

CAREGIVER A-Z GUIDE

2024

NAYLAND COLLEGE CAREGIVER INFORMATION





Nayland College

Nau mai, haere mai
Welcome to Nayland College

SCHOOL CONTACT DETAILS

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

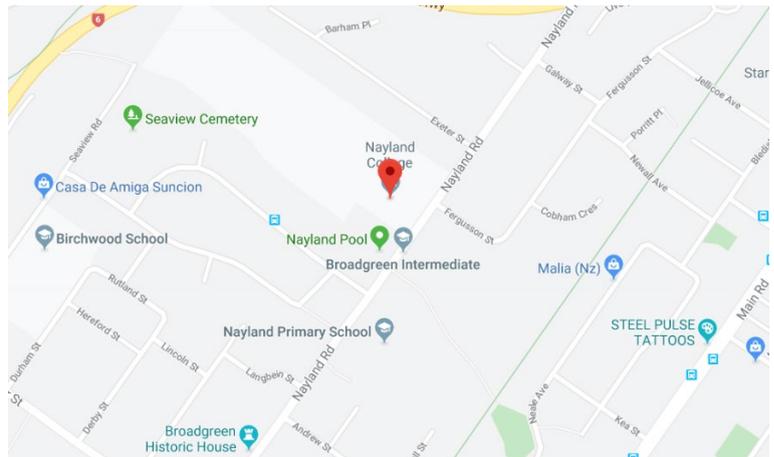
Reception: 0

Absences: 1

Email: xtend@nayland.school.nz

Absences: away@nayland.school.nz

Web: www.nayland.school.nz



Facebook <https://www.facebook.com/naylandcollegeofficial/>

Instagram <https://www.instagram.com/naylandcollege/>

Twitter <https://twitter.com/naylandcollege>

YouTube <https://www.youtube.com/user/NayColOfficial>

Linkedin <https://www.linkedin.com/school/nayland-college/>



TOITOTI 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.

Contents

SCHOOL CONTACT DETAILS	3
KEY CONTACTS	8
SENIOR LEADERSHIP TEAM	8
INTERNATIONAL	8
STUDENT SUPPORT	8
GUIDANCE	8
BUSINESS CENTRE	8
STUDENT ADVICE	9
EXTRA-CURRICULAR ACTIVITIES	9
HEADS OF LEARNING AREAS	9
NAYLAND COLLEGE WAKA (HOUSES) - KAIARATAKI (DEANS) & AHORANGI (ASSOCIATE DEANS)	9
KAIARAHU (TUTORS) & TUTOR CLASSES	10
TEACHING STAFF CODES	12
SUPPORT STAFF CODES	13
MAP	14
TIMETABLE	15
ACADEMIC MENTORING	16
ACHIEVEMENT CONFERENCES	16
ASSESSMENT	16
ATTENDANCE	16
WHEN A STUDENT IS ABSENT FROM SCHOOL	16
WHEN A STUDENT FEELS UNWELL AT SCHOOL	17
PUNCTUALITY	17
APPOINTMENTS DURING SCHOOL HOURS	17
CALENDAR	18
CAMPS AND TRIPS - EOTC	20
CELLPHONE POLICY	21
CHARTER	22
COMMUNICATION	22
WEBSITE	22
PARENT PORTAL	22
NEWSLETTER	22
SCHOOLBRIDGE APP	22
EMAIL	22
PARENT EVENINGS	22
CONCERNS AND COMPLAINTS	22
FOR STUDENTS	22
FOR PARENTS	23
DAILY NOTICES	23
DAMAGE TO SCHOOL PROPERTY	23
EMERGENCY CONTACT	23
EXTRA-CURRICULAR ACTIVITIES	24
HIREAGE OF FACILITIES	24
HOME LEARNING	25
HUA TICKETS	25
INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)	25

INTERNATIONAL STUDENTS	26
KO WAI TATOOU – THIS IS US	26
KUAKA CAFÉ	27
LEAVING SCHOOL	27
LIBRARY	27
LOST PROPERTY	27
LUNCH PASSES	28
MEDICATION	28
MUSIC LESSONS	28
NCEA INFORMATION	28
HOW DOES NCEA WORK?	28
WHAT IS NEEDED TO GAIN ENTRANCE TO UNIVERSITY?	29
WHAT HAPPENS IF MY CHILD DOESN'T ACHIEVE A STANDARD?	29
WHAT CAN I DO TO HELP MY CHILD?	29
BREACH OF RULES / AUTHENTICITY	30
APPEALS	30
DERIVED GRADES	30
MORE INFORMATION	30
PAYMENTS AND DONATIONS	31
CONTRIBUTION TOWARDS COSTS	31
METHODS OF PAYMENT	31
INVOICING	31
HOW	32
PTA	32
PŪAHA TE TAI	32
PUNA AKO	32
REPORTS	32
RESTORATIVE PRACTICE	33
SCHOOL BOARD	35
SCHOOLBRIDGE	36
SCHOOLPOINT - SUBJECT SELECTION	36
SCHOOL POLICIES - SCHOOLDOCS	37
SMOKING AND VAPING	37
SOAR – OUR PB4L SYSTEM	38
REWARD SYSTEM	38
HUA REWARDS	38
THE VALUE OF A HUA TICKET	38
RESTORATIVE PROCESS	39
STATIONERY	39
STUDENT LEADERSHIP	39
STUDENT LEADERS	40
STUDENT REPRESENTATIVE ON SCHOOL BOARD	40
OTHER LEADERSHIP OPPORTUNITIES	40
STUDENT SUPPORT	40
KAIARAHĪ (TUTOR TEACHERS)	41
KAIARATAKĪ (DEANS)	41
CAREERS ADVICE	41
TUTOR CLASSES	41
WHĀNAU CLASS – PŪAHA TE TAI	41

COUNSELLING COTTAGE	42
NURSE	42
INP (INDEPENDENT NURSING PRACTICE) CLINIC	42
WICKED TOOTH FAIRY	42
TRAVEL TO SCHOOL	42
BUS TICKETS	42
VEHICLE PASSES.....	42
UNIFORM.....	43
YEAR 13 DRESS CODE.....	43
UNIFORM CLUB	43
UNIFORM EXPECTATIONS	43
VISITORS	43
YEAR 13 CONTRACT	44

KEY CONTACTS

SENIOR LEADERSHIP TEAM

Acting Principal	Hannah Banks	hannah.banks@nayland.school.nz
Deputy Principal	Rowan Taigel	rowan.taigel@nayland.school.nz
Deputy Principal	Trevor Olley	trevor.olley@nayland.school.nz
Deputy Principal	Bruno Watkins	bruno.watkins@nayland.school.nz
Deputy Principal	Alice Scott	alice.scott@nayland.school.nz
<i>Principal</i>	<i>Daniel Wilson</i>	<i>(on secondment to MOE in 2024)</i>
Executive Assistant to SLT	Sarah Gwyn	sarah.gwyn@nayland.school.nz

RECEPTION

Receptionist	Di Holland	diane.holland@nayland.school.nz
--------------	------------	--

NAYLAND COLLEGE SCHOOL BOARD

Board Secretary	Kathy Sherwood	kathy.sherwood@nayland.school.nz
-----------------	----------------	--

INTERNATIONAL

International Student Director	Gavin Millar	gavin.millar@nayland.school.nz
International Manager	Sophia Morris	sophia.morris@nayland.school.nz
International Administrator	Jessica Olander	jessica.olander@nayland.school.nz

STUDENT SUPPORT

Head of Learning Support	Sue Ford	sue.ford@nayland.school.nz
Head of ESOL	Shellee Hall	shellee.hall@nayland.school.nz
Transition Manager	Rachael Purdie	rachael.purdie@nayland.school.nz
Special Assessment Conditions Coordinator	Kathy Sherwood	kathy.sherwood@nayland.school.nz
Student Support Centre Manager / Attendance Officer	Carrie Wilson	carrie.wilson@nayland.school.nz
Attendance Administrator	Louise Currin	louise.currin@nayland.school.nz
Student Support Administrator	Tracy Farrell	tracy.farrell@nayland.school.nz
Kaiarataki/Dean Support Worker	Krystal Liebezeit	krystal.liebezeit@nayland.school.nz
Hub Manager / Correspondence Coordinator	Fiona Crichton	fiona.crichton@nayland.school.nz
School Nurse		school.nurse@nayland.school.nz

GUIDANCE

Head of Counselling	Linda McDougall	linda.mcdougall@nayland.school.nz
Guidance Counsellors	Lou White-Pawson	lou.whitepawson@nayland.school.nz
	Miriam Restieaux	miriam.restieaux@nayland.school.nz
	Felicity Yellin	felicity.yellin@nayland.school.nz
Counselling Receptionist	Sherree Flatman	sherree.flatman@nayland.school.nz

BUSINESS CENTRE

Business Manager	John Hall	john.hall@nayland.school.nz
Finance Administrator	Lisa Tunnicliff	lisa.tunnicliff@nayland.school.nz

STUDENT ADVICE

NZQA Liaison/ Timetabler
Careers Advisors

Nigel Lineham
Alana Wall
Rachael Purdie
Moira Raumati

nigel.lineham@nayland.school.nz
alana.wall@nayland.school.nz
rachael.purdie@nayland.school.nz
moira.raumati@nayland.school.nz

Gateway Coordinator / Careers &
Pathways Administrator
Trades Academy/Careers/Pathways
Coordinator

Andrea Hawkes

andrea.hawkes@nayland.school.nz

EXTRA-CURRICULAR ACTIVITIES

Director of Sport
Sports Coordinator
Performing Arts Administrator

Brendan Crichton
Sara Redwood
Jules Ferguson Brill

brendan.crichton@nayland.school.nz
sara.redwood@nayland.school.nz
jules.ferguson@nayland.school.nz

HEADS OF LEARNING AREAS

Arts
English
Mathematics
PE, Health & Outdoor Education
Science
Social Studies (Acting)
Technology
Te Huarahi

Ross Gerritsen
Trudy Harvey
Ben Crawford
Brennan Geddes
Hamish McLellan
Anna King
Cushla Laufkotter
Gaye Bloomfield

ross.gerritsen@nayland.school.nz
trudy.harvey@nayland.school.nz
ben.crawford@nayland.school.nz
brennan.geddes@nayland.school.nz
hamish.mclellan@nayland.school.nz
anna.king@nayland.school.nz
cushla.laufkotter@nayland.school.nz
gaye.bloomfield@nayland.school.nz

NAYLAND COLLEGE WAKA (HOUSES) - KAIARATAKI (DEANS) & AHORANGI (ASSOCIATE DEANS)



NGĀ WHATU

Missy Seymour (Kaiarataki)
Alana Wall (Ahorangi)

missy.seymour@nayland.school.nz
alana.wall@nayland.school.nz

Ext.
864

SLT: Bruno Watkins



WAIORA

Duncan McKinlay (Kaiarataki)
Chami Hutterd (Ahorangi)

duncan.mckinlay@nayland.school.nz
chami.hutterd@nayland.school.nz

Ext.
860

SLT: Alice Scott



MANUKAU

Lauren Mekalick (Kaiarataki)
Andy Walker (Ahorangi)

lauren.mekalick@nayland.school.nz
andy.walker@nayland.school.nz

Ext.
826

SLT: Rowan Taigel



OMAIO

David Munro (Kaiarataki)
Eloise Nevin (Ahorangi)

david.munro@nayland.school.nz
eloise.nevin@nayland.school.nz

Ext.
881

SLT: Trevor Olley

KAIARAHĪ (TUTORS) & TUTOR CLASSES



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	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)	ACN	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

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)	901	Fiona Walker (Mark Greig)	F5
	NCA (CWS)	902	Nathalie Campbell (Chris Williams)	TEC2
	ARI (NCD)	903	Andrew Ricciardi (Natalie Crawford)	12
Trevor Olley (SLT)	KRD	1001	Kylie Redwood	38
	NGO	1002	Nathan Gargiulo	27
	TOY/DMO	1004	Trevor Olley / David Munro	BSR
David Munro (Kaiarataki)	EBG	1101	Eva Bak-Craig	HOS1
	MAY	1201	Michelle Ainley	18
Eloise Nevin (Ahorangi)	KFN	1202	Katherine Ferguson	35
	HMN	1203	Hamish McLellan	L2B
	THY	1204	Trudy Harvey	37
	DML	1301	Diana Maskill	AR4
	GSD	1302	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

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)</i>	<i>DWN</i>	<i>Daniel Wilson</i>



TEACHING STAFF

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

ON LEAVE

GCE	Glenn Cheyne	MAN	Michelle Anderson	SGY	Stacey Gundry
-----	--------------	-----	-------------------	-----	---------------

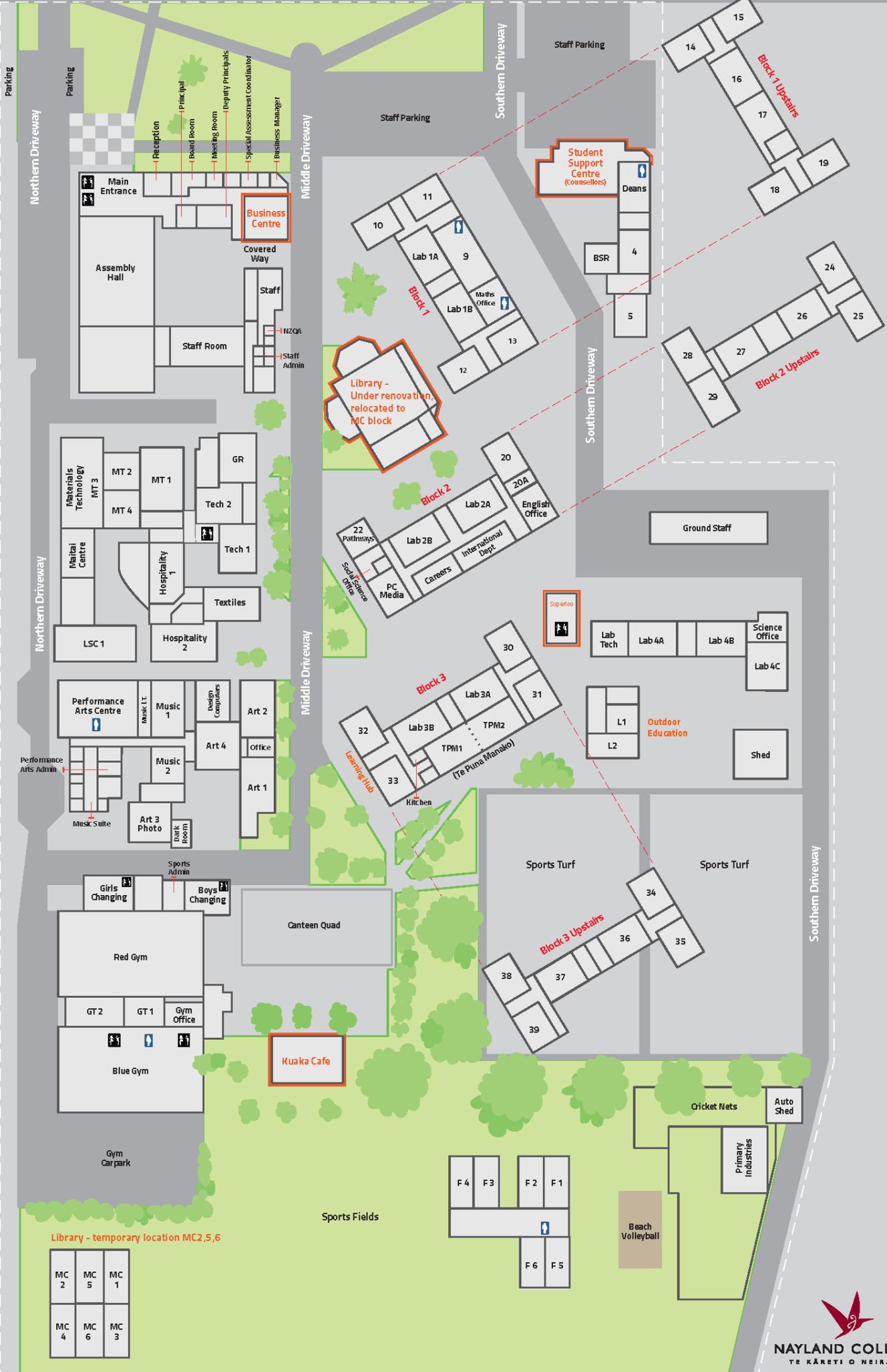
SUPPORT STAFF CODES

First Name	Surname	Code	Extn	Department/Role
Andrea	Hawkes	AHS	832	Careers - Trades Academy/Careers/Pathways Coordinator
Andrew	Hewison	AHN	877	Learning Support – Learning Assistant
Beccy	Myers	RMS	877	Learning Support – Learning Assistant
Ben	Wright	BWT	877	Learning Support – Learning Assistant
Brendan	Crichton	BCR	885	Sport - Director of Sport
Carrie	Wilson	CWN	806	Student Support Centre Manager
Chloe	Crichton	CCN	877	Learning Support – Learning Assistant
Denise	Parkin	DPN	835	Learning Support – Learning Assistant
Di	Holland	DHD	0	Admin - Receptionist
Felicity	Yellin	FYN	850	Counselling - Counsellor
Fiona	Crichton	FCN	877	Learning Hub – Manager/Correspondence Coordinator
Jacqui	Roche	JRE	877	Learning Support – Learning Assistant/Art Assistant Technician
Jeannie	Gillespie	JGE	877	Learning Support – Learning Assistant
Jessica	Olander	JOR	853	International Administrator
John	Hall	JHL	856	Admin - Business Manager
Judith	Ridd	JRD	817	Admin – HR & Payroll Administrator
Jules	Ferguson Brill	JFE	843	Arts - Administrative Assistant Performing Arts
Karla	Sales	KSA	868	ESOL – Bilingual Learning Assistant
Katie	Tyrrell	KTL	833	Technology - Hospitality & Textiles Assistant
Katy	Towns	KTS	877	Learning Support – Learning Assistant
Kim	Holmes	KHS	862	Connections & Transition Caseworker
Krystal	Liebezeit	KLT	825	Student Support Centre – Kaiarataki (Dean) Support Worker
Lily-Ellen	Martin-Hine	LME	877	Learning Support – Learning Assistant
Lilly	Swanson	LSN	877	Learning Support – Learning Assistant
Lisa	Tunncliff	LTF	828	Admin – Finance Administrator
Lou	White-Pawson	LPN	807	Counselling - Counsellor
Louise	Currin	LCN	823	Student Support Centre – Attendance Administrator
Merryn	Royal	MRL	827	Grounds - Gardener
Miriam	Restieaux	MRX	850	Counselling - Counsellor
Moira	Raumati	MRI	837	Gateway Coordinator/Careers & Pathways Secretary
Nic	Rout	NRT	835	Learning Support – Learning Assistant
Nick	Georgakis	NGS	827	Grounds - Maintenance Manager
Oscar	Hadley	OHY	845	Outdoor Education Instructor/Technician
Russell	Pinker	RPR	838	Technology – Technician (casual)
Samantha	Jenkins	SJK	877	Learning Support – Learning Assistant
Sandra	McGregor	SMR	815	Science – Technician/Lab Manager
Sara	Redwood	SRD	885	Sport - Sports Coordinator
Sarah	Gwyn	SGW	800	Admin - PA - Senior Leadership Team
Shaaron	James	SAS	821	TOTSTA (Top of the South Trades Academy) Manager
Sherree	Flatman	SFN	850	Student Support Centre – Counselling Receptionist
Sheryll	McKeage	SME	877	Learning Support – Learning Assistant
Simon	Woodbridge	SWE	827	Grounds - Assistant Caretaker
Sophia	Morris	SMO	863	International Manager & Homestay Coordinator
Susan	Sinclair	SSR	835	Learning Support – Learning Assistant
Tia	Andrews	TAS	877	Learning Support – Learning Assistant
Tracey	Winslade	TWE	818	Library - Librarian
Tracy	Farrell	TFL	890	Student Support Centre - Administrator

Nayland Road

Nayland Road

Nayland College Map 2024





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

ACADEMIC MENTORING

The academic mentoring programme operated at Nayland College aims to foster a close learning partnership between students, whānau 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. Kaiarahi (Tutors) will help to facilitate academic mentoring. For junior students, this will be part of the [Puna Ako programme](#).

ACHIEVEMENT CONFERENCES

Achievement conferences for all year levels will be held towards the end of term one and we encourage parents/caregivers to attend these informative meetings.

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](#).

For queries about individual assessments, students are encouraged to approach their subject teachers. General assessment questions can be raised with the Kaiarahi (Tutor) or Kaiarataki (Dean). For queries relating specifically to NCEA, you can contact Nigel Lineham via email nigel.lineham@nayland.school.nz

For more information regarding NCEA please [click here](#).

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 be followed up with the next day.

WHEN A STUDENT IS ABSENT FROM SCHOOL

- Either email the absence email address away@nayland.school.nz from a verified and/or workplace address, or phone the absence line 547 9769 ext 1, giving the following information:
 - Student's name
 - Tutor class
 - Reason for absence (required by law)
- You can also use the [SchoolBridge](#) app to advise us of an absence.
- For absences of 3 days or more, a medical certificate may be required.
- For absences of 5 days or more 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 Kaiarataki (Dean) and/or Kaiarahi (Tutor) who will help manage work and assessment loads as appropriate.

WHEN A STUDENT FEELS UNWELL AT SCHOOL

- They must let their Kaiarahi (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.

PUNCTUALITY

- Classes start at 8.50am Monday through Friday with the exception of Thursdays where junior students start at 9:25am and senior students start at 10:10am.
- We expect students to be in class ready to learn by these times.
- 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.

APPOINTMENTS DURING 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:

- Students may not leave the school grounds without letting the Student Support Centre know, even when with a parent.
- Please ensure your daytime 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



CALENDAR

Nayland College Term Dates:

Term 1: Thursday 1 February – Friday 12 April

Term 2: Monday 29 April - Friday 5 July

Term 3: Monday 22 July - Friday 27 September

Term 4: Monday 14 October – Friday 13 December

The following public holidays will be observed:

Nelson Anniversary Day	Monday 29 January
Waitangi Day	Tuesday 6 February
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Easter Tuesday	Tuesday 2 April
ANZAC Day	Tuesday 25 April*
King's Birthday	Monday 3 June
Matariki	Friday 28 June
Labour Day	Monday 28 October

* occurs in school holidays

Stoke-Tāhunanui Kāhui Ako (Community of Learning) Teacher Only Day: TBC

Ministry of Education NCEA Staff Only Days:

Tuesday 4 June, Monday 11 November

Our school events calendar can be found on the following page, the [parent portal](https://parentportal.nayland.school.nz/) and on our website:
<https://nayland.school.nz/news/events-calendar/>



2024 Calendar

Start up for Students

- 26 Jan: New enrolment interviews and senior course confirmation
- 1 Feb: Y9, Y13 & new Y10-13 students
- 2 Feb: All years attend—school for all

2024 Term Dates

- Term 1: 1 February - 12 April
- Term 2: 29 April - 5 July
- Term 3: 22 July - 27 September
- Term 4: 14 October - 13 December

- New Staff Orientation: 25-26 Jan
- Staff Only Days: 30-31 Jan, 6 Sep*
- Kahui Ako Staff Only Day: TBC
- NCEA Review Staff Only Days: 4 Jun, 11 Nov

* School open for instruction

Holidays

- Nelson Anniversary Day: Mon 29 January
- Waitangi Day: Tue 6 February
- Good Friday: Fri 29 March
- Easter Mon/Tue: Mon 1/Tue 2 April
- ANZAC Day: Thu 25 April
- King's Birthday: Mon 3 June
- Matariki: Fri 28 June
- Labour Day: Mon 28 October

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

M	T	W	T	F	S	S
						1
2	3	4	5	6*	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

CAMPS AND TRIPS - EOTC

Education Outside the Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes sport.

Nayland College believes in using a range of environments and experiences to enhance our students' learning. We are fortunate to have access to beaches, rivers, mountains, and the bush in our area and beyond. We are also close to various built environments in our community. These areas are rich learning environments for our students both in and out of school. Our school also values the concept of providing students with a wide range of opportunities. Thus, some of the learning for students occurs beyond the school site.

The Ministry of Education's EOTC guidelines identify four EOTC activity types, each with recommended types of parental/caregiver consent.

Type	Description	Type of consent
A	On site- in the school grounds (i) Lower risk environments. For example, orienteering, environmental work on the Poor Man's stream, swimming at the Nayland Pools, etc.	(i) No consent sought or blanket consent
B	Off-site events in the local community occurring in school time. (i) Lower risk environments. For example, a Hospitality class visiting a café; athletics day; cross country event; running at Centre of NZ, careers trip, etc. (ii) Higher risk environments*. For example, sea kayaking on the Abel Tasman, mountain biking at Kaiteriteri, etc.	(i) Blanket consent at enrolment (ii) Blanket consent at enrolment
C	Off-site events - finishing after school finishes (i) Lower risk environments. For example, visiting an art exhibition in the evening. (ii) Higher risk environments.* For example rock climbing day trip at Cable Bay.	(i) Blanket consent at enrolment (ii) Separate consent for each event or programme
D	Off-site residential overnight events (i) Lower risk environments. For example, leadership conferences (ii) Higher risk environments.* For example, geography trip to the Gold Coast, white water kayak camp etc.	(i) Separate consent for each event or programme (ii) Separate consent for each event or programme

**Involves risk assessed to be greater than that associated with the average family activity.*

All EOTC activity categories require staff to undertake an analysis of the risks, and identify the management strategies required to eliminate, isolate and minimise the risks. Emergency procedures are also in place.

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

CELLPHONE POLICY

As a 'Relationships Based Learning' (RBL) school, we are leaning into our teaching and learning philosophy even further next year by supporting our students to put their phones away and develop their social communication skills. Our existing cellphone policy has been strengthened to align with the new Government's nationwide school cellphone ban. The aim is to promote focus, reduce distractions, and enhance student engagement in the classroom.

What does this mean for students?

- Phones will need to be away (preferably off) and in bags before they arrive on school grounds.
- They will need a laptop for any digital / online work – a phone will not be an acceptable device for everyday learning.
- Students will not be allowed to use their phone during the school day (between 8.50am–3.15pm), including at break times.
- Teachers may occasionally give permission for phones to be used for a particular activity (e.g. making short films in Media Studies), and in these instances, whānau and students will be communicated with in advance.
- If students need to contact a parent, or parents need to contact a student, this can be done through the Student Support Centre.



How will this policy be enforced?

- The policy will be communicated clearly to students and parents. Teachers and staff will remind students to adhere to the policy, and any violations will be handled following the school's disciplinary procedures.

What about educational use of cell phones?

- The policy doesn't restrict educational use. Students can use school-provided devices (such as laptops) under teacher supervision for specific educational purposes. Exceptions may be made for special activities such as the film-making example above.

Will there be exceptions for special circumstances?

- The school will consider exceptions on a case-by-case basis for unique circumstances or diverse learning needs, working closely with parents to find appropriate solutions.

How will this policy impact after-school activities?

- The policy primarily applies during instructional hours. After-school activities may have different guidelines, and the school will communicate these separately.

What support will the school provide to help students adjust to this policy?

- The school will offer guidance to both students and parents about the policy, its benefits, and strategies to adapt. Additionally, teachers will integrate alternative technologies or methods for classroom activities where necessary.

CHARTER

The Nayland College Charter defines all we do and can be found on our website:

<https://nayland.school.nz/about/school-board/>

COMMUNICATION

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

WEBSITE

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.

PARENT PORTAL

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.

NEWSLETTER

The Nayland College newsletter is available on the website and emailed home each fortnight. It contains details of upcoming events, general information of interest, and celebrates student success in a range of areas. On alternative weeks, a shorter update is sent out with space for community notices to be shared.

SCHOOLBRIDGE APP

The SchoolBridge app is a very easy way to keep up to date with events, notices, newsletters & advise absences. Please ensure you turn on notifications. For more information [click here](#).

EMAIL

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 by emailing xtend@nayland.school.nz

PARENT EVENINGS

Parent evenings are held for a variety of reasons such as providing NCEA information, subject selection information, subject interviews and achievement conferences. For parents of Year 9 students, there will be an opportunity for you to meet your child's Kaiarahi (Tutor Teacher) 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 Kaiarahi (Tutor Teacher), the HOLA/HOS (Head of Learning Area/Head of Subject), or their Kaiarataki (Dean).

FOR PARENTS

Classroom Issues:

If you have a concern about a classroom matter, you should contact the subject teacher in the first instance and discuss the matter directly with them. 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 so 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 Acting Principal, Hannah Banks.

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 Kaiarahi (Tutor Teacher)
- The Head of Learning Area (HOLA) for the subject concerned
- Your child's Kaiarataki (Dean)
- Guidance counsellors
- A member of the Senior Leadership Team.

A copy of our complaints procedure can be found at <https://nayland.schooldocs.co.nz/>

For more information on how to login to our SchoolDocs site [click here](#).

DAILY NOTICES

Daily notices are read out to students during tutor class time. Parents can view these notices on the [parent portal](#) or by using the [SchoolBridge app](#).

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 their child during school time by phoning and leaving a message with the Student Support Centre – 547 9769 (Press 2).

We are unable to deliver messages of a non-urgent nature to students during the school day, due to 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.

EXTRA-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 Brendan Crichton or Performing Arts Administrator Jules Ferguson Brill.

The following lists some of the activities on offer:

Adventure Racing	Mr Crichton	Musical Production	Mr Gerritsen
Athletics	Mr Crichton	Netball	Mrs Redwood
augMENTed (Boys Choir)	Mrs Ferguson Brill	NZ Sign Language	Mrs Swainston
Badminton	Mr Crichton	Orchestra	Mrs Ferguson Brill
Basketball	Mr Crichton	Orienteering	Mr Crichton
Chamber Music Groups	Miss Mackenzie	Pasifika Neirana	Matua Watkins
Chess	Ms Vedder	PRIDE	Mr A. Crichton
Christian Group	Mrs Gwyn	Road Cycling	Mrs Redwood
Concert Band	Miss Mackenzie	Rockquest	Miss Mackenzie
Cricket	Mr Crichton	Rugby	Mr Crichton
Cross-Country	Mr Crichton	Sailing	Mrs Redwood
Cycling	Mr Crichton	Shakespeare	Mrs Ferguson Brill
Dance Company	Ms Polglase	Snow Sports	Mr Crichton
Debating	Mrs Bloomfield	Softball	Mr Crichton
Disc Golf	Mrs Redwood	Sotto Voce (Girls Choir)	Ms Dee
Drama Company	Mrs Ferguson Brill	Squash	Mrs Redwood
Duke of Edinburgh	Mrs Bloomfield	Stand Up Paddle Boarding	Mrs Redwood
Football	Mr Crichton	String Ensemble	Mrs Ferguson Brill
Golf	Mr Crichton	Student Volunteer Army	Mrs Bloomfield
Hockey	Mr Crichton	Table Tennis	Mrs Redwood
Jazz Band	Mr A. Walker	Tennis	Mr Crichton
Kapa Haka (Pūaha Te Tai)	Matua Penney	Theatre Sports	Mrs Ferguson Brill
Ki-o-Rahi	Mrs Cotton	Touch Rugby	Mr Crichton
Lawn Bowls	Mrs Redwood	Triathlon	Mr Crichton
Mixed Choir (NayCol Chorale)	Mrs Ferguson Brill	Tautīnei (Environmental Sustainability Team)	Mrs Swainston/Ms Ferguson
Model United Nations	Mrs Bloomfield	Volleyball	Mr Crichton
Mountain Biking	Mr Crichton	Waka Ama	Ms de Jong
Multisport	Mr Patel	Writing Club	Ms Prestidge

HIREAGE OF FACILITIES

The school facilities are available to the community for hire. Anyone wishing to take advantage of this arrangement should contact Judith Ridd in the Business Centre on 03 547 9769 ext. 817 or email judith.ridd@nayland.school.nz

HOME LEARNING

Students can expect to be set work to complete at home 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 home learning, they should discuss this in the first instance with the subject teacher involved. The Kaiarahi (Tutor), Kaiarataki (Dean) and Ahorangi (Associate Dean) will also be able to help with strategies to manage home learning.

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

HUA TICKETS

One of the ways that we acknowledge positive behaviour is by awarding digital 'hua' tickets. Hua tickets become rewards points that students can cash in and purchase a reward of their choosing from our 'SOAR Store.' For more information [click here](#).

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

TECHNOLOGY TO ENHANCE AND ENABLE LEARNING

Nayland College views the use of ICT as a key element of 21st-century pedagogy. Although ICT is only one tool in the learning toolbox, it is an increasingly important tool. Covid lockdowns highlighted the importance of access to digital technology for communication and learning.

The shift to BYOD was yet another step in Nayland's long history of creativity and innovation with technology. The staff at Nayland continue to develop their ICT skills to enable us to use the best tools available for learning in a truly blended approach.

PREPARING STUDENTS FOR THE FUTURE

ICT enables greater collaboration, more personalised delivery of the curriculum and access to many more opportunities to enhance teaching and learning. ICT technology will play a huge part in many of the professions our students will find themselves in once they leave school. Not only will this require them to be proficient in using this technology, it will require them to have developed the self-management skills to manage their own learning in class and beyond.

INFRASTRUCTURE

Nayland College has a robust network to enable all students to connect their own devices for seamless online access throughout the school. We also continue to be well-resourced with dedicated computer rooms to meet the demands of specific curriculum areas such as Technology, Design, Media studies and Music.

Nayland College is a Microsoft Showcase 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, all students will be issued with an Office 365 account. From this account they are able to download the full Office suite on to five different devices (including home computers), at no charge.

HOW STUDENTS CAN GET ON BOARD

It is an expectation that all students bring a laptop to school to support their learning. Support is available for families that may struggle to provide a device for their child and no student will be disadvantaged by not having a device.

We recommend a Windows 10 device, capable of running Microsoft Office. It should be lightweight and robust enough to survive teenage life, have a battery life of 6 hours or higher, and enough Solid State Storage (SSD) for applications to run smoothly. A touch enabled device will provide the best learning experience. Mobile phones are not suitable for BYOD learning.

For more information, technical specifications and a list of frequently asked questions, please visit our website <https://nayland.school.nz/curriculum/byod/>

DIGITAL CITIZENSHIP

Nayland College believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. All students, staff and volunteers working in our school, are asked to sign our Digital Citizenship Agreement and are required to follow agreed rules to protect the security of the college's network.

We think a good digital citizen is someone who:

- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help others to become better digital citizens.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we may prevent them from using the internet or other technology at school.

INTERNATIONAL STUDENTS

Over many years Nayland College has hosted a large number of international students from a variety of countries. The diverse cultural experiences that international students bring to our school are of value to our local students and, at the same time, the international students 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.

Gavin Millar is our International Student Director. He is responsible for international students and the homestay programme. Shellee Hall is our Head of ESOL (English as a Second Language).

KO WAI TATOU – 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 regional stories, places and contexts. We also learn about how Nayland College has developed through its nearly 60-year history, and how we live out our SOAR values at school each day.

Completion of the Ko Wai Tātou module is celebrated with a pōwhiri (welcoming ceremony) at Whakatū Marae and wero (challenge) at Founders Park for all Year 9 students.

KUAKA CAFÉ

Kuaka Café 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.

LEAVING SCHOOL

When a student makes the decision to leave school, they should discuss this with their Kaiarataki (Dean). They will be given a 'leavers form' to be signed by their subject teachers and various key people within the school. The family will be 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. Our librarian Tracey Winslade is available to assist and can make arrangements for students to access information from a variety of external sources. Our online library catalogue can be accessed here: <https://aiscloud.nz/NYL00/#!dashboard>

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, their Kaiarataki (Dean) or one of the Deputy Principals as soon as possible. This will increase the chances of recovery. Security camera footage has proven very helpful in recovering stolen items and deters future instances of theft.

LUNCH PASSES

If a student wishes to leave school at lunchtimes, a parent or caregiver must fill out a lunch pass request form, giving explicit permission for them to visit a designated address during their lunch break.

Note: This does not include going to the dairy.

No other students are allowed to accompany them and the school reserves the right to withdraw a lunch pass if it is not used for the intended purpose or is abused. Please see the Student Support Centre to collect a form.

MEDICATION

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

MUSIC LESSONS

Students who have already been learning an instrument, or would like to learn an instrument, can apply for lessons through our itinerant music programme. Music lessons take place during school hours on a rotation so that students do not always miss the same class. Some instruments may be available for hire from the College. Further information can be obtained from our website: <https://nayland.school.nz/curriculum/music/>

Alternatively you can contact Head of Music Kay Mackenzie kay.mackenzie@nayland.school.nz or Performing Arts Administrator Jules Ferguson Brill jules.ferguson@nayland.school.nz

Expressions of interest for itinerant music lessons close on 5pm Friday 9 February. Online application forms are available via the [SchoolBridge app](#) (Parent/caregiver login required).

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 credits can be achieved through the Common Assessment Activities (CAA exams) or from tagged standards 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.

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

WHAT IS NEEDED TO GAIN ENTRANCE TO UNIVERSITY?

- attain NCEA Level 3
- achieve 14 credits at level three 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 prerequisites for Level 3 are met.

WHAT HAPPENS IF MY CHILD DOESN'T ACHIEVE A STANDARD?

When your child **just** misses achieving the standard 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?

1. 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 please ensure you are 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.

2. 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 their results and progress by logging onto the Student Portal on the Nayland College website. These are interim results until confirmed by NZQA.

3. School Derived Grade 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 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.

4. Missing an Assessment Deadline:

- If work is handed in late then it cannot be marked to gain credits.
- If there is genuine reason then your child can apply for an extension.
- Extensions should be applied for in advance, where possible, by completing the form from the student office with the necessary information. Only Mr Lineham can grant extensions to ensure consistency across the school.

5. 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 Kaiarataki/Dean, Mrs Kathy Sherwood (Special Assessment Conditions Coordinator) 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. This means 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.

DERIVED GRADES

These are used to provide a grade for an external assessment where the student was unable to sit that assessment, or was impaired. E.g. traumatic event, illness, exams cancelled etc. The evidence for this must be specific to the standard and be the student's own work. E.g. School Derived Grade exams, class tests, class work.

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 at Nayland College with questions 5479769 ext 867 or nigel.lineham@nayland.school.nz

PAYMENTS AND DONATIONS

Nayland College has opted into the 'donation free school' scheme. This means that families no longer need to feel obligated to contribute a donation towards providing additional support and resources for students. We have calculated that our school is likely to have a reduction in income by opting into this scheme. Families are still able to make a voluntary tax-deductible donation to the school via the website or at the Business Centre. For more information please visit the [Ministry of Education website](#).

CONTRIBUTION TOWARDS COSTS

An account will be emailed or posted home to you early in March detailing any contributions towards overnight camps or fees towards optional student activities (e.g. sports activities, extra-curricular enrichment opportunities). Updated accounts will be emailed or posted home monthly. If you wish to pay any of these charges before then, please feel free to do so.

Where a trip or activity is not part of the core curriculum or is optional, full payment is required prior to the trip or activity taking place. Any course material take home component will be charged if the school has a prior agreement with the caregiver the item will be taken home.

METHODS OF PAYMENT

Internet Banking:

Bank: ASB

Branch: Nelson

Account No: 12-3165-0342600-54

Account Name: Nayland College Board of Trustees (Reference: Child's name)

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

EFTPOS/Cash: Available in the Business Centre.

Automatic Payment: Regular automatic payments are acceptable.

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

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 enquiries regarding your account contact Lisa Tunncliff 547 9769 Extn 828 or lisa.tunncliff@nayland.school.nz

PEER SUPPORT PROGRAMME

WHY

This programme supports 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 to be Peer Mentors, 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.

PTA

The Parent Teacher Association is a group of interested parents who meet regularly to organise events and various fundraising activities. Their financial contribution has enabled the enhancement of student facilities over a period of many years. Their contribution is hugely appreciated by the College.

If you are interested in becoming a member or a supporter of the PTA, please contact Shelley Smith via email shelley.smith@hotmail.co.nz

PŪAHA TE TAI

Pūaha Te Tai is our whānau tutor class as well as the name of our Kapa Haka rōpu (group). For more information [click here](#).

PUNA AKO

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

- to build whanaungatanga (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 (wellbeing) and empower students to look after their own wellbeing
- to engage in meaningful school or community projects.

REPORTS

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

Term 1	'Effort Grade' progress reports for all Achievement conferences for all
Term 2	'Effort Grade' progress reports (juniors only) Progress updates and live reporting through the parent portal for all
Term 3	'Effort Grade' progress reports (juniors only) Progress updates and live reporting through the parent portal for (seniors only) Regular NCEA credit updates (seniors only) Achievement conferences (TBC)
Term 4	Progress updates and live reporting through the parent portal for (juniors only) Regular NCEA credit updates (seniors only)

All of the above can be found on the [parent portal](#) along with assessment results as they are completed.

RESTORATIVE PRACTICE

Restorative Practice (RP) at Nayland College

As a Relationships Based Learning school, Nayland College recognizes that the key to a harmonious environment is being able to identify when and how relationships are harmed, and to adopt a community-wide approach to problem-solving.

At Nayland College we work in a restorative way; where we work WITH students, rather than “do to” them.

What is Restorative Practice (RP)?

Restorative Practice is a relational approach to managing school life grounded in beliefs about equality, dignity, mana and the potential of all people. (<https://pb4l.tki.org.nz/PB4L-Restorative-Practice>)

Restorative Practice has four underlying principles:

- Positive interpersonal relationships are a major influence on behaviour.
- A culture of care supports the mana of all individuals in the school community.
- Cultural responsiveness is key to creating learning communities of mutual respect and inclusion.
- A restorative approach leads to individuals taking responsibility for their behaviour.

Restorative practice is a philosophy that recognizes good relationships as the cornerstone of creating an effective learning environment.

The essence of Restorative Practice is accepting that people, especially teenagers, will make mistakes, and when these occur, young people need to be supported to own their behaviour, 'put things right', and understand and learn from the process.

Restorative Practice is not about removing consequences but ensuring that the process involving any appropriate outcomes for behaviour, is fit for purpose and part of a learning process.

A Restorative Approach:

- Allows for understanding of the effect of the behaviour and a chance to repair the harm caused.
- Requires students to be accountable for their actions.
- Encourages respect for all concerned.
- Is a way for students to develop better understanding of, and empathy with, others.
- Acknowledges that making mistakes is a natural part of maturing.
- Understands that positive relationships are crucial to having the best educational outcomes for students.
- Is a process in which students learn to manage disagreement and conflict in a calm manner.
- Allows focus on the 'need' rather than the 'deed.'

So how does discipline work at Nayland College?

Restorative Practice is NOT a “soft approach” to discipline. Stand-down and suspension may still be part of the process for a student who has committed serious wrong-doing. However, unlike traditional approaches to discipline, it is not the only consequence. It is expected that students repair any harm to others they have caused, not just have a “2 day break from school”. It is the accountability, and reparation aspects of the Restorative process that tends to have the most impact upon wrongdoers, with research demonstrating repeat behaviours following an RP process compared with a purely punitive one, are significantly lower.

An RP approach to discipline can often involve teachers, and other students, working together to problem-solve when behaviours occur that do not align with our SOAR values.

Nayland College is a school that aspires to ensure that both those whose behaviour has impacted others, and those who have been affected, and their respective associated communities, are active participants in processes that ensure equitable justice and fairness.

This may often, but not always, involve a group conference where representatives of all parties are able to have their voices heard.

- We undertake for those who have been harmed to have their needs met and to have their experience validated.
- Wrongdoers are able to tell their stories and given the chance to make amends.
- And finally, the school and associated communities of care, can seek to ways to ensure that the incident does not happen again.

Conference Types

1. The Restorative Conversation - Teacher & Student

Respectful conversation, short in duration, collaborative problem-solving of a small issue

2. The Facilitated Conversation - Kaiarataki/HOLAs/DPs & group of students or teacher/ student.

A more structured discussion when an initial Restorative Conversation has not been successful, or a more serious incident has occurred. It often involves several participants. It may require preparation following an investigation of the incident to ensure all parties understand the incident, are prepared to meet, and are aware of what is going to be said. A formal accountability agreement and support structure will often follow the conference.

3. The Formal Restorative Process - Trained facilitator (an SLT member) & students/staff/parents/community representatives

This is used for continual / ongoing behaviour which undermines our school SOAR values, or incidents when there is serious harm caused to staff, students or the school. It requires a high level of preparation following an investigation of any associated incident. Conferences take time to prepare, but have the potential to be powerful in terms of addressing harm, mending relationships and changing behaviour. A formal accountability agreement and support structure will follow the conference.

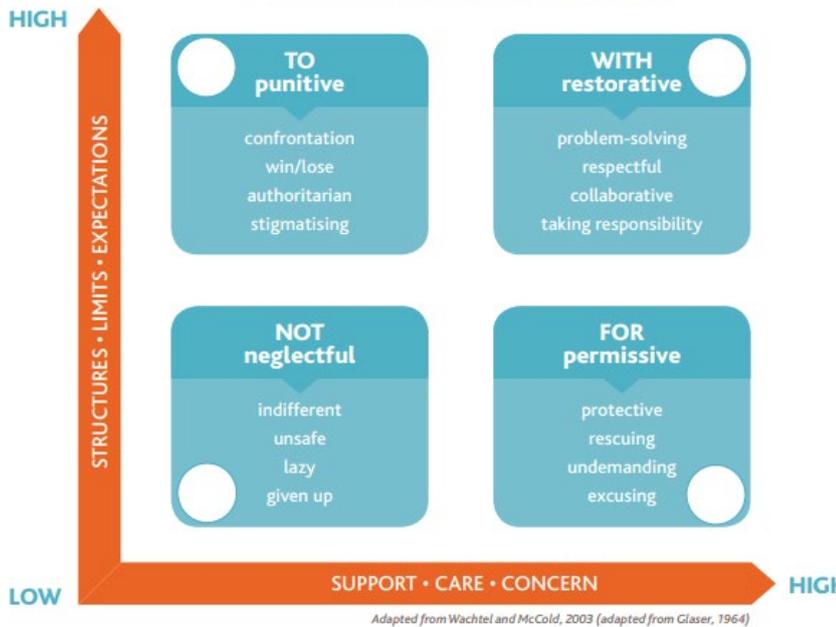
*There are of course occasions when it is appropriate to stand down or suspend a student immediately following an incident. RP processes will always be applied where contextually appropriate.

References:

<https://www.thorsborne.com.au/>

<https://pb4l.tki.org.nz/PB4L-Restorative-Practice>

The Social Discipline Window



SCHOOL BOARD

The Nayland College Board is the school'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 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.

<https://nayland.school.nz/about/board-of-trustees/>

The current Board members are:

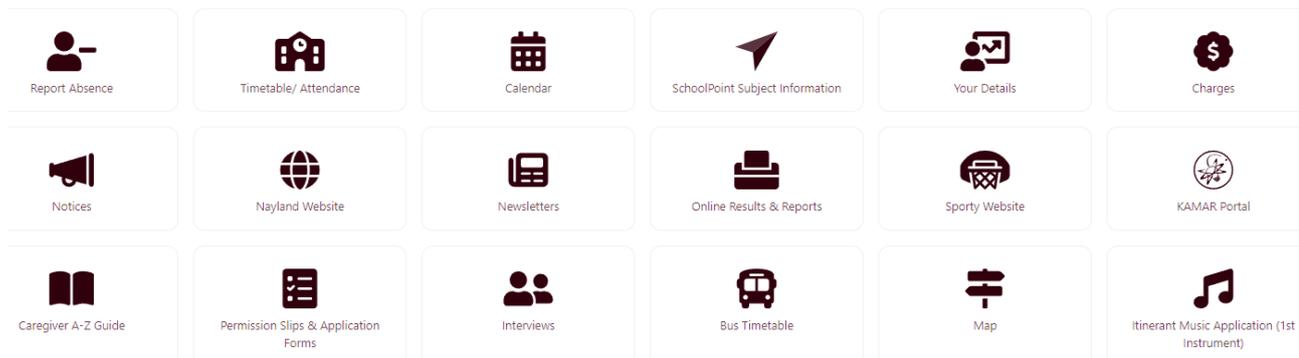
Rachel Robinson (Presiding Member), Isaac Carnegie, Glen Heke, Diane Strong, Jodie Colvin, Maxine Noar, Hannah Banks (Acting Principal), Ross Gerritsen (staff elected) and Finn Kerby-Pinguet (student elected).

Kathy Sherwood is the Board Secretary and can be contacted via email kathy.sherwood@nayland.school.nz



SCHOOLBRIDGE

SchoolBridge is available online or as an app you can download to your phone. We recommend that all parents/caregivers and students download the app as it is a very easy way to keep up to date with events, notices, newsletters & advise absences. You can also view reports, see your child's attendance, access our Sporty website, complete permission slips, create application forms and more.



Please ensure you turn on notifications. To login online visit: <https://nayland.bridge.school.nz/>

The app can be downloaded from your app store or by clicking the links below:

[Android App](#)

[IoS App](#)

Scan this QR code or access the URL to install: <https://www.inboxdesign.co.nz/app>



SCHOOLPOINT - SUBJECT SELECTION

Linked to SchoolBridge, SchoolPoint is our online platform that we use for subject selection. Students, parents & caregivers can access SchoolPoint from their SchoolBridge dashboard. Every course (subject or junior module) offered at Nayland College can be viewed at any time. In August, we hold our Subject Selection Evening and we provide support for students as they make their choices for the following year through the SchoolPoint platform.

More information regarding subject selection and a link to SchoolPoint can be found on our website:

<https://nayland.school.nz/curriculum/subject-selection/>

A list of all subject and module codes can also be found on our website under 'key information' or [click here](#).

[Year 9 Modules](#)[Business Studies](#)[English](#)[Extension Opportunities](#)[Languages](#)[Mathematics](#)[Pathways](#)[Performing Arts](#)[Physical Education, Health and OED](#)[Science](#)[Social Sciences](#)[Specialist Support](#)[Te Huarahi \(Business, Languages & Pathways\)](#)[Technology](#)[Visual Arts](#)

SCHOOL POLICIES - SCHOOLDOCS

Nayland College uses SchoolDocs to maintain a comprehensive, up-to-date, set of policies and procedures. These policies and procedures follow guidelines and legislation and best practice, and have been tailored for our school. For more information about SchoolDocs, see www.schooldocs.co.nz

To access our policies on SchoolDocs go to: <https://nayland.schooldocs.co.nz/>

Username: nayland

Password: kuaka

Every term you will receive information in the newsletter regarding policies that are due for review that term and we would encourage you to have your say and participate in those reviews.

1. Visit the website <https://nayland.schooldocs.co.nz/logon>
2. Enter the username (Nayland) and password (kuaka).
3. Follow the link to the relevant policy as listed under the **CURRENT REVIEW** tab.
4. Read the policy.
5. Click the Policy Review button at the top right-hand corner of the page.
6. Select the correct reviewer type ("Parent")
7. Enter your name.
8. Submit your ratings and comments.

SMOKING AND VAPING

By law, smoking and vaping are prohibited anywhere on the school grounds. Please do not smoke or vape near the entrances of the school.

SOAR – OUR PB4L SYSTEM

SOAR is our PB4L (Positive Behaviour for Learning) framework and is based on our four school values of Success, Opportunity, Ako and Respect. PB4L looks at behaviour and learning from a whole-of-school as well as an individual child perspective. The framework is based on international evidence.

PB4L is not about changing the students; it's about changing the environment, systems and practices to support students to make positive behaviour choices.



SUCCESS

Learners who aim for personal excellence

OPPORTUNITY

Learners who take every opportunity to reach their goals

AKO

Learners who are engaged, innovative, collaborative and curious

RESPECT

Learners who show manaaki (respect and concern for learning, for others, for themselves and for the environment) and whanaungatanga (connection and belonging)

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 time, class time, assembly, break, during arrival or departure from the school grounds and on school trips.

HUA REWARDS

When students are awarded digital hua tickets, they can 'cash in' their hua points for rewards of their own choosing through our SOAR Store, open on Fridays at the Student Support Centre. There are a wide range of rewards available and these can be browsed through the [SchoolBridge app](#). Also on the app, students can check how many hua points they have earned, and what their hua ticket was for.

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 (house) point. The total waka (house) points will be regularly announced during assemblies. There will be a visual display of waka points in the Student Support Centre.
- **HUA Rewards:** Hua rewards may be used to purchase items from our SOAR Store. Also, Bronze, Silver and Gold SOAR Badges are awarded to students who consistently demonstrate the SOAR values.

RESTORATIVE PROCESS

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

STEP	ACTION REQUIRED
1	Student meets with Kaiarataki (Dean) who contacts home (letter/call/meeting)
2	Family meeting with Kaiarataki, possible Guidance/RTLB 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

For more information about our restorative approach [click here](#).

STATIONERY

Lists of stationery requirements for each subject and year level are available on the school website: <https://nayland.school.nz/high-school-life/stationery/>

Please note that the lists include BYOD recommendations for purchasing a device. We encourage all students to bring a suitable device to school each day. For more information regarding BYOD please [click here](#).

The stationery providers listed have our class stationery lists. Earn reward credits for the school by making purchases through these listed retailers. Nayland College redeems these rewards to purchase much needed educational supplies for our classrooms as well as stationery items for students in need.

- OfficeMax MySchool: www.myschool.co.nz/naylandcoll (online only)
- PaperPlus Nelson : www.paperplus.co.nz/ (online and in store)
- [Warehouse Stationery](#): (online and in-store)

Remember to mention 'Nayland College' when making your purchase.

Note: There is no obligation to purchase stationery through these specified suppliers. Also, some families prefer to wait until students have met with their teachers on the first day before purchasing stationery.

WINZ Quotes: Please contact your local retail store.

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, a group of Year 12 students are elected by their peer group and staff to be student leaders for the following year. 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.

Our student leaders for 2024 are Alex Marshall, Annabel Batt, Cameron Potts and Stella Bloomfield. Our Kaitaunaki are Xanthe Banks and Tien Staples. These students will lead their waka (houses) and various committees.

STUDENT REPRESENTATIVE ON SCHOOL BOARD

Students in Years 9-13 elect their Student Representative to the School Board 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. In 2024 our student representative to the Board is Finn Kerby-Pinguet.

OTHER LEADERSHIP OPPORTUNITIES

There are a huge number of other leadership opportunities available including Peer Mentors, Big Brother Big Sister, Ball Committee, Yearbook Committee, Leavers' Committee, Arts Council, Social and Fundraising, Sports Council, Dance Company, Drama Company, Tautīnei (Environmental Sustainability Team), NAQS (Nayland Alliance of Queers and Straights), and much more. Year 10 students have the choice to select 'Junior Leadership' as one of their option modules.

STUDENT SUPPORT

A variety of staff provide support and direction for students so that their time at the college is positive, helping them achieve to their potential and leave school empowered to take their place as contributors in their communities.

The Kaiarataki (Deans) and Ahorangi (Associate Deans) have the particular responsibility of monitoring the welfare and progress of students in each house. They meet regularly with Kaiarahi (tutor teachers) and work closely with the senior leadership team, 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 wellbeing
- personal problems
- confidence and motivation
- setting and attaining academic goals
- course selection
- career education
- guidance
- study organisation and time management through the Puna Ako 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 contact the school to discuss the problem.

KAIARAHĪ (TUTOR TEACHERS)

Your child's Kaiarahi is the first and most important point of contact. Building strong relationships is a focus for the Kaiarahi, alongside establishing good communication with parents. The best way of contacting your child's Kaiarahi is via email (firstname.surname@nayland.school.nz)

KAIARATAKI (DEANS)

Each waka (house) has one Kaiarataki (Dean) and an Ahorangi (Associate Dean). These teachers have been selected for their strength in providing support and guidance to students. The Kaiarataki accompany students as they move through the year levels. They acquire a lot of knowledge and form close relationships with students and their families. Kaiarataki oversee overall academic and pastoral support and should be contacted in the case of extended absence, concerns around wellbeing, or if you need to let us know about notable personal circumstances.

CAREERS ADVICE

Careers Advisors Alana Wall and Rachael Purdie deliver a programme of career education to students at all year levels. In addition, they hold individual interviews with all Year 11-13 students and assist with applications for tertiary education and scholarships. Parents are welcome to make an appointment by phoning 547 9769 Extn 864. Alternatively, you can email alana.wall@nayland.school.nz or rachael.purdie@nayland.school.nz

TUTOR CLASSES

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

Tutor classes meet at the end of Period 2 Monday through Friday with the exception being Thursday when we have a late start and [Puna Ako](#) for juniors. The Puna Ako programme encourages students to develop work, study and time-management skills, set learning goals, receive career education and offers support to suit the needs of each individual student.

WHĀNAU CLASS – PŪAHA TE TAI

Pūaha Te Tai is our whānau tutor class. Any student in Years 9-13 can elect to be part of Pūaha Te Tai which, in addition to usual tutor class activities, has a tikanga Māori focus. Students participate in various activities in the school and community. They are expected to either learn te reo Māori or Ngā Toi as a subject OR be an active and committed member of our school Kapa Haka.

Ākongā & kaiako are involved in kaupapa Māori and te reo me ngā tikanga Māori are important, and implemented daily. Our daily routine consists of karakia, keemu Māori, waiata, haka, kaupapa Māori. These kaupapa Māori are Matariki, Ngā Manu Kōrero, Taku Kara Tipuna, wānanga Māori, noho marae and others.

A commitment to all kaupapa & values is highly encouraged. All ākongā are welcome!

There are four Kaiarahi attached to Pūaha Te Tai and students are allocated to each of the four waka.

'Pūaha Te Tai' means to 'smash the waves' and as we are a very diverse and dynamic group, our name is very suitable for us as a whānau. Rangatahi (youth) are often faced with many new and overwhelming challenges and it is important for them to have a positive and uplifting mindset and not a negative one. Therefore we have laid the challenge to all of our rangatahi to stay positive, be resilient, and to smash the waves and conquer your fears.

E kī ana te whakataukī: "Ka pū te ruha ka hao te rangatahi." - *"When the old net is cast aside, the new net goes fishing."*

This whakataukī explains that the youth will take up the reins of the elders.

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 Sherree Flatman on 547 9769 ext 850 or email sherree.flatman@nayland.school.nz

NURSE

Our school nurses are available on site at the Student Support Centre from 8:30am – 3:30pm Monday to Friday. Students can make appointments through Tracy Farrell at the Student Support Centre or email direct on school.nurse@nayland.school.nz for any health concerns, education or queries.

INP (INDEPENDENT NURSING PRACTICE) CLINIC

Lucy Halsey from INP (formally Independent Nursing Practise) in Nelson works out of the Counselling Cottage every Monday morning with appointments from 10.05am – 11.45am. Lucy has 10-20 min appointments which are made with Sherree Flatman at the Cottage Reception. Lucy deals with a range of issues/questions around sexual health and sees couples.

Students attending this clinic will have attendance recorded on kamar. Most appointments are pre-booked and they will receive a text to remind them.

WICKED TOOTH FAIRY

This is a service provided by Whanake Youth whereby students can receive support to access dental treatment as well as transportation to appointments. With permission given by parents or caregivers, students get all the support they need to go for their yearly free dental checkup, booking their appointment, transport to a dentist in school time, friendly assistance with any concerns they may have regarding the dentist and a new toothbrush.

For more information contact the Student Support Centre or the Wicked Tooth Fairy, on 021 655 231.

Note: At certain times during the year, the Teen Dental Mobile truck is situated on-site at Nayland College, also offering free dental services for students up to the age of 18 years. Parents & caregivers will be notified through the school newsletter when this service is available.

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 wearing full, correct uniform at all times.

BUS TICKETS

Bus transport is provided by SBL (Nelson Coachlines) and Bromells Coachlines. Bus tickets can be purchased from the Nayland College Business Centre. For timetable details go to <https://nayland.school.nz/high-school-life/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

Nayland College uniform is available through NZ Uniforms either in-store at Unit 8, 38 Estuary Place, Richmond, or online at: <https://naylandcollege.nzuniforms.com/>

For online orders, please allow at least 3 days for delivery. It can be useful to contact NZ Uniforms to discuss the fit and sizing when ordering.

SHOP OPENING HOURS

- Mon - Fri: 9:00am - 5:00pm
- Saturday: 9:00am - 1:00pm

LOCATION: Unit 8, 38 Estuary Place, Richmond.

Information regarding uniform returns, issues or general questions please contact NZ Uniforms directly:

P: 0800 698 643 / 03 928 0757

E: nelson@nzuniforms.com

NOTE: Please check our website for up-to-date shop hours as these may change throughout the year.

All information regarding our junior and senior uniforms can be found on our website:

<https://nayland.school.nz/high-school-life/uniform/>

YEAR 13 DRESS CODE

Our Year 13 students are allowed to wear mufti within our dress code requirements. Wearing appropriate dress is a learning opportunity for students. Managing self is a key competency that is highly valued by employers and tertiary institutions. When students leave the school environment they will find themselves having to make decisions about what is appropriate dress. Our Year 13 dress code can also be found on our website.

UNIFORM CLUB

The Uniform Club works by allowing you to add payments to a Uniform Club card, which can then be redeemed for goods at any NZ Uniforms retail outlet or online. The Uniform Club helps you save for your child's School Uniform throughout their school journey. [Apply online here.](#)

UNIFORM EXPECTATIONS

At Nayland College, our students are individuals who take responsibility for their actions. Students who do not comply with uniform expectations are given consequences, including being sent home to change. We do appreciate you encouraging and reminding your teen to arrive at school in the correct uniform each day.

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.'*

VISITORS

All visitors to the school site must sign in at our main reception and sign out again upon departure.

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 acknowledge 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%.

Note: We reserve the right to refuse entry to school events if attendance falls below 85% with unjustified absences or if there are outstanding fees. Year 13 students will be issued with a handbook outlining expectations and with details of the contract.



**NAYLAND
COLLEGE**

Nayland College

166 Nayland Road, Nelson,
New Zealand

Tel: +64 3 547 9769

Fax: +643 547 3498

Email: xtend@nayland.school.nz

www.nayland.school.nz



 **Microsoft**

Showcase School