



hannah.hartington Zaxt1bK9nqmAurisp1an



- WAINUKU
- WAI01 Art Double space
 - WAI05 Open learning central space
 - WAI06 Open learning central space
 - WAI07 Art Computers
 - WAI08 Learning central space
 - WAI09 Digital Computers
 - WAI10 Textiles
 - WAI17 Food room
 - WAI18 Tech Classroom
 - WAI19 Hard Materials
 - WAI20 Jewellery room

- AURIPO
- AUD Auditorium
 - AU12 Double space - ground floor
 - AU13 Weights room
 - AU21 Drama room
 - AU22 Drama - classroom
 - AU23 Dance room
 - AU24 Classroom
 - AU25 Classroom

Student Guide

Senior College 2024

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.

Kei ngā ākonga Māori o Te Puna Wai o Waipapa! If you're Māori and in Years 11-13 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.**

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



Hayden Shaw
Deputy Principal



Jenni Holden
Deputy Principal



Jasmine Lambert
Deputy Principal



Suzanne Waters
Assistant Principal



Helen Shirley
Head of Learning
Support Services



Robyn Davison
Year 11 Adviser



Melanie Rich
Year 12 Adviser



Kat Anderson
Year 12 Adviser



Nerida Britten
Year 13 Adviser



Chris Patalano
Year 13 Adviser

At Te Puna Wai o Waipapa We Value



Mana RESPECT

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 haka and taha. When red is the colour of the tangata (leader), representing mana.



Tika INTEGRITY

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.



Whakamarama

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

*Whakamarama means 'to cause shade'; the tukara protects the taina, helping it grow.
Pouamu (dark green) is the colour of the leaves of the tukara (ofter) fern as it shelters the taina fern below.*



Whakawhirinaki

TRUST

FOR HAGLEY STUDENTS, THIS MEANS

Someone is there for you

Fulfilling promises

Believing someone will catch you when you fall

Knowing that someone will have your back

Respecting people's privacy

Keeping secrets

Being loyal

Communicating

Believing in those around you

Being faithful

Being reliable

Sharing

Friendship

*Whiriraki means 'to lean upon'; the taina relies upon the tukara to provide support.
Kakariki (green) is the colour of the taina (younger) fern leaves as it grows upwards.*

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



Leanne Buchan
Youth & Whanau
Outreach



**Carolyn
Heyward-Judd**
Counsellor



Illa Russell
Wellbeing
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:

Michael: 021 1916 043

Leanne: 021 1939 705



Alana Whitcombe
Social Worker
Kāhui Ako



Megan Johnston
Year Advisers'
Administrator

Year Advisers' Administrator

If you have concerns with any area of your 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.



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 for Level 2-3 and 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.
- 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 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.

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.

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, and if you are absent 20 consecutive days without notice you will be removed from a class. 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. 8.00am - 1.30pm.

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 vitae
- 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 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 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.

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



Helen Shirley
Head of Learning
Support Services



Sarah Parder
Y9 Adviser
Transition Support



Kerrin Dawe
ORS Teacher
Literacy Support



Ian Hegarty
Targeted Learning

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 not to be taken into building.

Push Scooters:

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

Parking:

There is no student car parking available.

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.

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 Bell System

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. Paolo Reid 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 2024 is Paolo Reid.



Paolo Reid
Student Rep

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

Clubs & Activities

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)

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.

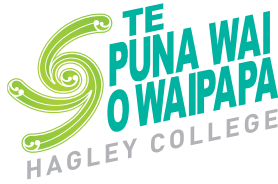
Smoking & Vaping

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

My subjects and teachers are:

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



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.hagley.school.nz