



Student Guide Junior College 2024

YOUR STAFF





Hayden Shaw Deputy Principal





Jasmine Lambert Deputy Principal



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Helen Shirley Head of Learning Support Services



Anna Williams Year 10 Adviser



Sarah Parder Year 9 Adviser



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

Te Puna Wai o Waipapa - Hagley College 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. 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.

Kei ngā ākonga Māori o Te Puna Wai o Waipapa! If you're Māori and in Year 9 or Year 10 we want to make sure you feel welcome in our whare. Every Wednesday lunch time all Māori students are invited to the whare for whakawhanaungatanga- getting to know each other. There's kai, games, and plenty of chances to meet other students, our kaiako Māori, and learn more about what's on offer here at kura. We'd love to see you there- nau mai, haere mai!

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.

Junior Graduating College

Contract of Learning

Your Contract of Learning was agreed to and signed when you enrolled. Below is a copy of the Contract of Learning which aims to provide you with the best opportunities to be a successful learner.

College Goals

Our goals for you are to:

- · Feel safe, happy and supported at school
- Fully engage with your programme of study
- Successfully prepare you for further learning
 Emphasise student-centred learning and life beyond school
- Become a motivated and independent learner
- Live out the College values of Respect, Trust, Integrity and Responsibility.

College Responsibilities To support your learning we agree to:

- Provide a safe learning environment
- Provide expert teachers
- Meet the National Curriculum
- Assess your needs
- Support and extend your learning
- Monitor and report on your progress
- · Measure your success.

Parent Goals

Our goals for you are to:

- Do your best in your learning programmes
- Feel safe and secure while at the College
- Enjoy your learning at Hagley
- Make the most of opportunities offered
- · Be proud of what you achieve.

Parent Responsibilities

To support your learning I/we agree to:

- Create a learning environment at home
- Encourage and supervise homework
- · Be positive about your learning
- Be responsive to and supportive of the College.

Student Goals

My broad goals are to:

- Be a successful learner
- Take advantage of the opportunities at the College and make a genuine effort in them
- · Feel proud of what I achieve.

Student Responsibilities To support my learning I agree to:

Regularly attend my classes

- Re on time
- Be prepared with the correct materials
- Complete my work
- · Positively participate in all my classes
- · Live out the Hagley values of Respect, Trust, Integrity and Responsibility.

The Hagley Junior College is a two year college for students at National Curriculum Levels 4 (Year 9) and 5 (Year 10). It is a learning facility that specialises in student-centred learning strategies. Its goal is to make students successful learners and prepare them for advanced study in secondary education and beyond.

Te Putanga ("The Emergence")

This is the system we use in the Junior College to assess and report on your progress in the transferable skills:



At Te Puna Wai o Waipapa - Hagley We Value



FOR HAGLEY STUDENTS, THIS MEANS

Accepting others for who they are

Understanding how others feel

Appreciating others

Being polite

Treating others and the environment with care

Treating everyone equally and fairly

Being kind

Showing gratitude

Helping others

Empathy

Acknowledging people

Being open minded

Standing up for others

Caring for others' personal space and property

Accepting people's differences

Mana is the relationship of mutual respect between the tuakana and taina. Whero (red) is the colour of the rangatira (leader), representing mana.



FOR HAGLEY STUDENTS. THIS MEANS

Doing the right thing

Stepping out of your comfort zone

Not mucking around

Honour

Having high standards

Taking care of the moment

Self-belief

Sticking to your morals

Honesty

Doing what is right even when no-one is watching

Sticking up for friends

Being trustworthy

Being responsible

Doing something that benefits someone else rather than yourself

Perseverance

Tika is to be correct; when something is the way it should be. Pango (black) traditionally represents the workers, or in this case the day to day values that keep us grounded.



FOR HAGLEY STUDENTS, THIS MEANS

Fulfilling promises

Knowing that someone will have your back

Keeping secrets

Believing in those around you

Being reliable



Whakamarumaru RESPONSIBILITY

FOR HAGLEY STUDENTS, THIS MEANS

Respect for self and others

Looking after your own and others' property

Being ready

Owning up to your actions

Getting things done

Being a role model

Being on time

Being prepared

Self-management

Getting enough sleep

Making your own decisions with respect and integrity

Supporting others

Looking after yourself

Having a positive attitude

Whakamarumaru means 'to cause shade'; the tuakana protects the taina, helping it grow. Pounamu (dark green) is the colour of the leaves of the tuakana (older) fern as it shelters the taina fern below.

Student Activities

Young Leaders @ Hagley

We run a Senior and a Junior Young leaders group. Students have the opportunity to participate in a range of leadership roles within Hagley and in the wider community. This provides you with skills & experience beyond the classroom and looks great on your CV too!

- Represent the views of students
- Inform students on matters that are of concern to them
- Establish networks to receive advice and evaluation from students via the Council
- Undertake projects that the Council will select each year.

Students interested in participating in the Young Leaders @ Hagley should contact Suzanne Waters.

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 2024 Paolo Reid

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

Clubs & Activities for 2024

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.

CLUBS

LGBTQIA+ Club

Pickleball Club

Tinkering Club

Junior & Senior Theatre sports

Maths Tutorials

Textiles

Choir

Animation

Book Club

Chess

Junior Band

Big Band

Cabaret (Musical Theatre)

Chill and Create: Games, Jigsaws, Art (BYO Art Supplies)

Subject to student interest & staff availability

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. Junior students must not leave the College grounds during the school day unless for a pre-arranged appointment approved by a parent.

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 for who to contact if you are being harassed.

Alcohol, Drugs, Solvents

The consumption, possession, supply or 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. Cell phones and ear buds/headphones must be turned off and in bags during class time. In special circumstances, an exemption may be granted.

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. **Skateboards & scooters are not to be ridden on college grounds.**

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.

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 Hot line (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.

Information and Facilities

Student Cafeteria

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

Breakfast Club

Breakfast Club runs in Wainuku on Monday and Tuesday, Thursday and Friday 8.00am - 8.35am.

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 will need to 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.

CANDO Cards

Tuesday 15th Feb 9am-2pm \$10 cash Thursday 24th Feb 9am-12noon \$10 cash

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. A student ID card is available for full-time Adult students.

Daily Notices

A daily notice is distributed each day. A copy is put on the main notice board and teachers read out the notices to each class. Remind your teacher if they forget! Listen for items of interest, assembly times, meeting times. If you wish to put an item in the daily notices hand it in at the Enrolment Centre by 3.30pm the day before. You can also email them to dailynotices@hagley.school.nz

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 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.

Gender Neutral Toilets

These are located in 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.

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 by the library block. Any unclaimed items are given to charity.

Photocopier

A photocopy service is available in the Library.

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

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.

Transport

Bicvcles & Scooters:

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. Scooters must be locked into the stands provided by the science block.

Skateboards

These are no to be ridden in the school grounds and they are not allowed in class rooms. They are stored in the cupboard by the Principal's reception during the day.

Learning Support Services









n Shirley Sarah Parder
of Learning Y9 Adviser
of Services Transition Support

URS leacher lar

All students deserve to experience meaningful success in their learning. Learning Support Services work alongside both you and your teachers, so anyone with a 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.

Student Services



Anne Farrall Nurse

Health Contro

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 with special medical needs

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

Counselling Services



Michael Gilchrist Counsellor



Leanne Buchan Youth & Whanau Outreach



Carolyn Hevward-Judd Counsellor



Illa Russell Wellbeina Administrator

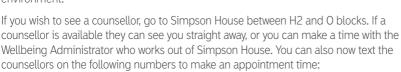


Suzanne Wood Counsellor



Susan Ayson Mental Health Advisor

Hagley is 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.





Leanne: 021 1939 705 Michael: 021 1916 043



Administrator

Year Advisers' Administrator

If you have concerns with any area of your schooling and wish to see a Year Advisor you can make an appointment through Megan Johnston in the Student Wellbeing Area in the Main Block.

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 Assistant Principal, 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.

Phone Policy

Cell phones and ear buds/headphones must be turned off and in bags during class time. In special circumstances, an exemption may be granted.

AND OPTIONS	BLOCK 3 TUE 27 AUG - FRI 6 DEC	Mahi Toi	Grow Your Own Food	Centre Stage	Jammin' Juniors – Music Intro	Kai Pai, He Rawe – Eat Well, Feel Fantastic	Dance Your Heart Out	Code++	How About Art?	Foto Focus	Te Ara Matatau - Advanced Reo Māori	Great Queens of the Ancient World	Make It, Gift It	Taonga Tech Jewellery	Foundations to Wellbeing	BLOCK 3 TUE 27 AUG - FRI 6 DEC	4. O booth as board	וומוש ניייר א	Napa naka	Food for Life	Scaled Up – Music 2	Fashion – Make It, Wear It!	All That Movies Are Made Of	Make It, Gift It	Light Works	Do the Duke!	Learn a Language	Funmation	Money Makes the World Go Round	The Newsroom	Architecture – Contemporary Design
14 BY BLOCKS	BLOCK 2 TUE 21 MAY - FRI 23 AUG	Mahi Toi	Grow Your Own Food	Stage Craft	Jammin' Juniors – Music Intro	Kai Pai, He Rawe – Eat Well, Feel Fantastic	Dance Magic Dance	Code++	How About Art?	Foto Focus	Te Ara Matatau - Advanced Reo Māori	Sparta the Staunch	Make It, Box It Up	Taonga Tech Jewellery	Foundations to Wellbeing	BLOCK 2 TUE 21 MAY - FRI 23 AUG	to Charles	יימין א	napa nana	Food for Lite	Scaled Up – Music 2	Colour It, Print It – Creative Textile Craft	Movie Madness	Make It, Box It Up	Light Works	Do the Duke!	Learn a Language	Funmation	Market Fair	Games – The Future of Storytelling	Architecture – Team Bridge Building
KETE WANA 2024 BY BLOCKS AND OPTIONS	BLOCK 1 WED 7 FEB - FRI 17 MAY	Tīaho – Cultural Fashion Awards	Grow Your Own Food	Stage Action	Jammin' Juniors – Music Intro	Kai Pai, He Rawe – Eat Well, Feel Fantastic	Dance for Everyone	Code++	How About Art?	Foto Focus	Te Ara Matatau - Advanced Reo Māori	Greek Heroes and Heroines	Make It, Move It	Taonga Tech Jewellery		BLOCK 1 WED 7 FEB - FRI 17 MAY	4.0 Dec	יומים כיייא	napa naka	Food for Life	Scaled Up – Music 2	Fashion – Deconstruct/Reconstruct	Radio with Pictures	Make It, Move It	Light Works	Do the Duke!	Learn a Language	Funmation	Money Makes the World Go Round	Improvisation	Architecture – Contemporary Design
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2024 KEY DATES

WHAT'S HAPPENING?

APR

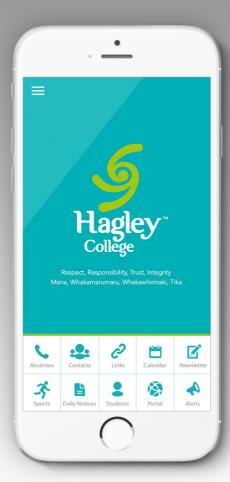
APR

Monday JAN	Teacher Only Day & Course Confirmation Day (Returning Year 12 & 13 Students)
JAN	Senior College Enrolment Day (New Year 12 & 13 Students)
Monday FEB	Year 12,13 & ELL Welcome & Orientation
606 FEB 77 FEB FEB	Waitangi Day (School Closed)
Meduesday FEB	Normal Timetabled Classes Classes start from 09.40am for all students
Friday MAR	Good Friday (School Closed)
Monday APR	Easter Monday (School Closed)

Easter Tuesday (School Closed)

End of Term 1

	WHAT'S HAPPENING?
APR	Beginning of Term 2
APR OJ JUN 28	King's Birthday (School Closed)
Land JUN	Matariki (School Closed)
Friday JUL	End of Term 2
Friday Monday Friday	Beginning of Term 3
SEP	End of Term 3
14 OCT Appuow OCT	Beginning of Term 4
28 OCT	Labour Day (School Closed
Friday NOV	Canterbury Show Day (School Closed)
Thursday Wednesday DEC 112	End of School Year (Last day for students)
12 DEC	End of School Year (Last day for staff)



Hagley College now has a School App!

Go to the App Store on your Apple or Android device and **Search** '**SchoolAppsNZ**' to download the app onto your device.

Then enter 'Hagley College' to find your school's app.





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.