

Student Guide Senior College 2023

## 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 inclusion & diversity is valued. Staff are all addressed by first name.

We welcome back students who have been part of our College before and we extend a very warm welcome to our new students. The good news is there are many new students so you don't 'look new' as you might at other schools. 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.

## Beginning of the Year

This can be a difficult time for both students and staff! Please be patient and anything you are unsure of, please ask. **If you are lost or uncertain - go to the main reception area.** 

It is vitally important for the College to be sure how many students are in every class and make adjustments if numbers are too high or too low. To help us and you to get things right, please note:

- You must, attend the first sessions of your classes. If you cannot do so, please inform us by phoning the Absence line (03) 379 3090 ext 1, or you may find your place in the class has been taken by another student.
- We try to keep the timetable unchanged but changing numbers mean that some subjects may be moved. If your timetable is changed you will be informed.

#### A list of basic stationery requirements is on the College website.

## **YOUR STAFF**



Rowan Milburn Principal



Marie Stribling Deputy Principal



Deputy Principal



Jasmine Lambert Deputy Principal



Suzanne Waters Assistant Principal



Tracy Murphy Head of Learning Support Services



Robyn Davison Year 11 Adviser



Melanie Rich Year 12 Adviser



Kat Anderson Year 12 Adviser



**Emma Lumb** Year 13 Adviser



Chris Patalano Year 13 Adviser

#### Te Puna Wai o Waipapa We Value At



## INTEGRITY Tika

# FOR HAGLEY STUDENTS, THIS MEANS Doing the right thing

Stepping out of your comfort zone Taking care of the moment Having high standards Not mucking around Self-belief Honour

Doing what is right even when no-one is watching Honesty

Sticking to your morals

Sticking up for friends

Being trustworthy

Being responsible

someone else rather than yourself

Perseverance

Doing something that benefits

Hagley College 5

## At Hagley We Value



## Student Services



Anne Farrall Nurse

## Health Centre

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

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

We can offer financial assistance for further medical consultation in cases of financial hardship.

## Counselling Services



Michael Gilchrist Counsellor



Outreach

Carolyn Youth & Whanau **Heyward-Judd** Counsellor



Wellbeina

Administrator

Suzanne Wood Counsellor



Susan Ayson Mental Health Advisor

We are a diverse community and we support and encourage students to be their authentic selves. If you have worries about any issues facing you, your family or friends, such as anxiety, depression, stress, eating problems, alcohol and drugs, bullying, making friends, sexuality or gender related issues or anything else, we are happy to help you discover ways to resolve these in a safe and confidential environment.

If you wish to see a counsellor, go to Simpson House between H2 and O blocks. If a counsellor is available they can see you straight away, or you can make a time with the Wellbeing Administrator who works out of Simpson House. You can also now text the counsellors on the following numbers to make an appointment time:



Social Worker Kāhui Ako

### Michael: 021 1916 043

Leanne: 021 1939 705



**Megan Johnston** Year Advisers Administrator

## Year Advisers' Administrator

Students who have concerns with any area of their schooling and wish to see a Year Adviser can make an appointment through Megan Johnston in the Student Wellbeing Area in the Main Block. You can also send your year Advisor a Teams Message.

## Need Help?

Your subject teachers and your tutor teacher should be your first contact if you have problems relating to your progress.



Michaela Heenan NCEA Administrator

## **National Qualifications**

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

The National Certificate of Educational Achievement (NCEA) is the main national qualification for secondary school students in New Zealand. NCEA is a national qualification on the New Zealand Qualification Framework. Standards students achieve as part of NCEA can be used as building blocks for other qualifications. NCEAs are recognised by employers, and used for selection by universities and polytechnics, both in New Zealand and overseas.

## How It Works

- Each year, students study a number of subjects.
- In each subject, skills and knowledge are assessed against a number of standards.
- At the College we use a range of internal and external assessments to measure how well our students meet these standards. Internal assessments take place throughout the school year and external assessments are assessed by examination at the end of the year.
- When a student achieves a standard, they gain a number of credits. Students must achieve a certain number of credits to gain an NCEA certificate.
- Subject teachers will provide a full course outline at the beginning of the year showing all the available standards the course offers.
- There are three levels of NCEA certificate, depending on the difficulty of the standards achieved. In general students work through levels 1 to 3.
- Students are recognised for high achievement at each level by gaining NCEA with Merit or NCEA with Excellence. High achievement in a course is also recognised.
- Fees are payable for each year you participate in standards.
- For more information, check the NZQA website www.nzqa.govt.nz. or phone 0800 697 296

## 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. Please refer to the course outlines for the individual subjects you are studying.

## **Special Assessment Conditions**

If you identify as needing special assessment conditions, such as a reader/writer, please ensure you contact Michaela Heenan at the beginning of Term 1. Failure to do so may prevent NZQA from approving this facility. The College will not approve the use of reader/writer or other special assessment conditions where the validity of the assessment is compromised. Full reports may be required from professionals each year to allow the College to apply to NZQA to use special assessment conditions.

### Harassment

The College provides an environment where harassment of any kind is neither tolerated nor condoned. If you are being bullied report this to a teacher, your Year Advisor, or the Director of Students, and your complaint will be dealt with.

Our Board has a policy on Harassment which protects everyone who works or studies at the College. This includes all students, teachers and employees. Harassment is unwelcome behaviour which can interfere with the teaching and learning processes or the work of employees.

No person has to put up with any bullying, harassment or discrimination because of their sexual orientation or identity. If this is happening to you, contact Suzanne Wood in Simpson House.

We have students from all over the world. No student should suffer any form of harassment because of their ethnicity, the colour of their skin, or their religious beliefs.

You do not have to feel unjustly treated at Hagley by another student, or staff member.

You have the right to feel emotionally and physically safe at all times. If you feel you are not being treated fairly we have a complaints procedure that can support you to resolve this. To find out the procedure contact either one of the counsellors, the Assistant Principal or one of the Year Advisers.

## **Cyber Bullying**

We treat this bullying very seriously. If you are receiving abusive or threatening texts, messages on any social media site, please report this to Suzanne Waters Assistant Principal.

## Attendance

## As part of the acceptance of an enrolment into the College, students commit to full attendance in all of their programmes for the complete academic year.

The expectation of our students is that you will be in class at all times, unless illness or other important circumstances prevent this. If you are absent for any reason a phone call must be made to the College on the day the absence occurs.

Incentives and rewards such as Pizza with the Principal, run in Terms 2 & 3 to promote positive attendance within the College. Our Wellbeing Administrator, **Illa Russell** has responsibility for the College's daily attendance text system. She is located in Simpson House.

## Absence

**Adolescent students:** If you are absent from the College, your parent/caregiver is to ring the College Hotline (379 3090 ext 1) on the morning of the absence and give your name, reason and how long you will be absent.

\*If using the College App you can ring directly from the app or alternatively send the attendance administration an email.

**Adult students:** If you are an adult, you will be removed from a class if you are absent 20 consecutive days without notice. If you are absent from all classes for 20 consecutive days you will be considered to have left the College and will be withdrawn from the roll.

## **Information and Facilities**

#### **Student Cafeteria**

The Cafeteria offers a full range of hot and cold food and refreshments. It is open at interval & lunchtimes.

#### **Careers Centre**

The Careers Centre is a student information and resource centre situated in the Student Centre. Here you will be given information and assistance with:

- Career profiles and planning
- Careers information
- Study skills
- Career counselling
- Tertiary education information
- QUEST database/CareerQuest
- STAR courses
- Computer interest and ability assessment

- Curriculum vitaes
- Gateway
- Work exploration
- Job vacancies and applications
- Teaching and university applications
- Scholarships
- Youth Training and TOPs courses.
- Student Allowance

## **Computer Access**

You will be issued with a user name and password to enable you to access your own file storage space on the College network. Your teachers will show you how to do this. All students have their own email account. Your email address is: Our IT staff located in the area behind Reception can assist if you are having trouble accessing your school accounts. firstname.lastname@student.hagley.school.nz.

The Library classroom is available for student use between 8.30am and 4pm Monday to Friday, before school, at interval, lunchtimes and after school.

## **Digital Citizenship Agreement**

Every user of the College computers, devices or accessing the college network/wifi agree to the terms of the College'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 represents yourself and the College, honesty and fairness. This is available from any College computer at log on.

## **CANDO Cards**

The CANDO card is a student ID for full-time secondary school students which entitles the user to concessions. Students under 18 can use the card to get reduced fares on Christchurch Metro Public Transport Services. If you leave school or turn 18 the card becomes invalid for bus travel. Bus drivers have the right to confiscate the card if there is reason to believe that it is being misused.

## 18+ Card

For students 18 and over you can apply for an 18+ Card to use as official identification.

## **Daily Notices**

A daily notice is distributed each day. If you wish to put an item in the daily notices hand it in at the Enrolment Centre by 3.30pm the day before. Daily notices are also sent to your email and one accessible on the College App.

## **Disability Access and Facilities**

All areas have ramp and lift access for anyone with supported mobility needs. Accessible toilets are located in all blocks.

## **Enrolment Centre**

Enrolment Centre staff will help you with course changes, timetables, payment of money, leaving certificates and many generalised enquiries where you just need help. Located in the main block, the Centre is open 9am-8.30pm Monday-Thursday, 9am-3pm Fridays. EFTPOS and credit card facilities available.

### ELL (English Language Learners)

The ELL Department welcomes students from all around the world with all levels of English proficiency. Both full and part time classes are run for adults. A full-time high school preparation class is offered for adolescent students. All students are tested on arrival and placed in the class best suited to their ability. When ready, students leave the ELL Department and join students in the mainstream. All ELL students in the mainstream have a tutor who will help them with any problems.

## **Gender Neutral Toilets**

These are located in the Wainuku and Auripo, on the ground floor in X-block, at the end of the 300 level corridor in the main building, in Simpson House and in the Gym 2 foyer.

### **International Students**

Hagley has welcomed international students since 1990. We know it can be a confusing time for you when you first arrive and have to settle into a new school. To help you have a successful time at Hagley we have specialist staff who are available to help you.

**Sharon Cumming** is located in the Enrolment Centre and can assist international students with any queries.

## **Lost Property**

May be claimed from reception. The daily notice system may be used to advertise the loss of an item. At the end of each term all lost property is displayed in the foyer of the main block. Any unclaimed items are given to charity.

## **Photocopier**

A photocopy service is available in the Library. Other photocopiers in the College are for staff use.

## Reports

You will receive a full report at the end of Term 2 and 3. There will a Meet the Teacher evening for parents and caregivers in Term 1 and a Report Evening in Term 3.

## **Learning Support Services**



All students deserve to experience meaningful success in their learning. Learning Support Services work alongside both students and teachers, so students with a wide range of learning needs can achieve to their full potential. These are some of the services we offer:

#### TEACHER AIDE SUPPORT:

We have a large team of highly experienced teacher aides, who support students in lessons or small groups. The work of our teacher aides includes supporting students to build their literacy, numeracy, social and organisation skills.

#### GIFTED AND TALENTED EDUCATION:

Students who are working significantly above their age level in a particular area/subject can be identified for extension and enrichment options. This can include a tailored learning plan and individualised programme.

#### DIAGNOSTIC ASSESSMENT:

Students who are struggling with their learning can be assessed by Learning Support Services, to identify where they may need further support at school. Students who are entered into NCEA subjects can also be assessed for eligibility for Special Assessment Conditions (SAC). Learning Support Services will also apply to NZQA for any assessment support senior students are eligible for.

#### TARGETED LEARNING:

A small, specialist class for students in Years 9-11, with significant learning and/or classroom adaptation needs. Entry to Targeted Learning is dependent upon available places and ongoing student need.

## Library

The Library is open from **8:30am to 8pm Monday to Thursday and 8:30am to 4pm on Fridays.** You can borrow up to four books (books are issued for three weeks). It is important that you return your books by the due date as other students may be waiting for them. The Library staff are happy to help you locate the information you may need for your course work.

#### Liz Jones is the Librarian. If you cannot find what you need, please ask!

- fiction and non-fiction books
- ebook collection
- easy readers
- information file
- daily newspaper
- scanner

- graphic novel and manga
- email
- access to EPIC databases
- large variety of magazines
- children's books
- colour photocopier and printer.

## Signing out

If you are Yr12-13 and leaving the College at lunchtime or during a non-contact time. Please sign out by visiting the school portal at www.portal.hagley.school.nz + click on the sign out button. You can also sign out using the VisTab by the main reception.

## 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.

#### Skateboards:

These are not to be taken into classrooms. They must be placed in the skateboard cupboard near the Senior Leadership offices.

#### **Electric scooters:**

Please lock these securely near the bike stands. They are no to be taken into building.

#### **Push Scooters:**

These must be locked in the scooter parks by the Science department.

#### Parking:

There are no student car parking available for 2023.

## 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 to Reception for safe keeping.

### Movement about the College

All movement in the grounds and within buildings is expected to follow common sense rules, e.g. observing "left hand" system in corridors. Cycles should not be ridden so as to endanger or inconvenience pedestrians. This applies particularly near the Pre-School and on blind corners. Cars must observe speed limits set and must not be driven in a way that would endanger others.

## **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. Move in to the middle of the room and stay on the ground, stay 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.

## **Student Activities**

## Young Leaders @ Hagley - Hagley Student Council

We are running a school council in 2023. Lilly Anderson will chair the council that will meet monthly. Your tutor will provide you with further information at the beginning of the year.

## **Clubs & Activities**

Sign up for clubs & activities in the cafe annex during orientation week.

## **Sports and Recreation**

Sports teams at Hagley develop in response to student interest as well as staff expertise and availability. All students up to the age of 19 are encouraged to join a sports team.

Athletics and cross-country sport days are held annually.

We have a Sports Co-ordinator who supervises the gymnasium at lunchtimes and intervals for recreation or sporting competitions. Students can also borrow equipment for lunchtime use, e.g. touch rugby balls, volley balls, basketballs.

Adult students can participate in all lunchtime competitions. Check with the Phys Ed staff.

If you are keen to help with coaching or transport for adolescent students let them know that too.

## **Student Representative on the Board of Trustees**

In September of each year elections are held for a Board of Trustees student representative. Students on the current roll under 19 and from Year 10 up are eligible to be nominated and to vote.

#### Your student representative for 2023 is Lilly Anderson.



Lilly Anderson Student Rep

You can read more about Lilly at www.hagley.school.nz/about/board-of-trustees/

## **Clubs & Activities for 2023**

This list may change as new clubs & activities are added. Keep an eye on student notices for any changes.

You can sign up for these on orientation.

## Tutoring

Maths – Angela

Textiles – Robyn

Clubs

Environment

**Junior Theatre Sports** 

Book Club – Liz

LBTQI+ - Lisa and Jo

Kapa Haka – Chantelle

D&D – Student Led

Choir – Margot Button

Cabaret Choir & Jazz Band Nerida and Kevin

Junior Band – Van

Senior Theatre Sports

Anime/Manga Club

Pokémon Go/Walk Club – Tina

Programming/ Algorithmics/Robotics - Vincent and Colin

Crafty Club – Liz

## **School Guidelines**

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

### 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.

## Boundaries of the College

The supervision area includes all of the College and the surrounding streets (both sides) as well as the area of Hagley Park immediately opposite the College up to the edge of the hockey/cricket field. The pathway around the park is to be kept clear at all times for joggers etc. We supervise this area for your safety. For the purpose of these rules, the supervision area is considered part of the College.

### 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 Community 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. See under Student Services who to contact if you are being harassed.

## Alcohol and 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 & Vaping

Hagley has a smoke-free environment policy. Smoking & vaping on the College site is prohibited for all students, staff & visitors. Senior Students who smoke or vape must do so away from the college site. Hagley Park is also a smoke free environment.

Students are not permitted to congregate and smoke outside the gates. This includes vaping.

### **Personal Wellbeing**

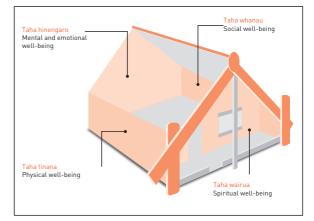
At Te Puna Wai o Waipapa we use some specific strategies to support and promote our students' wellbeing. The approaches that we are incorporating fit with a Positive Education approach, which is a combination of evidence-based Positive Psychology strategies and educational best practice.

Some of the key approaches we use are outlined here. There are many overlaps between models and strategies: gains from one approach can feed into gains in other areas.

### TE WHARE TAPA WHĀ MODEL OF HAUORA

Mason Durie (1994) developed Te Whare Tapa Whā to show the importance of the four aspects of health where each wall is essential to making a sturdy and resilient house, all built on te whenua.

We can use this model to reflect both on individual wellbeing and the hauora of groups and communities we are part of.



## PERMA THEORY OF WELLBEING

Martin Seligman (2011) developed a PERMA model for wellbeing.



We can use this as a way to quick-check the balance of different aspects of our lives, and identify where a shift in focus might be beneficial to our wellbeing. Using the framework of the PERMA model can be useful for reflection and goal-setting.

## 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.

### NGĀ PŪKENGA O TE TANGATA - CHARACTER STRENGTHS

We look at character strengths according to a framework developed by Christopher Peterson and Martin Seligman (2004). Their work outlines the benefits of focusing our attention on strengths rather than weaknesses. The approach is not about identifying fixed personality traits, but seeing aspects of character as similar to muscles that can be developed and strengthened. Research shows that both knowing and deliberately using character strengths to meet challenges can increase individuals' positive emotions and have a preventive effect on mental illness.

A strengths focus also helps to develop a positive environment and can contribute to feelings of happiness and building relationships, which in turn ties back to different aspects of the PERMA model.

Some of the ways we use character strengths include identifying which strengths are currently our strongest (signature strengths), using signature strengths to gain leverage on meeting a challenge, choosing a lesser strength to develop, and recognising the use of strengths in ourselves and others. For example, being aware of overusing various strengths and reframing unhelpful habits is shown to be a strategy that enhances wellbeing and academic progress for students who struggle with perfectionism.

For a snapshot of your present strengths, you can do a VIA Character Strengths assessment through the <u>www.allright.org.nz</u> website.



Value





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		
	Interval	rval		Interval	val
	Option 2	Option 5		Option 6	Option 7
			Interval		
10:45-12:35			11:40-12:20		
			Tutor		
			-		
	Lunch	Lunch	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	

My subjects and teachers are:

2023 KEY				
	D	ATES		
		WHAT'S HAPPENING?		
Monday	<b>30</b> Jan	Teacher Only Day & Course Confirmation Day (Returning Year 12 & 13 Students)		
Tuesday	<b>31</b> JAN	Senior College Enrolment Day (New Year 12 & 13 Students)		
Friday	03 FEB	Year 12,13 & ELL Welcome & Orientation		
Monday	<b>06</b> Feb	Waitangi Day (School Closed)		
Tuesday	<b>07</b> FEB	Normal Timetabled Classes Classes start from 08.30am for all students		
Thursday	<b>06</b> APR	End of Term 1		
Wednesday Thursday	<b>26</b> APR	Beginning of Term 2		
Monday	<b>05</b> JUN	Queen's Birthday (School Closed)		





## Mā te huruhuru te manu ka rere ai.

Just as feathers enable the bird to fly, with the right preparation any task can be achieved.

510 Hagley Avenue Christchurch 8011 New Zealand Phone (03) 379 3090 Fax (03) 379 3134 Email info@hagley.school.nz Website: www.haqley.school.nz