

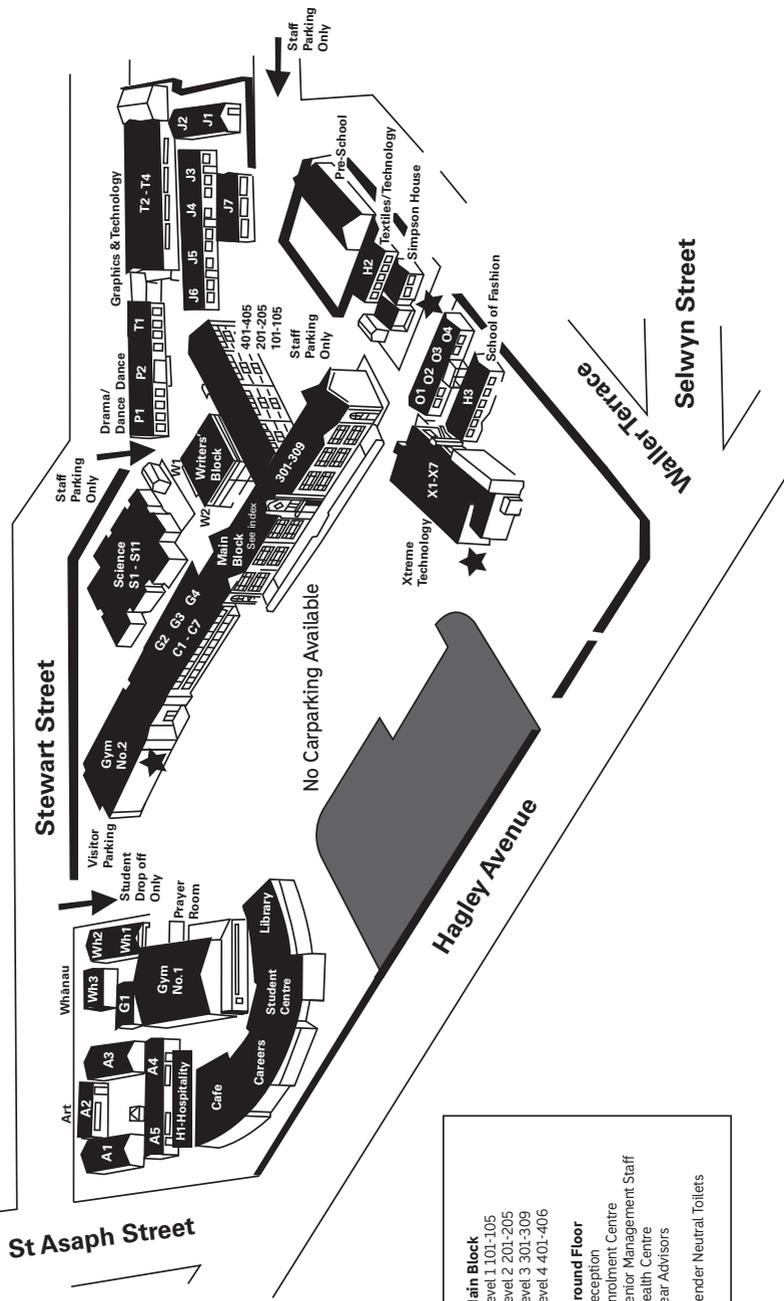
# Catch Up College Student Guide 2021



# Map of Hagley



No Student parking available on site 2020



<b>Main Block</b>
Level 1 101-105
Level 2 201-205
Level 3 301-309
Level 4 401-406
<b>Ground Floor</b>
Reception
Enrollment Centre
Senior Management Staff
Health Centre
Year Advisors
★ Gender Neutral Toilets

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# Catch-Up College Student Guide 2021

## **Nau mai, haere mai, ki Te Puna Wai o Waipapa. Welcome to Hagley!**

Hagley is a great place. It is an all age community college. It is a multi-cultural community with a strong whānau and a large number of international students. It is a co-educational community in which equal opportunity is valued.

People come here from all parts of the city and all sectors of the community. We expect every person on the campus to make sensible use of their time, respect the opinions of others and care for the facilities provided. We aim to provide an adult learning environment. Staff are all addressed by first name.

Catch Up College has been running for more than ten years, providing students from all over Canterbury – and further afield – the opportunity to fill gaps in their learning to enable them to complete UE qualifications and other entry requirements for further study.

We welcome our Catch Up students and acknowledge the time and effort you are putting into your studies to enable you to further your education. There have often been external circumstances or challenges to motivation and learning that have led to students requiring Catch Up. Catch Up can be a good opportunity to reflect on your learning, and consider what kind of strategies you could put in place for when circumstances are challenging in the future.

### **Our expectations of Catch Up students are the same as for everyone else at the College:**

- work hard
- share responsibility for their own learning
- be courteous and considerate
- behave reasonably
- dress appropriately
- respect property and the environment

We hope that all involved in the College will be successful and enjoy life here.

## Introducing Hagley

### Beginning your study

Whether you are starting with us during the January Intensive or Catch Up through the year, this can be a busy and challenging time - for both students and staff. Please ask us if there is anything you are unsure of.

It is important for the College to know who is in class, therefore you must sign in and out of classes at the Enrolment Centre each time you attend at Hagley.

If you are lost or uncertain - go to the main reception area.

### Your Staff



**Rowan Milburn**  
Associate Principal



**Marie Stribling**  
Deputy Principal



**Jenni Holden**  
Deputy Principal



**Emma Lumb**  
Tertiary Pathways  
Manager



**Liz McNeill**  
Tertiary Pathways  
Co-ordinator



**Sharon Cumming**  
Director of Enrolments

## Need HELP?

Your subject teachers or Emma Lumb (emma.lumb@staff.hagley.school.nz) should be your first contact if you have problems relating to your progress at Hagley.

## National Qualifications



**Michaela Heenan**  
NCEA Administrator

Michaela Heenan is our NCEA Administrator and has an office in the Enrolment Centre.

### NCEA and Catch Up

Internal assessments take place throughout the school year and external assessments are assessed by examination at the end of the year, therefore we are unable to offer external standards to students studying only in the early part of the year.

- For more information on NCEA, check the NZQA website [www.nzqa.govt.nz](http://www.nzqa.govt.nz) or phone 0800 697 296 or (04) 463 3000

**University Entrance (UE) is the minimum requirement to go to a New Zealand university. To qualify you will need:**

<p>1</p> <p><b>42</b></p> <p><b>Credits in subjects at Level 3 or above</b></p> <p>These must be made up of 14 credits in each of <b>three</b> UE approved subjects.</p> 	<p><i>along with...</i></p> <p>2</p> <p><b>NCEA LEVEL 3 CERTIFICATE</b></p> <p>(total of 60 L3 credits)</p>	<p>3</p> <p><b>UE Literacy</b></p> <p><b>10 credits</b> at Level 2 or higher with:</p> <ul style="list-style-type: none"><li>• 5 credits in reading</li><li>• 5 credits in writing</li></ul>	<p>4</p> <p><b>UE Numeracy</b></p> <p><b>10 credits</b> in numeracy in Level 1 or higher</p>
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When you have completed your Catch Up studies we will provide you with confirmation of standards and credits that you have achieved.

Credits reported to 2021 academic year will not show on your Record of Achievement until later in the year, after semester 1 enrolments have been processed.

### Covid-19 2020 NZQA adjustment

For study undertaken in 2020, for University Entrance you need to gain 12 rather than 14 credits in each of your approved subjects. One learning Recognition Credit (LRC) is also awarded for each five credits at any level gained in 2020.

For Catch Up results to be reported via your previous school as 2020 results, you need confirmation from the school that you have not already had more than one assessment opportunity for that standard, If NZQA finds that you have already had more than one assessment opportunity your result will be withdrawn.

We have a close working relationship with the Universities of Canterbury, Lincoln, Otago, Victoria and Massey, and Ara Institute of Canterbury, regarding Catch Up College. If you are planning to study at other tertiary institutions or require specific qualifications for entry into courses or professions, it is your responsibility to check with your intended provider about their entry requirements.

## Appeals

Students have the right to appeal assessment results. The process is to first discuss this with your subject teacher. A request may be made to involve the Head of Department or another teacher. If this does not resolve the issue, the appeal may be put in writing to the Deputy Principal: Student Learning, Marie Stribling.

## Reassessment

The opportunity for a further opportunity for reassessment will be provided where possible.

## Special Assessment Conditions

Special assessment conditions cannot be provided, but computers are available to use where appropriate for internally assessed standards.

# General information

## Computer Access

You will be issued with a Hagley Network account username and password to enable you to access your own file storage space on the Hagley network.

Your Office 365 user ID is `YourUsername@student.hagley.school.nz` *This is also your Hagley email address.* Your Office 365 password is the same as your Hagley password.

This account is for your use only. You can log onto any Hagley computers using your Hagley account. Your teacher will be able to give you your password from Kamar. Do not share your username and password with anyone else. You also have an Office 365 account while you are enrolled at Hagley. Office 365 provides email, file storage, access to Microsoft Office applications, etc. You can access Office on any internet connected device at any time from any place.

To login to Office 365 go to <http://portal.hagley.school.nz> in your web browser and click on the blue tile called "Office 365 Portal". From there you will be able to access all of the features that Office 365 offers. Note that as part of your Office 365 account you have the right to install Microsoft Office on your devices. See the Office 365 Portal for details.

- Now join the "HCC BYOD" wireless network using the portal.
- Enter the key when prompted to.
- Note: Each key will work only once so for 2 devices you will need 2 keys.  
After one year the key will expire and you will need to reconnect with a new key.

During term-time there are computers available in the Library for student use between 8.30am and 4pm Monday- Friday, before school, at interval, lunchtimes and after school.

For IT support, the IT staff are located in the ICT & Infrastructure Services area behind main reception.

### **Digital Citizenship Agreement**

Every user of the College computers, devices or accessing the college network/wifi agree to the terms of Hagley's Digital Citizenship Agreement. This agreement encompasses digital access, literacy, communication, security, etiquette, rights and responsibilities, commerce, health and wellness, and law. Appropriate behaviour is grounded in the values of respectfulness, accountability, positively representing yourself and the College, honesty and fairness. This is available from any College computer at log on, or from the Hagley Portal.

### **Attendance -**

**Please sign in and out at Enrolment Centre each time you come to class**

As part of the acceptance of an enrolment into Hagley, students commit to full attendance in all of their programmes. The expectation of our students is that you will be in class at all times and attend any meetings arranged, unless illness or other important circumstances prevent this. Please be in touch with your teachers regarding any absences. If you are not on a class roll for your Catch Up studies, you are required to sign in and out at reception each time you attend a subject class or meeting.

### **Disability Access and Facilities**

The main block and X-block both have easy access for people with disabilities. A lift is available (see reception for access). Disabled toilets are signposted. Prefab classrooms have ramp access.

### **Enrolment Centre**

Located in the main block, during term time. Enrolment Centre staff will help you with course changes, timetables, payments and enquiries. We are open **8.15 am-8.15pm Monday-Thursday** and **8.15am-3pm on Fridays**. EFTPOS and credit card facilities available.

## Careers

The Careers Centre is situated next to the Café. Come and talk to us any time about courses, university entrance, or more importantly, if you don't know what you want to do when you leave Hagley. We are here to help, give you ideas and guidance so you make the best possible choice going forward. These are some of the areas we can help with:

Course Tasters – you will see posters and articles in the school newsletter about Course Tasters you can attend at ARA. These are for 16-19 year olds and they're free. They take place during term 1, 2 and 3. You can try anything from 'Art and Design for a Day' to being a 'Builder for a day'. There's a huge range to choose from.

Feel free to drop by Careers to talk to staff or pop in and make an appointment.

## Library

During term time, the library is open for you to use from **8.30 am to 8 pm Monday-Thursday and 8.30 am to 4 pm on Fridays**. The library has an excellent collection of fiction for teenagers and adults, as well as non-fiction, picture books, and a large selection of magazines. Through the library you can access the EPIC databases for a world of information and also have 24/7 access to a large collection of e-books and e-audiobooks. The library is a comfortable place to hang out or to study and has frequent competitions and free book giveaways. You can also join a book club. The library staff of Liz, Melinda and Desna are keen to talk books and help you choose your fun reading and are always happy to help you find the resources you need for your course work.

Also in the library:

- *graphic novels and manga*
- *Māori Collection*
- *readers for English learners*
- *First Languages collection*
- *a colour printer/photocopier*
- *information files*
- *daily newspaper*
- *computers*



## Student Activities

There are many opportunities for sport and activity involvement for through-the-year students. Keep an eye on the daily notices or ask at Reception for further information.

# Transport

## Bicycles

All bicycles left in stands must be locked (hardened steel D-locks are recommended). Insurance against theft is strongly recommended and we suggest that you record the bicycle frame number so that it may be identified if stolen.

## Cars/motorbikes

There is no student car parking available due to construction and demolition work onsite. Students under 19 may not carry passengers without the written approval of the parent/caregiver of each of the students concerned. This written approval must then be given to Reception.

# Student Services

For Catch Up through the year, the services listed below are available to students.

During the January Intensive, please contact either your teacher, Emma Lumb, Marie Stribling or staff at Reception or the Enrolment Centre, who will be able to assist you.

## Health Centre 8.45am -2.45pm

The Health Centre provides a service for accidents, injuries or illness while at College. Here you can get information on:

- medical conditions
- assistance for students with special medical needs
- doctor and dental appointments
- drug and alcohol referral assistance

## Counselling Services



**Michael Gilchrist**  
Head of Guidance



**Leanne Buchan**  
Counsellor



**Carolyn Heyward-Judd**  
Counsellor



**Illa Russell**  
Wellbeing  
Administrator

The student support staff recognise that life throws up challenges of various types to varying degrees for all of us. We appreciate the pressures that people face daily, and that sometimes talking to someone else can help ease these pressures and make the way forward less stressful. The student support counsellors are available to assist you if you are finding things difficult to cope with. We are here to listen and discuss choices and options available to you. We see no issue as too big or too small. If it is an issue for you, then it is for us also, and we will work with you without judgement and in strict confidence, with the aim of easing your stress and finding a way forward.

You can make an appointment to see a Counsellor by coming to see Illa in counselling services or by using the school app. To arrange an appointment online, download the Hagley App for free by searching for SchoolAppsNZ on playstore or the app store and then search for Hagley College.

## Personal Wellbeing

Tertiary institutions have many structures and services available to support students both academically and more broadly. One of the key differences between secondary and tertiary institutions is that in tertiary you need to seek out those supports yourself. It's a good idea to have a look on the websites and ask around at the start of the year so you know what help is available. It's also a great time to get involved with different clubs and groups on campus and put in place good habits for study and for looking after yourself and others.

## WAIARO WHAKATIPU - GROWTH MINDSET

Carol Dweck (2006) identified that adopting a growth mindset can have a significant impact on learning, motivation and achievement. A growth mindset is a belief that skills can be learned and intelligence can be developed.

A growth mindset may seem more familiar on the sports field, but research shows the benefits of transferring this attitude to academic and other areas. We seek to intentionally frame challenges as opportunities to learn rather than seeing them as threats, and to see failures as interesting, informative, and motivating rather than discouraging.

Motivation can be damaged when we have not had experiences of success and we come to believe that failure at a task is a fixed state. Fixed mindset thinking can also be damaging for people who are used to easy success when they first meet a setback or challenge that requires hard work.

It can be helpful to reframe and embrace feedback, challenge, setbacks, hard work. You can promote a growth mindset by prompting your children to adjust their language:

### RATHER THAN

### TRY

**I'm great at this.** >> *I'm on the right track here.*

**I can't do this.** >> *I'm going to train my brain to do this.*

**Tē taea.** >> *Ka taea e au tēnei ako.*



## SKILL BUILDING FOR TERTIARY STUDY:

### Introduction to strategic reading for academic texts

In your tertiary study you will be required to read a lot of texts that are quite challenging. Below are some strategies that can be helpful to work through when reading academic papers.

**1. Access your own prior knowledge about the topic.**

Before reading, jot some notes down on what you already understand the topic to be about. It doesn't matter whether you are right or wrong - the important aspect is to prime your brain. This makes it easier to learn, manipulate and remember new information.

Have you heard of the topic before? What do you think it means? What do you predict the article is going to be about?

**2. Use text features.** Look for cues and clues in the way the information is presented. Make use of the title, abstract, subheadings, conclusion. Consider what information you can get from a quick look at the text - 'pre-reading'- about content, author, intended audience, purpose and text type.

**3. Consider your purpose.** With your purpose in mind, skim over the text looking for relevant sections. (You may end up needing to go back and read the paper in full, but an academic paper is not like a novel that needs to be read in the exact order.) It is often useful to read the abstract carefully (which outlines the whole argument of the paper, including findings), then skim through the article to locate sections which may be useful for your purpose.

**4. Read actively.**

Make notes as you read rather than simply highlighting - identify key ideas in the text; make connections of information within the reading; make connections with other reading; note down any questions you have.

*To give these strategies a go, you could find an academic article on [www.google.scholar](http://www.google.scholar) in a field that you're interested in.*

### Taking notes

Note taking is a very important skill for university study.

Even if you're given a handout from the lecture, research shows that students who make their own lecture notes understand and remember much more from the class. It is a process similar to the active reading strategies – when students take notes, especially handwritten ones, they process and organize the information that they hear and see; they are identifying key ideas as headings and sub-headings, and selecting the most important information for each of those; they are organising the information into chunks that make sense; they can also note questions, connections and observations of their own.

## Study strategies

L.N. Conner, 2007

*"It was found that those students who were not only aware of but also used strategies to plan, monitor and evaluate their work, produced essays of higher quality."*

## Planning and monitoring

Break study tasks such as essays or assignments in small chunks to make them manageable. Use timelines to plan ahead. When doing a larger assignment, set tasks to achieve each time you sit down to study, then at the end of your session check them off to keep track of your use of time. While you are reviewing, note down the next couple of steps for when you come back to the work next time.

## Evaluating

One of the most important ways to make sure you keep improving at a task is to reflect on what you have done and what you need to do next.

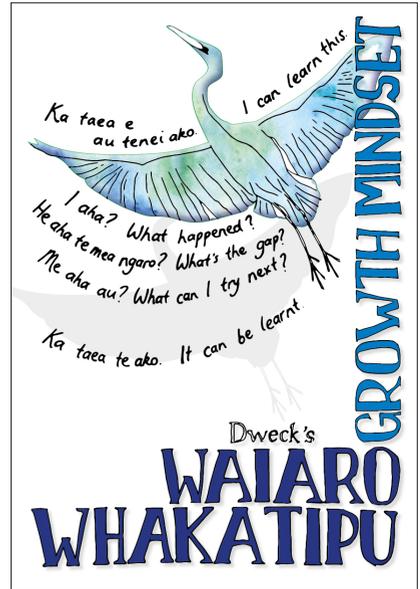
An effective format for doing this, no matter what the task, is to identify the positives in your current work and then, rather than identifying negatives, to give yourself specific advice for how to improve.

Drawing up a simple 't' chart can work well.

For example:

Positives	Specific Advice
<i>Had an introduction that outlined my argument</i>	<i>Include keywords from the question in thesis statement</i>
<i>Used topic sentences to start body paragraphs</i>	<i>Include question keywords in topic sentences</i>

This reflection structure can also be useful in collaborative work or when giving help to a friend.



# College Rules

**The primary purpose of these rules is to provide students and staff with a safe and pleasant learning and teaching environment.**

## **Physical and Verbal Violence**

Physical or verbal abuse or intimidation of staff or students will not be tolerated.

## **Racial, Gender Orientation and Sexual Harassment**

Hagley College provides an environment where harassment is neither tolerated nor condoned. Sexual harassment contact people are available to deal with concerns you may have in that area. The College also has a racial harassment officer.

## **Alcohol & Drugs**

The consumption, possession, supply and being under the influence of such substances is prohibited on the College premises, within the College vicinity, for all students travelling to and from the College, at College functions, and on College trips. The College's Well-being Team have a zero tolerance policy for such substances.

## **Smoking**

Hagley has a smoke-free environment policy. Smoking on the College premises is prohibited for all students. Please contact Rowan Milburn for information on Smoking Cessation support.

## **Theft**

The theft of any property belonging to the College or individuals is a serious offence. If you have to bring something valuable to school hand it in at Reception for safe keeping.

## **Dress**

While acknowledging the right of students to dress individually, it is expected that all clothes worn are clean and in good repair. It is expected that clothing worn is suitable to be worn in an educational institution. There is a requirement that clothing is not too exposing and does not have pictures, designs or language displayed that is offensive to others. Students need to be aware that while the College does not have a problem with students with body piercings, some course providers and employers do. If you intend seeking placements on courses or work exploration you need to be mindful of this. Please note: the wearing of long studs as worn accessories is not acceptable at Hagley, and students will be asked to remove them. Shoes must be worn at all times.

## Emergency Procedures

**You should read the instructions posted on the wall close to the door of each classroom you use. These instructions give details of the evacuation route you have to take and show the area you have to meet in after leaving the building.**

### Fire:

A continuous alarm bell will ring.

- 1. Follow the directions of your teacher.*
- 2. Use the evacuation route for the classroom you are in.*
- 3. Move quickly - do not stop or detour to collect personal items.*
- 4. Stay in your class group at your assembly area. Sit on the ground at that point.*

If the fire alarm rings at interval or lunchtime assemble on the front basketball court and wait for instructions from staff.

### Earthquake:

Do not congregate near buildings where there is a danger of falling debris!

- 1. Take cover under a desk or reinforced structure.*
- 2. Keep your back to any glass.*
- 3. Crouch with your hands clasped on your head.*
- 4. Stay inside.*
- 5. After the earthquake follow the teacher's instructions and/or use the evacuation procedures posted on the wall.*
- 6. If you are outside stay at least 30 metres away from the main block and make your way to the nearest assembly area.*
- 7. Keep clear of broken or overhead power lines.*

### Lockdown

Follow the instructions of your teacher. This is likely to involve:

1. Moving in to the middle of the room and staying on the ground, staying still.
2. You will know the lockdown is over when a member of the college Senior Leadership team visit the room and tell you it is over.



# Hagley College Timetable

Option 1 \_\_\_\_\_  
 Teacher \_\_\_\_\_  
 Option 2 \_\_\_\_\_  
 Teacher \_\_\_\_\_  
 Option 3 \_\_\_\_\_  
 Teacher \_\_\_\_\_  
 Option 4 \_\_\_\_\_  
 Teacher \_\_\_\_\_  
 Option 5 \_\_\_\_\_  
 Teacher \_\_\_\_\_  
 Option 6 \_\_\_\_\_  
 Teacher \_\_\_\_\_  
 Option 7 \_\_\_\_\_  
 Teacher \_\_\_\_\_

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-10:15	Option 3	Option 1	8:20-9:20 Staff Meeting	Option 2	Option 5
			9:40-11:30 Option 4		
			Interval	Interval	
10:45-12:35	Option 2	Option 5	11:40-12:20 Tutor	Option 6	Option 7
			Lunch	Lunch	Lunch
1:20-3:00	Option 4	Option 6	1:00-2:40 Option 7	Option 3	Option 1
3:00-5:00	Option 8	Option 9	Option 9	Option 8	
5:00-9:00	Option 10	Option 11	Option 12	Option 13	



# 2021 KEY DATES

Tuesday	<b>21</b> JAN	Catch Up College Intensive
Thursday	<b>28</b> JAN	Teacher Only Day
Friday	<b>29</b> JAN	Course Confirmation Day (Returning Year 12 & 13 Students)
Monday	<b>01</b> FEB	Senior College Enrolment Day
Wednesday	<b>03</b> FEB	Year 12,13 & ELL Welcome & Orientation
Thursday	<b>04</b> FEB	Normal Timetabled Classes Classes start from 08.30am for all students
Monday	<b>08</b> FEB	Waitangi Day (School Closed)
Tuesday	<b>15</b> FEB	Catch Up College Intensive Finish
Fri-Tue	<b>2-6</b> APR	Easter (School Closed)
Friday	<b>16</b> APR	End of Term 1

Monday	<b>03</b> MAY	Beginning of Term 2
Monday	<b>07</b> JUN	Queen's Birthday (School Closed)
Friday	<b>09</b> JUL	End of Term 2
Monday	<b>26</b> JUL	Beginning of Term 3
Friday	<b>01</b> OCT	End of Term 3
Monday	<b>18</b> OCT	Beginning of Term 4
Monday	<b>25</b> OCT	Labour Day (School Closed)
Friday	<b>12</b> NOV	Canterbury Show Day (School Closed)
Thursday	<b>9</b> DEC	End of School Year (Last day for students)

ka puāwai  
te koru,  
ka puāwai  
te tangata.

AS THE KORU  
UNFURLS,  
SO DOES THE  
PERSON.

## REMINDER

All students to sign in and out of Catch Up classes at Enrolment Centre please.



510 Hagley Avenue Christchurch 8011 New Zealand  
P O Box 3084 Christchurch 8140 New Zealand  
Phone (03) 379 3090 Fax (03) 379 3134  
Email [info@hagley.school.nz](mailto:info@hagley.school.nz)  
Website: [www.hagley.school.nz](http://www.hagley.school.nz)