

## After 3 Enrolment Information for 2023

**Please ensure you read all the information contained in this brochure.**

**When you sign the enrolment form you are agreeing to the following:**

**While attending Te Puna Wai o Waipapa - Hagley College you cannot be enrolled in another secondary school including Correspondence (Te Kura)**

**Our Process:** We will contact you via email (within 5 business days) to advise if you have been accepted into your chosen course/courses or to advise if you have been placed on a waiting list. If you are accepted into your chosen course, we will email you an invoice. Payment is required within 48 hours from the date the email is sent, to confirm your enrolment for 2023. After this time if no payment is received, your place will be given to the next person applying.

**Waitlist Information:** Please be aware that waitlists do not cross over from year to year. Therefore, if you are interested in a place in 2024, or in subsequent years, you will need to contact us again when enrolments re-open.

### **ENROLMENT GUIDELINES FOR THE AFTER 3 PROGRAMME**

It is the intention of the After3 programme to cater for the learning needs of Adult and Senior students in a mature learning environment.

Students in the After3 programme must be 16 years or above to enrol. Students must attend all classes between February 7<sup>th</sup> and March 15<sup>th</sup>, 2023 for funding purposes.

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#### **Adolescents, under 19 years who are wanting to enrol into the After3 programme:**

- Senior adolescent day school students may in some circumstances make up their fulltime programme with both day and After3 courses.
- These enrolments need the approval from their parent or caregiver, and the After3 Administration.
- The day school fee structure will apply to any student in both the day and After3 programmes.
- Students should note that while an After3 course might offer them learning in any area they are interested in, it may limit their ability to gain credits, which is critical, particularly to achieve a Level 2 or 3 NCEA certificate or University Entrance.

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#### **Adult students 19 years and over:**

- The College Enrolment Fee will apply to all adult students in both the day and After3 programmes.
  - Students can study a maximum of up to 20 hours per week. This can be across both day and After3 courses.
  - Students should note that while an After3 course might offer them learning in any area they are interested in, it may limit their ability to gain credits, which is critical, particularly at Level 2 or 3 and for University Entrance (UE).
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## **A DESIGNATED CHARACTER SCHOOL**

The Board invites applications from students who wish to enrol at the College for 2023. Enrolment is governed by an Enrolment Scheme, details of which are available from the College website.

As a Designated Character School, our maximum roll is prescribed by the Secretary for Education. In 2023 our roll is set at 1,400 full time equivalent student places.

### **What Hagley's Designated Character School Means**

- The College is a Designated Character School established under the Education Act.
- The College acts as a regional hub across Christchurch.
- It provides students with a significantly different learning environment achieved through delivery models not offered in conventional high school settings. It offers a broad curriculum that allows students across Christchurch to access a relevant education designed around their individual needs.
- Its Designated Character is lived out:
  - By ensuring the Board, staff and students demonstrate commitment to the school's culture and values: Whakamarumaru (Responsibility), Whakawhirinaki (Trust), Mana (Respect), Tika (Integrity)
  - By being open for instruction between the hours of 8.30am – 9pm to enable access to education by adult students
  - By providing innovative learning programmes which:
    - Include core curriculum, specialist pathways and collaboration with other regional groups
    - Provide for full time and part time students who are based both on the Hagley campus and in collaborative learning experiences across the city
    - Are for both adolescents (secondary students) and adults
    - Provide for disengaged adolescent and adult learners, students with previously limited aspirations and for those who now want to engage with learning but are finding it difficult to do so.

### **Designated Character Criteria**

Students will be eligible for enrolment if they meet the following criteria.

Each student will:

- a) Demonstrate a commitment to our values of trust, respect, integrity and personal responsibility
- b) Demonstrate a willingness to engage in our culture and environment of being adaptable, flexible and working collaboratively
- c) Give the College confidence that they can be supported, and that the College can make a difference to their learning
- d) Identify and agree with the College that there is a programme of learning that meets their learning needs
- e) Be offered a place in an agreed programme of learning only if there is space available in that programme of learning.

## **CODE OF CONDUCT AND CONDITIONS**

Students, parents, caregivers and visitors are required to comply with the Code of Conduct and Conditions. The Code of Conduct applies to all conduct, speech and action, and includes emails, texts, phone calls, social media or other communication.

### **Students are expected to:**

- live our school values of Whakamarumaru (Responsibility), Whakawhirinaki (Trust), Mana (Respect), Tika (Integrity)
- work hard
- share responsibility for their learning
- attend all classes with the required basic equipment
- wear clothes that are clean, in good repair and appropriate in a school environment
- engage in restorative practices if required

### **Parents, caregivers and visitors are expected to:**

- treat everyone with respect
- work together in partnership with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- follow school procedures to handle any complaints
- engage in restorative processes if required
- adhere to school policies and procedures and any legal requirements

### **The following are prohibited for all students, parents, caregivers and visitors:**

- physical or verbal abuse or intimidation of staff or students
- racial, sexual or gender orientation harassment
- smoking, vaping, using or being in possession, or under the influence of alcohol or drugs, within the College and its vicinity
- theft of any property
- wearing of clothes or personal decoration offensive to others
- using mobile phones or other devices for the purpose of harassing or intimidating other students or staff.

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### **NCEA:**

- **Authenticity Declaration:** I understand that all work presented by me for assessment is my own: original, authentic, and free from plagiarism.

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### **EOTC Generic / Blanket Consent**

- I give permission for the student to attend low risk, local activities that benefit learning offsite within school hours.

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### **Notice to students, parents and caregivers: posting of student images online.**

The College occasionally posts online images of day to day student activities, for example of sports events, field trips or other school events. We follow protocols that images posted depict our students in a positive manner and are not offensive. Please note that students, parents or caregivers may request that a particular image is removed from our social media or its website. Any request should be made to senior administration and include a reason for the request.

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We use MailChimp to distribute our e-newsletters and other information two or three times per term. If you don't wish to receive these, you can unsubscribe at any time.

## **DIGITAL CITIZENSHIP AGREEMENT**

The College's Digital Citizenship Agreement is based on our values. The Agreement is designed to keep ourselves and others safe whilst using digital devices while enrolled at school.

Hagley College's values are:

- Whakamarumarū (Responsibility)
- Whakawhirinaki (Trust)
- Mana (Respect)
- Tika (Integrity)

Digital Citizenship encompasses digital: access, literacy, communication, security, etiquette, rights and responsibilities, commerce, health and wellness, and law.

The term 'digital device' refers to all digital technologies including, but not limited to, computers, tablets, music devices, cell phones, cameras, USB drives. This digital device may be owned and maintained by the College or by an individual student or staff member of the College.

***When using digital devices, I am responsible and act with integrity. I must not use a digital device at any time to upset, offend, harass, threaten, defame or harm anyone. I will not undertake any activity that may bring harm to individuals or bring the College into disrepute.***

1. I will avoid any involvement with material or activities which could put at risk my own safety, or the safety, privacy, reputation or security of the school or other members of the school community.
2. I will not allow anyone else to use my password nor will I use anyone else's.
3. I will not misrepresent myself or others. I understand that I am responsible for actions undertaken in my name.
4. I will not breach a person's right to privacy by posting, publishing or releasing any personal information, including images or video without their express permission. This includes the use of social media sites.
5. I will not plagiarise or pass off others' work as my own. I will fully acknowledge the origin and ownership of materials I use, as appropriate.
6. I will not breach New Zealand Copyright Law by downloading, copying, sharing, saving or distributing copyright material such as music, videos, games or programmes in any form.
7. I will not save, copy or distribute illegal or non-educational material.
8. I will not use my cell phone or other device in lessons, unless the teacher gives me their express permission.
9. I will not make any attempt to bypass security, monitoring and filtering that are in place at school.
10. I will not access or attempt to access inappropriate or objectionable material or sites restricted for my age. If I accidentally access inappropriate material or receive inappropriate material, I will immediately inform my teacher and the eLearning Leader or a member of the College's ICT Services Team.
11. I am responsible for the security and safety of my own digital devices and the data that is kept on them.

***I will respect all technology and systems and treat them with care.***

1. I will not intentionally disrupt the smooth running of any school technology systems.
2. I will not tamper with school technology, nor attempt to gain unauthorised access to any technology or College ICT system.
3. I will use the internet fairly.
4. I will respect the property of others.
5. I will report any breakages/damage to school or others' technology to the College ICT Services Team and the class teacher.

***I understand that:***

1. I am accountable for my actions, and the College can monitor my digital technologies activity at any time.
2. The College's computers are provided to students for educational use.
3. The College will, wherever and whenever possible, filter and screen any inappropriate (including dangerous and illegal) material but I as the end user will need to exercise judgement in accessing only educationally appropriate materials.
4. The data held on any digital device that I use (College or personally owned) may be searched when requested by the Director of Infrastructure and ICT.

Breaches or suspected breaches of the terms of this agreement will be investigated and may lead to disciplinary action. If you have any questions about this Digital Citizenship Agreement, you may contact the Director of Infrastructure and ICT.