercings* (one matching pair of ear studs acceptable)
- ✗ Facial hair
- ✗ Items of non-regulation clothing
- ✗ High heel shoes

**The Nayland College Senior Leadership Team has the final say on what is considered 'excessive.'*



Year 13 dress code

Students in year 13 at Nayland College have the option of not wearing school uniform unless representing the school at a special event.

The school gives students the privilege and responsibility of managing themselves and making good decisions about what to wear.

The non-uniform dress code requires a standard of dress appropriate for our learning environment and can best be described as 'smart casual'.

- Clothing should be clean, tidy and must not offend others
- Logos and graphics must be appropriate e.g. not offensive nor promoting alcohol or illegal substances
- Appropriate footwear is to be worn at all times with closed-in shoes being required for workshops
- Facial hair/beards must be neatly trimmed and tidy

- Strapless garments are not acceptable
- There will be occasions where the dress expectation is more formal, e.g. senior prizegiving. Also, uniform will be required when representing the school at formal events.

We encourage students to take pride in their appearance and ask that parents support the school by ensuring that their son/daughter maintains a clean, tidy appropriate standard of dress.

**The Nayland College Senior Leadership Team has the final say on what is considered appropriate.*



Cellphone Use

Is your **phone away** and in your bag?

* **phone use is banned at Nayland College
at all times & in all spaces**

If you use a cellphone without teacher permission:





Nayland College

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Nelson 7011, New Zealand

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Email: xtend@nayland.school.nz

www.nayland.school.nz



Showcase School