

## Enrolment Information Brochure 2024

**Please ensure you read all the information contained in this brochure. When you sign the application form you are agreeing to the following:**

The Board invites applications from students who wish to enrol at Te Puna Wai o Waipapa - Hagley College for 2024. Enrolment at the College 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 2024 our roll is set at 1,400 full time equivalent student places.

As required under our Designated Character Enrolment Scheme, the Board has determined that the following full time equivalent student places are available for students in 2024:

- Year 9 150 maximum roll
- Year 10 125 maximum roll [including re-enrolling students from 2023]
- Year 11 150 maximum roll [including re-enrolling students from 2023]
- Years 9-11 Targeted Learning 17 maximum roll [including re-enrolling students from 2023]  
(as part of the numbers above)
- Years 12-14 1,000 maximum roll [including re-enrolling students from 2023]

### **Year 10 and 11 students:**

We have identified 8 places available at Year 10 and 22 places available at 11 for 2024. To be considered for an available place in Year 10 and Year 11 we must receive your completed application form by: 12pm on Friday 22<sup>nd</sup> September 2023. Please also see Registration of Interest information below.

### **Year 12, 13 and Adult students:**

Students applying for a place in years 12 to 14 are invited to apply during the enrolment period: Monday 4<sup>th</sup> September 2023 – Tuesday 30<sup>th</sup> January 2024.

If places are still available, further enrolment periods will be notified via our website.

Applications for Catch Up College (CUC) and Certificate in University Preparation (CUP) are ongoing throughout the year.

### **Enrolment Process**

The closing date for applications will be notified through the website and other media. No late applications will be accepted or considered in any given enrolment period.

Places will only be offered to those applicants who meet, or have the potential to meet, the Designated Character requirements.

On offer of enrolment, the applicant family or adult applicant is required to sign the Enrolment Form to confirm their acceptance, and affirm their understanding and support of the Designated Character.

The College Board requires new adult students to complete a 'Ministry of Justice - Request for Criminal Conviction History' check. To be completed when enrolling and at no cost to you.

### **Registration of Interest**

Available on our website [www.hagley.school.nz](http://www.hagley.school.nz) under the enrolment tab. The College will keep a list of applicants who have registered an interest in attending once the enrolment period has closed.

These registrations of interest do not act as a form of pre-enrolment or waiting list. Those on the register will be notified when vacancies are to be advertised for the current year. Please be aware that registrations of interest 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.

## What our Designated Character School Means

- The College is a Designated Character School established under the Education and Training 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: Whakamarumarū (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 College 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 the College's values of trust, respect, integrity and personal responsibility
- b) Demonstrate a willingness to engage in the College's 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.

### **Priority Enrolments**

Priority must be accorded to applicants for whom the school is reasonably convenient (Reasonable Convenience for this Enrolment Scheme is defined as being the old Christchurch City boundary prior to amalgamation with Banks Peninsula District Council).

If there are more eligible applicants than available places, then all applicants will be selected for enrolment according to the following priorities:

- (a) First priority must be given to any applicant who is the sibling of a current student of the school.
- (b) Second priority must be given to any applicant who is the sibling of a former student of the school.
- (c) Third priority must be given to any applicant who is a child of a former student of the school.
- (d) Fourth priority must be given to any applicant who is either a child of an employee of the Board of the school or a child of a member of the Board of the school.
- (e) Fifth priority must be given to all other applicants.

If the number of applicants exceeds the number of available places in any one priority group, then applicants will be balloted and allocation of places will be in ballot order. Applicants on the waiting list will be offered any places that become available. The waiting list will remain in place until the next advertised enrolment period.

Application forms for enrolment are available from the College Enrolment Centre, phone 364 5156.

Hours 8.30am – 8:30pm Monday to Thursday and 8:30am – 3pm on Friday. We advise all applicants to enrol early.

## **Code of Conduct and Conditions**

Students, parents, caregivers and visitors are required to comply with the College's 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:  
Whakamarumarū (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.
- Please read the EOTC Consent Form on our website - select Enrolments – Agreements.

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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 the College's 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 the College's values. The Agreement is designed to keep ourselves and others safe whilst using digital devices while enrolled at school.

The 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.