

CAREGIVER A-Z

2021

NAYLAND COLLEGE CAREGIVER INFORMATION



NAYLAND COLLEGE

TE KĀRETI O NEIRĀNA

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/>

CONTENTS

SCHOOL CONTACT DETAILS.....	2
KEY CONTACTS.....	6
MAP	8
TIMETABLE.....	9
TEACHING STAFF CODES 2021	10
SUPPORT STAFF CODES 2021	11
ACADEMIC MENTORING.....	12
ACHIEVEMENT CONFERENCES	12
ASSESSMENT	12
ATTENDANCE.....	12
WHEN A STUDENT IS ABSENT FROM SCHOOL	13
WHEN A STUDENT FEELS UNWELL AT SCHOOL.....	13
PUNCTUALITY	13
APPOINTMENTS DURING SCHOOL HOURS	13
BOARD OF TRUSTEES	13
CALENDAR 2021.....	14
CAMPS AND TRIPS - EOTC	15
CHARTER.....	15
CO-CURRICULAR ACTIVITIES	15
COMMUNICATION	16
WEBSITE.....	16
PARENT PORTAL.....	16
NEWSLETTER.....	16
SKOOL LOOP APP	16
EMAIL	17
PARENT EVENINGS	17
CONCERNS AND COMPLAINTS.....	17
FOR STUDENTS	17
FOR PARENTS.....	17
DAILY NOTICES.....	18
DAMAGE TO SCHOOL PROPERTY.....	18
EMERGENCY CONTACT.....	18
HIREAGE OF FACILITIES.....	18
INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT).....	18
BYOD.....	19

DIGITAL CITIZENSHIP.....	19
INTERNATIONAL STUDENTS.....	19
JURISDICTION OF THE SCHOOL.....	19
KO WAI TATOU – THIS IS US	20
KUAKA CAFÉ.....	20
LEARNING.....	20
LEAVING SCHOOL.....	20
LIBRARY.....	21
LOCKERS	21
LOST PROPERTY.....	21
LUNCH PASSES	21
MANAAKI CAFÉ	21
MEDICATION	21
MOBILE PHONES.....	22
MUSIC LESSONS	22
NCEA INFORMATION.....	22
HOW DOES NCEA WORK?	22
WHAT IS NEEDED TO GAIN ENTRANCE TO UNIVERSITY?	23
WHAT HAPPENS IF MY CHILD DOESN'T ACHIEVE A STANDARD?	23
WHAT CAN I DO TO HELP MY CHILD?	23
BREACH OF RULES / AUTHENTICITY	24
APPEALS.....	24
DERIVED GRADES	24
PAYMENTS AND DONATIONS	24
CONTRIBUTION TOWARDS COSTS.....	25
METHODS OF PAYMENT	25
INVOICING	25
PEER SUPPORT PROGRAMME.....	25
PTA.....	26
PUNA AKO.....	26
REPORTS.....	26
SCHOOL POLICIES - SCHOOLDOS	26
SMOKING AND VAPING.....	27
SOAR – OUR POSITIVE BEHAVIOUR SYSTEM.....	27
REWARD SYSTEM.....	27
HUA TICKETS.....	28
DEMERIT POINTS.....	28

STATIONERY	28
STUDENT LEADERSHIP	29
STUDENT LEADERS.....	29
STUDENT REPRESENTATIVE ON BOARD OF TRUSTEES.....	29
HOUSE LEADERS.....	29
HOUSE CAPTAINS.....	29
OTHER LEADERSHIP OPPORTUNITIES	29
STUDENT SUPPORT.....	29
HOUSE DEANS.....	30
HOUSE TUTORS.....	30
JUNIOR TUTOR CLASSES YEAR 9-10	30
SENIOR TUTOR CLASSES YEAR 11-13.....	30
WHANAU CLASS.....	30
CAREERS ADVICE.....	31
COUNSELLING COTTAGE	31
SCHOOL NURSE.....	31
INP (INDEPENDENT NURSING PRACTICE) CLINIC	31
WICKED TOOTH FAIRY.....	31
TRAVEL TO SCHOOL	31
BUS TICKETS.....	31
VEHICLE PASSES.....	31
UNIFORM	32
YEAR 13 DRESS CODE.....	32
NZ UNIFORMS SHOP AT NAYLAND COLLEGE.....	32
UNIFORM CLUB	32
UNIFORM EXPECTATIONS.....	32
VISITORS	33
YEAR 13 CONTRACT	33

KEY CONTACTS

SENIOR LEADERSHIP TEAM

Principal	Daniel Wilson	daniel.wilson@nayland.school.nz
Deputy Principals	Trevor Olley	trevor.olley@nayland.school.nz
	Jane Townsend	jane.townsend@nayland.school.nz
	Hannah Banks	hannah.banks@nayland.school.nz
	Rowan Taigel	rowan.taigel@nayland.school.nz
PA to Senior Leadership	Sarah Luton	sarah.luton@nayland.school.nz

RECEPTION

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

BUSINESS CENTRE

Business Manager	John Hall	john.hall@nayland.school.nz
Accounts Admin	Andrea Hawkes	andrea.hawkes@nayland.school.nz
Finance Admin	Lisa Tunnicliff	lisa.tunnicliff@nayland.school.nz

STUDENT ADVICE

NZQA Liaison/ Timetabler	Nigel Lineham	nigel.lineham@nayland.school.nz
Careers Advice	Alana Wall	alana.wall@nayland.school.nz
	Alice Scott	alice.scott@nayland.school.nz

DEANS AND STUDENT SUPPORT

Aquila Dean	Rachael Purdie	rachael.purdie@nayland.school.nz
Cygnus Dean	Dixie McDonald	dixie.mcdonald@nayland.school.nz
Draco Dean	Stacey Gundry	stacey.gundry@nayland.school.nz
Pegasus Dean	Trudy Harvey	trudy.harvey@nayland.school.nz
Phoenix Dean	Sam Maitland	sam.maitland@nayland.school.nz
Transition Manager	Kathy Sherwood	kathy.sherwood@nayland.school.nz
Student Support Administrator	Emma Goble	emma.goble@nayland.school.nz
Data & Attendance	Carrie Wilson	carrie.wilson@nayland.school.nz
Truancy Support	Pip Bowman	pip.bowman@nayland.school.nz
Head of Learning Support	Sue Ford	sue.ford@nayland.school.nz
Hub Manager/ Correspondence Coordinator	Fiona Crichton	fiona.crichton@nayland.school.nz

GUIDANCE

Guidance Counsellors	Linda McDougall	linda.mcdougall@nayland.school.nz
	Louise Pawson	louise.pawson@nayland.school.nz
	Felicity Yellin	felicity.yellin@nayland.school.nz
Counselling Administrator	Natalie Ogden-Bell	natalie.ogdenbell@nayland.school.nz

HEADS OF HOUSE

Aquila	Julia Hodgson	julia.hodgson@nayland.school.nz
Cygnus	Geri Sheppard	geri.sheppard@nayland.school.nz
Draco	Colin Gravett	colin.gravett@nayland.school.nz
Pegasus	David Munro	david.munro@nayland.school.nz
Phoenix	Jo Cotton	jolene.cotton@nayland.school.nz

EXTRA-CURRICULAR ACTIVITIES

Director of Sport	Brendan Crichton	brendan.crichton@nayland.school.nz
Sports Coordinator	Angela Baker	angela.baker@nayland.school.nz
Performing Arts Admin	Jules Ferguson Brill	jules.ferguson@nayland.school.nz

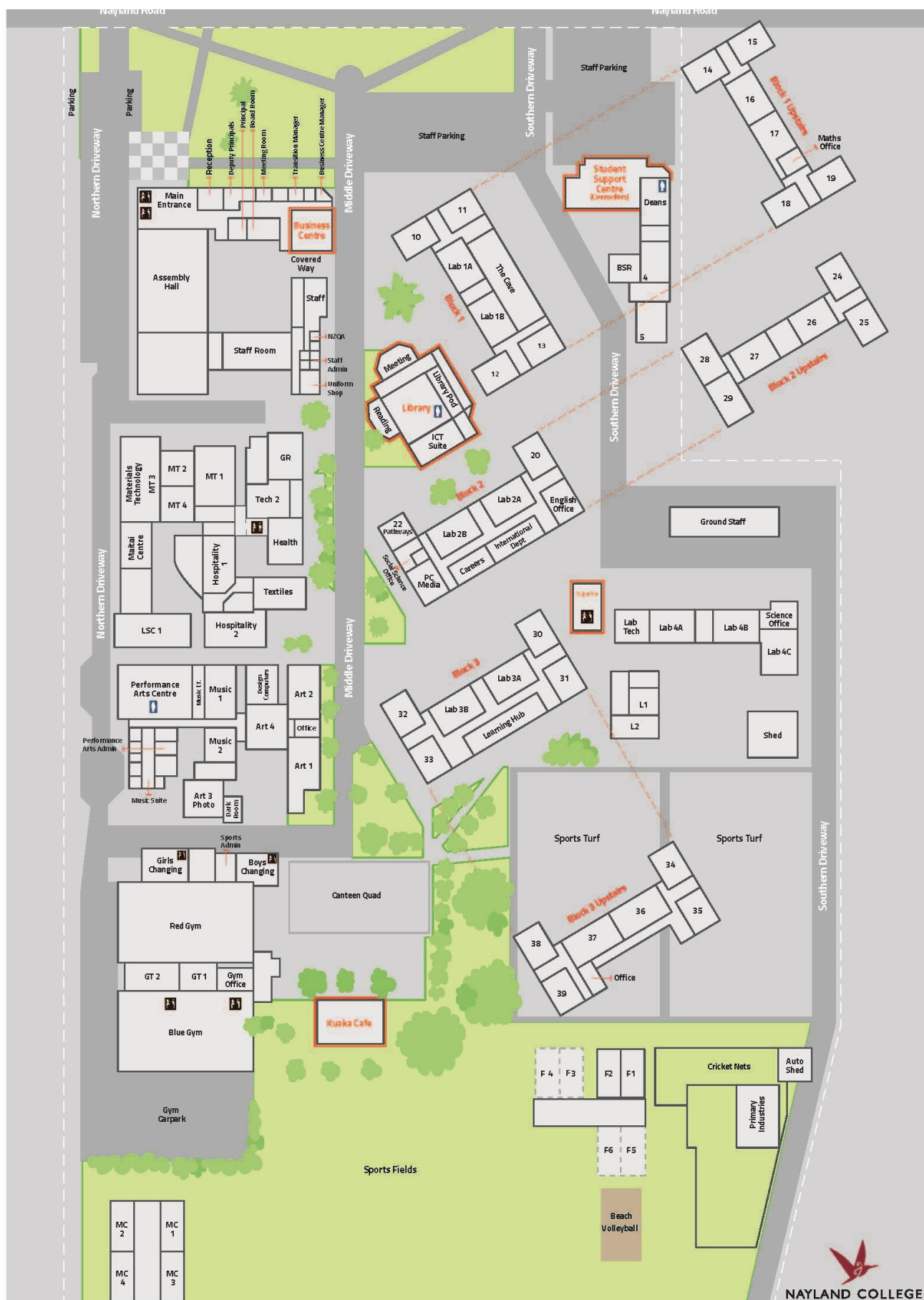
INTERNATIONAL

International Director	Gavin Millar	gavin.millar@nayland.school.nz
Acting International	Sophia Morris	sophia.morris@nayland.school.nz
Administrator/Homestay		
Coordinator		

HEADS OF LEARNING AREAS

Arts	Verity Davidson	verity.davidson@nayland.school.nz
English	Leisa McCauley	leisa.mccauley@nayland.school.nz
Mathematics	Ben Crawford	ben.crawford@nayland.school.nz
PE, Health & Outdoor Ed.	Brennan Geddes	brennan.geddes@nayland.school.nz
Science	Hamish McLellan	hamish.mclellan@nayland.school.nz
Social Studies	Glenn Cheyne	glenn.cheyne@nayland.school.nz
Technology	Damian Roughan	damian.roughan@nayland.school.nz
Te Huarahi	Robert Ikink	robert.ikink@nayland.school.nz

MAP



TIMETABLE

Monday	Tuesday	Wednesday	Thursday	Friday
Staff Briefing 8.25am				Staff Briefing 8.25am
Period 1 8.50 – 10.05	Period 1 8.50 – 10.05	<i>Late start</i>	Period 1 8.50 – 10.05	Period 1 8.50 – 10.05
Tutor 10.05-10.20	Tutor 10.05-10.20	Period 1 9.00 – 10.15	Tutor 10.05-10.20	Tutor 10.05-10.20
Interval 10.20-10.45	Interval 10.20-10.45	Interval 10.15-10.40	Interval 10.20-10.45	Interval 10.20-10.45
Period 2 10.45-12.00	Period 2 10.45-12.00	Period 2 10.40-11.55	Period 2 10.45-12.00	Period 2 10.45-12.00
Period 3 12.05-1.20	Period 3 12.05-1.20	Period 3: Puna Ako* 12.00-1.15	Period 3 12.05-1.20	Period 3 12.05-1.20
Lunch 1.20-2.00	Lunch 1.20-2.00	Lunch 1.15-2.00	Lunch 1.20-2.00	Lunch 1.20-2.00
Period 4 2.00-3.15	Period 4 2.00-3.15	Period 4 2.00-3.15	Period 4 2.00-3.15	Period 4 2.00-3.15

**Week A: 12.00pm Y9 Assembly, 12.55 Y10 Assembly*

**Week B: 12.00pm Y12-13 Assembly, 12.55 Y11 Assembly*

Please note: For junior students we run a two week rotating timetable.

TEACHING STAFF CODES 2021

SENIOR LEADERSHIP TEAM

Principal	DWN	Daniel Wilson
Deputy Principal	TOY	Trevor Olley
Deputy Principal	JTD	Jane Townsend
Deputy Principal	HBS	Hannah Banks
Deputy Principal	RTL	Rowan Taigel

TEACHING STAFF

ABT	Amelia Bright	EWE	Emma White	MLS	Mark Lewers
ACN	Adam Crichton	GBD	Gaye Bloomfield	MNS	Michaela Nicholas
AKG	Anna King	GBE	Gerd Banke	MPY	Matt Penney
AKM	Amanda Kirkham	GBL	Graeme Bloomfield	MRN	Matt Robinson
APD	Anna Playford	GCE	Glenn Cheyne	MSR	Missy Seymour
ARI	Andrew Ricciardi	GMR	Gavin Millar	NCL	Natasha Cardwell
AST	Alice Scott	GPL	Glenis Paul	NGO	Nathan Gargiulo
AWA	Amanda Walker	GSD	Geri Sheppard	NHT	Nicole Hecht
AWK	Andy Walker	HBL	Heidrun Berl	NLM	Nigel Lineham
AWL	Alana Wall	HJS	Henry Jones	RDN	Ruth Dixon
AWN	Amanda Wharton	HMN	Hamish McLellan	RIK	Robert Ikink
AWT	Abbe West	JBW	Julia Brown	RML	Russell Maxwell
AWY	Alison Westerby	JCI	John Cubanski	RPE	Rachael Purdie
BCD	Ben Crawford	JCN	Jolene Cotton	RQE	Rachael Queree
BCN	Beth Cuizon	JDG	Jacqueline de Jong	SBS	Shannen Banks
BGS	Brennan Geddes	JHN	Julia Hodgson	SCN	Sterling Cathman
BWA	Bruno Watkins	JIS	Jason Innes	SFD	Sue Ford
CAG	Cristina Armstrong	JPE	Jana Polglase	SGY	Stacey Gundry
CGR	Courtney Gravett	JRI	Julie Raharuhi	SHH	Shellee Hall
CGT	Colin Gravett	JSE	Josie Savage	SHK	Stacey Holbrook
CLR	Cushla Laufkotter	KFN	Katherine Ferguson	SHN	Shirree Hodgkinson
CSN	Carl Sheehan	KLN	Kristel Leijten	SJS	Sally Josenhans
CVR	Corrin Vedder	KME	Kay Mackenzie	SMD	Sam Maitland
CWD	Catharine Wood	KNS	Karl Nicholls	SMS	Steve Malthus
DKE	Dennis Kale	KSD	Kathy Sherwood	SPL	Simon Patel
DML	Diana Maskill	LBY	Lucy Buckley	STE	Stephen Teece
DMO	David Munro	LGN	Lisa Ganassin	THY	Trudy Harvey
DNL	Dayarnn Nowell	LMK	Lauren Mekalick	TRN	Tania Radman
DRN	Damian Roughan	LML	Linda McDougall	TWN	Tristan Wharton
DWG	Dayna Whiting	LMY	Leisa McCauley	WRE	Whaeearua Ross-Hotene
DXM	Dixie McDonald	LPE	Lauren Prestidge	VDN	Verity Davidson
EHK	Esther Hancock	MAY	Michelle Ainley	ZWR	Zoe Walker
EPO	Edward Pattillo	MKG	Murray King		

ON LEAVE

AWD	Ashley Whitehead	DMY	Duncan McKinlay	CNE	Chanel Ngaruhe
-----	------------------	-----	-----------------	-----	----------------

SUPPORT STAFF CODES 2021

Code	First Name	Surname	Department/Role
ABO	Ana	Brito De Stanley	Te Huarahi – Bilingual Learning Assistant
ABR	Angela	Baker	Sport - Sports Coordinator
AHN	Andrew	Hewison	Learning Support – Learning Assistant
AHS	Andrea	Hawkes	Admin – Accounts Administrator
BBE	Beth	Brockie	Learning Support – Learning Assistant
BCR	Brendan	Crichton	Sport - Director of Sport
BFU	Ben	Fenselau	Learning Support – Learning Assistant (Pathways)
BWT	Ben	Wright	Learning Support – Learning Assistant
CBY	Chloe	Burns-Candy	Learning Support – Learning Assistant/Reflection Room Supervisor
CWN	Carrie	Wilson	Student Support Centre - Attendance Officer
DHD	Di	Holland	Admin - Receptionist
DKG	Donna	King	Admin - HR & Payroll Administrator
DMC	David	McDonald	Technology Assistant (casual)
DPN	Denise	Parkin	Learning Support – Learning Assistant
EDS	Estella	Davis	Kapa Haka Tutor
EGE	Emma	Goble	Student Support Centre - Administrator
EVN	Eloise	van Velthooven	Learning Support – Learning Assistant
FCN	Fiona	Crichton	Learning Hub Manager/Learning Assistant/Correspondence Coordinator
JCA	James	Cameron	Arts – Art Assistant/Technician
JDD	Justine	Donald	Learning Support – Learning Assistant
JFE	Jules	Ferguson Brill	Arts - Administrative Assistant Performing Arts
JHL	John	Hall	Admin - Business Manager
KGE	Kim	Gunstone	Learning Support – Learning Assistant
KLT	Krystal	Liebezeit	Student Support Centre - Dean Support Worker
KRS	Kelly	Rogers	Student Support Centre – Nurse (Whanake Youth)
KTL	Katie	Tyrell	Technology - Hospitality & Textiles Assistant
LCH	Lucy	Charlesworth	Learning Support – Learning Assistant/Reflection Room Supervisor
LCN	Louise	Curran	Student Support Centre - Administrator
LPN	Louise	Pawson	Counselling - Counsellor
LTF	Lisa	Tunncliffe	Admin – Finance Administrator
MRI	Moiria	Raumati	Gateway Coordinator/Careers & Pathways Secretary
MRL	Merryn	Royal	Grounds - Gardener
MRX	Miriam	Restieaux	Counselling - Counsellor
MTD	Mary	Thoroughgood	Learning Support – Learning Assistant
NOL	Natalie	Ogden-Bell	Student Support Centre – Counselling Administrator
NRT	Nicola	Rout	Learning Support – Learning Assistant
PBN	Pip	Bowman	Admin - Truancy Officer
RBT	Roger	Batt	English - English Support
RFU	Robyn	Fenselau	Student Support Centre – Social Worker (Whanake Youth)
RPR	Russell	Pinker	Technology – Technician (casual)
SAS	Shaaron	James	TOTSTA (Top of the South Trades Academy)
SLN	Sarah	Luton	Admin - PA - Senior Leadership Team
SMO	Sophia	Morris	International – Office Manager & Homestay Coordinator
SMR	Sandra	McGregor	Science – Technician/Lab Manager
SSA	Sabastian	Siataga	Learning Support – Learning Assistant
SSR	Susan	Sinclair	Learning Support – Learning Assistant
SWE	Simon	Woodbridge	Grounds - Assistant Caretaker
SYG	Shannon	Young	Grounds - Maintenance Manager
TDS	Te Haupai	Davis	Kapa Haka Tutor

ACADEMIC MENTORING

The academic mentoring programme operated at Nayland College aims to foster a close learning partnership between students, whanau and teachers that ensures students are well informed about their learning progress, set challenging yet achievable learning goals and are well supported in achieving them. House Tutors will facilitate academic mentoring as part of the [Puna Ako programme](#). See Page 26.

ACHIEVEMENT CONFERENCES

Achievement conferences for all year levels will be held early in Term 2 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 House Tutor or Dean and for those relating specifically to NCEA you can contact Nigel Lineham via email nigel.lineham@nayland.school.nz

For more information regarding NCEA please see page 22 in this handbook or [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 receive a consequence the following 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 [Skool Loop app](#) to advise us of an absence.
- 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 Dean and/or House Tutor who will help manage work and assessment loads as appropriate.

WHEN A STUDENT FEELS UNWELL AT SCHOOL

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

PUNCTUALITY

- Classes start at 8.50am Monday through Friday with the exception of 9:00am on Wednesdays.
- We expect students to be in class ready to learn by that time.
- Students who arrive late must sign in at the Student Support Centre and must give a reason for the lateness.
- Parents and caregivers will be contacted if a student arrives late to school on a regular basis.

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 day-time contact number, mobile number and email address are up-to-date
- You can check your contact details at any time on the student/parent portal.
- Please email details of any changes to xtend@nayland.school.nz

BOARD OF TRUSTEES

The Board of Trustees is the College's governing body and is responsible for ensuring that the College complies with all relevant laws and regulations. The Principal is responsible to the Board for the day-to-day running of the College and for implementing policy as directed by the Board.

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

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

The current Board members are: Pat Davidsen (Chair), Lee Corlett, Rachel Sanson, Isaac Carnegie, Jacqueline de Jong (staff elected) and Hayden Rose (student elected).

CALENDAR 2021

Nayland College Term Dates:

Term 1: Tue 2 Feb - Fri 16 Apr

Term 2: Mon 3 May - Fri 9 Jul

Term 3: Mon 26 Jul - Fri 1 Oct

Term 4: Mon 18 Oct - Wed 15 Dec

The following public holidays will be observed:

Nelson Anniversary Day	Mon 1 February
------------------------	----------------

Waitangi Day	Sat 6 February
--------------	----------------

<i>(observed)</i>	<i>Mon 8 February</i>
-------------------	-----------------------

Good Friday	Fri 2 April
-------------	-------------

Easter Monday	Mon 5 April
---------------	-------------

Easter Tuesday	Tue 6 April
----------------	-------------

ANZAC Day	Sun 25 April*
-----------	---------------

<i>(observed)</i>	<i>Mon 26 April*</i>
-------------------	----------------------

Queen's Birthday	Mon 7 June
------------------	------------

Labour Day	Mon 25 October
------------	----------------

**occurs in school holidays*

There will be Staff Only Days on:

Thursday 28 January

Friday 29 January

Friday 3 September

Kahui Ako (Community of Learning) Teacher Only Day:

Thursday 1 April

Ministry of Education NCEA Staff Only Days:

Tuesday 18 May

Wednesday 11 August

Thursday 2 December

Our school events calendar can be found on the parent portal or our website:

<https://nayland.school.nz/news/events-calendar/>

From here you can also download a pdf Nayland College 2021 Calendar.

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. 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
- Junior activities programme

CHARTER

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

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

CO-CURRICULAR ACTIVITIES

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

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

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

Adventure Racing	Mr Crichton/Ms Townsend	Musical Production	Miss Mackenzie/ Ms Davidson
Athletics	Mr Kale		
Auditioned Choir	Mrs Ferguson Brill	NAQS (Nayland Alliance of Queers and Straights)	Mrs McDougall
augMENTed (Boys Choir)	Mrs Ferguson Brill		
Badminton	Mr Crichton		

Basketball	Mr Crichton	NEST (Nayland Environmental Sustainability Team)	Ms Paul
Chamber Music Groups	Miss Mackenzie		
Chess	TBC	Netball	Ms Whiting
Christian Group	Mr Roughan	Orchestra	Mrs Ferguson Brill
Concert Band	Miss Mackenzie	Orienteering	Mr Crichton
Cricket	Mrs Baker	Rockquest	Miss Mackenzie
Cross-Country	Mr Crichton	Rugby	Mrs Baker/Mr Crichton
Cycling	Mr Crichton	Sailing	Mr Maitland
Dance Company	Ms Polglase	Shakespeare	Ms Davidson
Debating	Mr Bloomfield	Snow Sports	Mr Teece
DIG (Dyslexia Interest Group)	Mrs Nicholas	Softball	Mrs Baker
Drama Company	Ms Davidson	Sotto Voce (Girls Choir)	Ms Dee
Football	Mr Crichton	String Ensemble	Mrs Ferguson Brill
Golf	Mr Crichton	Tennis	Mr Crichton
Hockey	Mrs Baker	Theatre Sports	Mrs McDonald
Jazz Band	Mr Weeks/Mr Walker	Touch Rugby	Mrs Baker
Journalism Club	Ms Vedder	Triathlon	Mr Crichton
Lawn Bowls	Mrs Holland	Ultimate Frisbee	Mr Cubanski
Mountain Biking	Mr Crichton	Volleyball	Mrs Crichton

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 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.

SKOOL LOOP APP

The Skool Loop app is a very easy way to keep up to date with events, notices, newsletters & advise absences. Please ensure you turn on notifications. The app can be downloaded from your app store or by clicking the links below:

[Android App](#)

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.

PARENT EVENINGS

Parent Evenings are held for a variety of reasons such as providing NCEA information, subject selection information and subject interviews. There will be an opportunity for you to meet tutor teachers early in the year.

CONCERNS AND COMPLAINTS

FOR STUDENTS

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

FOR PARENTS

Classroom Issues:

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

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

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

Other concerns:

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

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

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

For more information on how to login to our SchoolDocs site [click here](#) or see Page 26 in this handbook.

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 [Skool Loop 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 students during school time by phoning and leaving a message with the Student Support Centre – 547 9769.

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

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

HIREAGE OF FACILITIES

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

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

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. 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.

Students and teachers enjoy access to ultra-fast broadband and robust Wi-Fi throughout the school. While there are a number of computer laboratories and several laptops available around the school; students are also encouraged to bring their own devices (BYOD) to enhance learning.

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

BYOD

BYOD is the next 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. In 2021, we encourage all students to bring their own device to school. 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.

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 other to become a better digital citizen

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

INTERNATIONAL STUDENTS

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

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

As International Student Director, Gavin Millar is responsible for international students and the homestay programme. For more information contact Acting International Administrator Sophia Morris via email sophia.morris@nayland.school.nz

JURISDICTION OF THE SCHOOL

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

KO WAI TATO – 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 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 Whakatu Marae and wero (challenge) at Founders Park towards the end of Term One 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.

LEARNING

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

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

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

LEAVING SCHOOL

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

LIBRARY

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

LOCKERS

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

LOST PROPERTY

All personal property and equipment brought to school must be named. Students must take full responsibility for the security of any items brought to school. It is recommended that valuable items are not brought to school. Students must use the security system provided by the PE Department during their physical education lessons. Students who have lost any item should check the lost property at the Student Centre. If a student suspects personal property has been stolen, this should be reported to the Student Centre, Dean or a Deputy Principal as soon as possible. This will increase the chances of recovery.

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.

MANAAKI CAFÉ

During Term Three our Hospitality students open a café at lunchtimes twice a week serving two course meals and barista made coffee. Parents, caregivers and members of the public are welcome to book tables through our Business Centre. At other times during the year, Manaaki Café operates a 'pop-up' shop through the HOS 2 window at interval and lunchtime.

MEDICATION

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

MOBILE PHONES

Mobile phones are to be switched off and away during school lessons. Exceptions can be made if students ask the teacher's permission to use their phone for a learning purpose or the teacher explicitly states that phones are allowed during an activity.

MUSIC LESSONS

Itinerant music teachers give lessons during school hours. The lessons rotate so that students do not always miss the same classes. Some instruments can be hired from the College. Further information can be obtained from Head of Music Kay Mackenzie kay.mackenzie@nayland.school.nz or from the Performing Arts Administrator Jules Ferguson Brill jules.ferguson@nayland.school.nz

NCEA INFORMATION

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

HOW DOES NCEA WORK?

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

At Level 1:

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

At Level 2:

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

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 pre-requisites for Level 3 are met.

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

When you 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 be aware of what assessments will be missed. Some may not be able to be completed, some may be able to be done early or extensions may be available for some for genuine reasons beyond the student's control.

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 Dean, Mrs Thompson or Mr Lineham.

BREACH OF RULES / AUTHENTICITY

NZQA rules will apply in all assessments. This means the work presented must clearly be the student's own work. 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 external assessment where the student was unable to sit, or was impaired. E.g. traumatic event, illness, exam cancelled like the 2016 Science exam. The evidence for this must be specific to the standard and be the students 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.

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 Andrea Hawkes 547 9769 Extn 828 or andrea.hawkes@nayland.school.nz

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.

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 the secretary Danielle Hampson via email hampson75@gmail.com or phone 027 844 9483.

PUNA AKO

Puna Ako means the 'Learning Spring'. Puna Ako is timetabled for 1 period per week and is delivered by the tutor teacher. 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

REPORTS

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

Late Term 1	Interim reports Subject interviews
Early Term 2	Achievement conferences
Terms 2-4	Progress updates through the parent portal
Term 3 & 4	Regular NCEA credit updates (for senior students)
End of Term 3	Exam reports (for senior students)

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

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 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/index.htm?toc.htm?1893.htm>

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 POSITIVE BEHAVIOUR 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 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 TICKETS

If students are awarded a ticket they should hand their ticket in at the Student Centre.

THE VALUE OF A HUA TICKET

- **Intrinsic Value:** The value of being recognised for doing the right thing!
- **House Point Value:** Each ticket is worth 1 house point. The total house points will be regularly announced during assemblies. There will be a visual display of house points in the Student Support Centre.
- **Hua Rewards:** Hua tickets may be entered into a draw to receive a prize in assembly at the end of each term. Bronze, Silver and Gold SOAR Badges are awarded to students who consistently demonstrate the SOAR values.

DEMERIT POINTS

Students who do not consistently follow the school behaviour expectations are tracked via the demerit point system:

NUMBER OF DEMERIT POINTS	ACTION REQUIRED
10	Student meets with House Dean who contacts home (letter/call/meeting)
20	Family meeting with House Dean, possible Guidance/RTLB referral Dean's period by period report
30	Deputy Principal meeting with family, possible SLT period by period report
40	Referred to Principal for warning Principal contacts home
50	Stand down for continual disobedience/defiance
60	Board of Trustees pre-suspension hearing
70	Suspension pending Full Board hearing

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 should you wish to purchase a device. Students will not be disadvantaged if they do not purchase a device. For more information regarding BYOD please [click here](#).

The stationery providers listed below 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: www.paperplus.co.nz/ (online and in store)
- Warehouse Stationery: www.warehousestationery.co.nz/ (online and in store)

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

Note: 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 four Year 13 students are elected by their peer group and staff to be Student Leaders. They represent the school at various functions, liaise closely with the Senior Leadership team, run school assemblies and Nayland's Got Talent along with a variety of other responsibilities. Our student leaders in 2021 are: Emma Barnes-Wetere, Jaxon Marshall, Brodie Seelen and Hannah Young. Our Kaitaunaki in 2021 is Ashley Bryers Reneti.

STUDENT REPRESENTATIVE ON BOARD OF TRUSTEES

Students in Years 9-12 elect their representative for the Board of Trustees every September. This position is for one year and any student in Years 9-12 may stand for election. The student representative is a full member of the Board with full voting rights. In 2021 our student representative on the Board of Trustees is Hayden Rose.

HOUSE LEADERS

House leaders are elected by their members early in the school year. There are two house leaders for each house and these students are leaders in running house assemblies and a variety of house activities and events.

HOUSE CAPTAINS

These positions may be held by either junior or senior students. There are multiple captains within each house and they support the house leaders and assist in organising various house activities and events.

OTHER LEADERSHIP OPPORTUNITIES

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

STUDENT SUPPORT

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

The House Deans have the particular responsibility of monitoring the welfare and progress of students in each house. They meet regularly with House Tutors and work closely with 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 well-being

- 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 make contact with the school to discuss the problem.

HOUSE DEANS

Each house has one House Dean. These teachers have been selected for their strength in providing support and guidance to students. The House Deans accompany students as they move through their year levels. They acquire a lot of knowledge and form close relationships with students and their families. House Deans oversee overall academic and pastoral support and 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.

HOUSE TUTORS

The House Tutor is the first and most important point of contact for your child. Building strong relationships is a focus alongside establishing good communication with parents. The best way of contacting your child's House Tutor is via email.

Tutor groups meet at the end of Period 1 Monday through Friday with the exception being Wednesday when we have assemblies and Puna Ako. The Puna Ako programme enables 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.

JUNIOR TUTOR CLASSES YEAR 9-10

Junior tutor classes are grouped according to year level and are the same as their core class. 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 House Tutor. Year 10 tutor classes will have two house tutors assigned to them.

SENIOR TUTOR CLASSES YEAR 11-13

Senior tutor classes are vertical through Year 11-13. Senior House Tutors accompany their students through their senior year levels, so get to know them well and are a great source of help for when times are tough or for suggesting new dreams to follow.

WHANAU CLASS

Any student can elect to be a part of the whanau tutor class. The whanau class has students from Years 9-13 and in addition to usual tutor class activities, has a tikanga Maori focus. Students must commit to uphold cultural values and participate in kapa haka. There are five house tutors attached to the whanau class and students are allocated to each of the five houses.

CAREERS ADVICE

Careers Advisors Alana Wall and Alice Scott 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 alice.scott@nayland.school.nz

COUNSELLING COTTAGE

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

SCHOOL NURSE

Our school nurse, Kelly Rogers (RN) is available on site at the Student Support Centre at the following times:

- 8:45am-2:30pm Wednesday
- 8:45am-12:45pm Thursday
- 8:25am-2:30pm Friday

Students can make appointments with Kelly through Emma Goble at the Student Support Centre or email her direct on kelly.rogers@nayland.school.nz for any health concerns/education/queries.

INP (INDEPENDENT NURSING PRACTICE) CLINIC

Lucy Halsey from INP (formally Independent Nursing Practise) in Nelson works out of the Cottage every Monday morning from 10.05am – 12.05pm. Lucy has 10-20 min appointments which are made with Natalie Ogden-Bell 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 Jess, the wicked tooth fairy, on 021 655 231.

TRAVEL TO SCHOOL

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

BUS TICKETS

Bus transport is provided by SBL. Bus tickets can be purchased from the Nayland College Business Centre, SBL or from the Bus Driver. 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 New Zealand Uniforms. To order online please visit [NZ Uniforms](#) [Nayland College Site](#) or <http://naylandcollege.nzuniforms.com/> Please allow at least 3 days for delivery. It can be useful to contact NZ Uniforms to discuss the fit and sizing when ordering.

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.

NZ UNIFORMS SHOP AT NAYLAND COLLEGE

NZ Uniforms are open for business from their shop at Nayland College. Look for their signs and [click here](#) for a map to find their shop.

Shop Hours:

- Monday/Wednesday: 8:00am – 9:30am
- Tuesday/Thursday: 2:30pm – 4:30pm
- Saturday: 10:00am – 1:00pm

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

P: 0800 698 643 / 03 928 0757

E: nayland@nzuniforms.com / christchurch@nzuniforms.com

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. So, students who do not comply are given consequences including being sent home to change. However, we do appreciate your encouraging and reminding your teen of the expectations of what is appropriate to wear to school.

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 take responsibility for students while they are off site. The contract may be revoked by parents at any time or by the school if attendance or behaviour expectations are not met, and in particular, if attendance falls below 85%. We reserve the right to refuse entry to school events if attendance falls below 85% with unjustified absence or if there are outstanding fees. Year 13 students will be issued with a handbook outlining expectations and with details of the contract.