After3 Enrolment Information for 2027

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

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

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

Our Process: We will contact you via email (within 5 business days) to advise if you have been accepted into your chosen course/courses or to advise if you have been placed on a waiting list. If you are accepted into your chosen course, we will email you an invoice. Payment is required within 48 hours from the date the email is sent, to confirm your enrolment for 2027. After this time if no payment is received, your place will be given to the next person applying.

Waitlist Information: Please be aware that waitlists do not cross over from year to year. Therefore, if you are interested in a place in 2028, or in subsequent years, you will need to contact us again when enrolments re-open.

ENROLMENT GUIDELINES FOR THE AFTER3 PROGRAMME

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

Students in the After3 programme must be 16 years or above to enrol. Students are required to attend all classes between February 4th and March 14th, 2027 for funding purposes.

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

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

Adult students 19 years and over:

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

A DESIGNATED CHARACTER SCHOOL

The Board invites applications from students who wish to enrol at Te Puna Wai o Waipapa – Hagley College for 2027. Enrolment is governed by an Enrolment Scheme, details of which are available from the College website.
As a Designated Character School, our maximum roll is prescribed by the Secretary for Education. In 2027 our roll is set at 1,400 full time equivalent student places.

What Te Puna Wai o Waipapa – Hagley College's Designated Character Means

- Te Puna Wai o Waipapa – Hagley College is a Designated Character School established under Section 156 of the Education Act.
- Te Puna Wai o Waipapa – Hagley College acts as a regional hub across Christchurch.
- It provides students with a significantly different learning environment achieved through delivery models not offered in conventional high school settings. It offers a broad curriculum that allows students across Christchurch to access a relevant education designed around their individual needs.
- Its Designated Character is lived out:
    - By ensuring the Board, staff and students demonstrate commitment to the school's culture and values: Whakamarumaru (Responsibility), Whakawhirinaki (Trust), Mana (Respect), Tika (Integrity)
    - By being open for instruction between the hours of 8.30am – 9pm to enable access to education by adult students
    - By providing innovative learning programmes which:
        - Include core curriculum, specialist pathways and collaboration with other regional groups
        - Provide for full-time and part-time students who are based both on the 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 Te Puna Wai o Waipapa – Hagley 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.

CODE OF CONDUCT AND CONDITIONS

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

Students are expected to:

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

Parents, caregivers and visitors are expected to:

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

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

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

NCEA:

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

TE PUNA WAI O WAIPAPA – HAGLEY COLLEGE EOTC BLANKET CONSENT

This Education Outside the Classroom (EOTC) blanket consent is to cover events which occur during a school day and in our After3 program. Examples include class field trips, school athletic sports, cross country, school sport and after school activities.
Where an event involves risk exposure greater than what would typically be the case at school, such as adventurous activities or hazardous environments, or the event continues overnight, further specific information will be given, and additional consent will be requested.

This blanket consent is to be read and agreed to by all students new to Te Puna Wai o Waipapa - Hagley College. Details on your Enrolment Form will remain confidential to school staff, contractors and volunteers associated with supervising activities on EOTC events. It is crucial that you provide us with up-to-date information, that is accurate and complete, to allow us to plan appropriately for EOTC events. Please provide Te Puna Wai o Waipapa - Hagley College with any updates to your health, contact information and emergency contacts at any stage throughout the year.

Please ensure that you have read all sections of the Blanket Consent before submitting your Enrolment Application Form.

Medical Consent

- ☐ In an emergency Te Puna Wai o Waipapa - Hagley College may act on my behalf.
- ☐ If I have prescription medication that I need to take during the EOTC event, I agree that I will ensure that medication is clearly labelled, securely fastened.
- ☐ I will inform Te Puna Wai o Waipapa - Hagley College as soon as possible of any changes in my medical or other circumstances.
- ☐ I agree to receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered by the medical authorities present.
- ☐ Any medical costs not covered by ACC or a community service card will be paid by me.
- ☐ If I am involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, I will be sent home at my expense.

Adult Contract

- ☐ I understand that any EOTC event is an opportunity for me to learn, practise skills and gain attitudes and values in an environment outside the classroom.
  - I realise that this requires me to take on genuine responsibility for my own learning and the safety of myself and that of others.
- ☐ I agree to do the following to make this happen:
  - Show courtesy and consideration for others; follow the rules and instructions of staff and other supervisors at any event; take part in all activities within challenge-by-choice options; look after myself and my personal belongings; declare medical conditions that could affect participation in the event; accept the rules set by the school for any event, even if they are different from what is accepted at home.
- ☐ I understand that I may be sent home at my expense if:
  - My actions are considered unacceptable by staff; I break the school drug and alcohol policy; my actions put me or others in any danger.
- ☐ I agree to taking part in EOTC events. I acknowledge the need to behave responsibly.

- ☐ I understand that there are risks associated with involvement in Te Puna Wai o Waipapa - Hagley College's EOTC events and that these risks cannot be completely eliminated.

- ☐ I understand Te Puna Wai o Waipapa - Hagley College will identify foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those risks.

- ☐ I acknowledge that to gain a better understanding of the risks involved I can ask any questions of Te Puna Wai o Waipapa - Hagley College about the activities in which I will be involved. I recognise that participation in such activities is voluntary and not mandatory. I understand that I may withdraw from the activity if I feel at risk. This must be done in consultation with the person in charge.

- ☐ I understand that Te Puna Wai o Waipapa - Hagley College does not accept responsibility for loss or damage to personal property and that it is my responsibility to check my own insurance policy.

Please note that by submitting the Te Puna Wai o Waipapa - Hagley College Enrolment Application Form, you are agreeing to the terms of the EOTC Blanket Consent contained in this document. If you have any questions, please feel free to get in touch with us.

DIGITAL CITIZENSHIP AGREEMENT

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

Te Puna Wai o Waipapa - Hagley College's values are:

- Whakamarumaru (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 Te Puna Wai o Waipapa - Hagley College into disrepute.

1. I will avoid any involvement with material or activities that could put my safety at risk 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. This includes content created by Artificial Intelligence (AI).
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. This includes the use of a VPN.
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 will not play first-person shooting games on any digital device while at Te Puna Wai o Waipapa - Hagley College.
12. 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 the 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 Te Puna Wai o Waipapa - Hagley College can monitor my digital technologies activity at any time.
2. Te Puna Wai o Waipapa - Hagley College's computers are provided to students for educational use.
3. Te Puna Wai o Waipapa - Hagley 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 Operations.

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 Operations.

PRIVACY AGREEMENT

Personal Information and the Privacy Act 2020

The school collects personal information from its students so that they can be enrolled, have their attendance and progress monitored, be entered for examinations, or be contacted by the school. Information is also shared by the student's previous school during the enrolment process. The school also collects information about the caregivers of the student so that they may be informed of student progress, or contacted in an emergency. Personal information may be disclosed to other education agencies, such as the Ministry of Education, the New Zealand Qualifications Authority; and to Government agencies such as the New Zealand Police and the Ministry of Social Development (MSD) if they demonstrate a statutory right to obtain it. Please note that we only collect information about a learner to support our decision-making around enrolment, specifically the meeting of our designated special character enrolment criteria. Certain information is also collected as a requirement of the Ministry of Education. All private information is treated as confidential. Personal information may be retained by the school after the student leaves in order for the school to maintain a list of past students.

Under the Privacy Act 2020 you have the right of access to all personal information held by the school about you or your child. You also have a right to ask the school to correct any information held which is inaccurate. You can exercise that right by applying to the school. You also have an obligation to advise the school if or when any of the personal information you provided changes.

All legal parents/guardians (custodial and non-custodial) have a right to request information from the College unless otherwise legally stipulated. Non-custodial parents are legally allowed to see school reports and be given access to the school parental portal. This includes fees information and payment receipts.

If for any reason your enrolment is not accepted, this enrolment form and the accompanying documentation will be destroyed.

POSTING OF STUDENT IMAGES ONLINE

Te Puna Wai o Waipapa – Hagley 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 Te Puna Wai o Waipapa – Hagley College social media or its website. Any requests should be made to senior administration and include a reason for the request.

SECURITY CAMERAS

I am aware that CCTV cameras are onsite for security purposes and that camera footage may be used if there has been an incident at school.

NEWSLETTER DISTRIBUTION

I understand that Te Puna Wai o Waipapa-Hagley College uses an external provider to distribute e-newsletters and other information via email two to three times per term, and that my email address will be shared securely with this external provider. I understand that I can unsubscribe at any time if I do not wish to receive these communications.