

BAY OF ISLANDS

COLLEGE

“Kokiri Ngatahi” – “Moving Forward Together”

Kaupapa Whakanui (Project Respect): Attendance + Effort = Achievement

General School Information Guide

Year 13

2017



Bay of Islands College
Principal John Paitai
KAWAKAWA NEW ZEALAND



Dear Parents, Caregivers and Students

INFORMATION FOR 2017

Welcome to Enrolment at Bay of Islands College

Planning for 2017 is now well on its way by the College and we have put together the following information for parents, caregivers and students to assist in a smooth start for next year. Please read it very carefully and don't hesitate to ask any questions about it.

Information on uniform, stationery, attendance and leave passes, security and the student code of conduct reflect the college's expectations of its students. (The stationery list can be used as a guide as these may be subject to change).

Also enclosed is an indication of our college's Annual goals / targets for 2017.

As part of your enrolment you will also be expected to complete an entry level literacy and numeracy test. This will occur on your first day of attendance.

If enrolments are left until very late this year or even early next year it becomes virtually impossible to design the most effective timetable for your child/ren as we are unaware of class sizes and what options students have chosen. We operate a 'first come, first served' philosophy for option selection. Those who leave their enrolments until very late could find that their option choices become very limited as the more "popular" choices have been closed as they are full.

Bay of Islands College personnel will consult with your teachers either from last year or at your previous school to assist in your child's placement.

We look forward to welcoming students in 2017 to a full year of academic, cultural and sporting promises.

Yours sincerely

John Paitai
Principal

SCHOOL VISION

“KOKIRI NGATAHI”

“Moving Forward Together

MISSION STATEMENT

“Together we will develop respectful students, maximising their potential”

STUDENT CODE OF CONDUCT

Students of Bay of Islands College are expected to be supportive of each other in achieving their educational goals.

- **Set high educational goals each year.**

Set daily, weekly, termly and annual goals.

Plan times so that deadlines can be met.

Attend class ready to learn and to support the learning of others.

Arrive at school and in class on time.

Work consistently in class.

Work with your teachers in a positive manner.

- **Treat others with respect.**

Show respect towards other students, staff and visitors. Follow our College's Kaupapa of **“Project Respect”**

- **Make the most of the educational opportunities offered by Bay of Islands College in and out of the classroom.**

Participate in sport and cultural activities.

Offer service to the school and community.

- **Protect the school environment as a healthy and safe place.**

Keep classrooms and grounds clean, tidy and free from vandalism/rubbish

Never bring cigarettes, weapons, drugs or alcohol to school.

Remember our College is a SMOKEFREE and DRUG FREE School.

Never behave illegally or break any rules laid down in law.

- **Preserve the good name of the College.**

Always act in a manner which brings credit to yourself and Bay College.

Wear the school uniform in and out of school.

Show pride in being a member of our school community.

BAY OF ISLANDS COLLEGE SUBJECT PATHS 2017 (to be confirmed)

Year 9		Year 10		Year 11		Year 12		Year 13
Form Class		Form Class		Form Class		Form Class		Form Class
English	Maori Medium	English	Maori Medium	English	Maori Medium	English	Maori Medium	English
Mathematics	Maori Medium	Mathematics	Maori Medium	Mathematics – Full Course	Maori Medium	Mathematics	Maori Medium	Mathematics
Science	Maori Medium	Science	Maori Medium	Science – Full Course		Biology Chemistry Physics		Biology Chemistry Physics
Social Science	Maori Medium	Social Science	Maori Medium	Geography History		Geography History		Geography History
Physical Education/ Health	Maori Medium	Physical Education/ Health	Maori Medium	Physical Education		Physical Education		Physical Education
Maori Performing Arts Te Reo Maori		Maori Performing Arts Te Reo Maori		Maori Performing Arts Te Reo Maori		Maori Performing Arts Te Reo Maori		Maori Performing Arts Te Reo Maori
Visual Art & Design Dance and Drama Music		Visual Art & Design Dance and Drama Music		Visual Art & Design Dance and Drama Music		Visual Art & Design Dance and Drama Music		Visual Art–more specific disciplines Dance and Drama Music
Technology Wood Food Textiles Digital (Computers)		Wood Technology Fabric /Textiles Technology Food Technology Digital Technology Design & Visual Communications Wood Technology Metal Technology		Digital Technology Metal Technology - Engineering Wood Technology - Materials Fabric / Textiles Technology Food Technology Design & Visual Communications Industry Studies Gateway		Digital Technology Food Technology Metal Technology - Engineering Wood Technology - Materials Textiles Technology (Project Day) Forestry Industry Studies Gateway		Digital Technology Textiles Technology Industry Studies Gateway
Every student rotates through all of these subjects for 10 lessons		These are option subjects. Students choose 2 in each ½ of the school year (4 in total)						

GENERAL INFORMATION

ATTENDANCE

School is a place of work and for our students to be successful in their work they must attend school whenever the College is open. Parents should contact the school whenever a student is going to be absent. If this is not possible, students must always, on the first day of return to College, give a note signed by their parent to the Student Centre staff. The note should give the reason for and date of their absence. During school hours students must be in class unless they are carrying a permission slip from their teacher.

The Student Centre can be notified of any absences – (09) 4041056. Student Support personnel may contact you on any truancy matters.

HEALTH

Students who are ill during the day, or who are injured while at school, are attended to at the Student Centre. Students who require medication during the day should leave it at the Student Centre. If a student is too ill to return to class, parents will be notified to make arrangements for transport home.

Parents are asked to advise the College of any physical disability or medical condition which could affect the student at school so that correct first aid may be administered in cases of emergency.

The Public Health Nurse is available on Tuesday and Thursday. Adjacent to the school is 'The Rural Beat Health Centre'. Appointments can be made at the Student Centre by way of a note from the parent/caregiver.

HOMEWORK

Homework is an integral part of preparing students for the future. Without regular homework, students will find it harder to achieve success at a national level. Bay of Islands College aims to develop sound work ethics and increased student productivity through regular homework.

The purpose of homework is to:

1. Reinforce what is taught in the classroom
2. Complete unfinished work
3. Prepare or research information for upcoming units
4. Review what is taught in the classroom
5. Encourage independent learning

Senior students can be expected to spend a minimum of 2 hours per night on homework.

PASSES

Students who have **dental, medical or specialist** appointments during school hours must bring a note from their parents and take it to the Student Centre as soon as they get to school. It will be counter-signed and students on departure and return are required to notify the Student Centre personnel. A dental appointment form is available. During lunchtime students **must** remain on the College grounds. If an emergency arises, a **special lunch pass** may be issued by the Deputy Principals / Dean.

Students should always wear correct school uniform. Students who are not correctly dressed will be sent to the Dean whereby a uniform pass will be issued for them. Disciplinary consequences will follow for repeat offenders.

TRANSPORT

Bus Transport is provided by Bay of Islands College as assistance to parents to help get students to school. Students who use this service are expected to show concern for the health and safety of others when travelling on buses. If you have any concerns about buses, please telephone and ask to speak to Annette Wynyard, our Bus Controller. Once students arrive at school they are expected to remain in school grounds.

SECURITY

Neither the use nor possession of **cigarettes, cigarette lighters, alcohol or drugs** is permitted at school, when in uniform, or at any school function. Also Vivid pens are completely banned at school.

Cell phones are permitted at school. A school telephone is available for students to use. Any cell phone used or turned on during class time and/or interfering with learning time will be confiscated and it may be collected from the school office 7 days from the day it was confiscated. If it is confiscated a second time parents will be asked to make an appointment to see The Principal to have the cell phone returned.

All articles of **clothing and possessions** should be clearly marked with the owner's name.

Valuable articles and **large sums of money** should **not** be brought to school. Any payments may be deposited at the Front Office from 8.00am.

Any **lost property** should be reported immediately to a teacher and to the Student Centre, where lost property is kept. Named property is returned to students. If property is stolen it must be reported **immediately** to the teacher and to the Student Centre.

All other visitors are required to introduce themselves at the front office. Their presence on the school site must be approved by the Principal or a Deputy Principal. If approved, a visitor will be issued with a Visitors Pass.

NEWSLETTERS

The Principal sends out a newsletter to parents/caregivers on a regular basis. Educational news, student achievements and activities, and events for parents are brought to your attention each newsletter. Other events and opportunities your child may be offered by a teacher will be communicated to you as they arise.

ENROLMENTS

In 2017 Bay of Islands College is open to enrol new students from Mon 23rd January up to Thursday 2nd February 2017 which is the first day of attendance for 2017 for Years 10 to 13. Early enrolments are vital so students do **NOT** miss out on option choices and a timetable can be properly structured for the school year. Enrolments can be received from Term 3 onwards of the year prior to entry. There are specific enrolment events which will be publicised but we are also able to cater for individual needs if you wish to enrol your child early. Please make an appointment at the school office to meet with the relevant staff member.

TERM DATES 2017

Term 1	Thursday 2 nd February 2017 Years 10-13 - Friday 3 rd February 2017 Whole School starting with a Powhiri at 8.45am	Thursday 13th April 2017
Term 2	Monday 1st May 2017	- Friday 7 th July 2017
Term 3	Monday 24th July 2017	- Friday 29th September 2017
Term 4	Monday 16th October 2016	- Friday 15th December 2017

ANNUAL LEARNING TARGETS 2017

- **85% students achieve Level 2 before leaving College**
- **75% of Yr 11 students undertaking a full NCEA course gain Level 1**
- **20% reduction of stand downs and suspensions**
- **95% students gain Literacy & Numeracy L 1 credits**
- **18+ credits average achieved per student L. 1-3 subjects and 5% increase in Endorsed Certificates**
- **85+ % average attendance**

Kaupapa Whakanui (Project Respect): Attendance + Effort = Achievement

BOARD OF TRUSTEES

Mr Ken Timperley - Chairperson (Parent Elected Trustee)
Ms Delwyn Bristow (Parent Elected Trustee)
Mr Roger Dephoff (Parent Elected Trustee)
Ms Shelley Morgan (Staff Trustee)
Mr John Paitai (Principal)
Miss Phoebe Rodger (Student Trustee)
Mrs Kelly Stratford (Parent Elected Trustee)
Mr Rewi Wynyard (Parent Elected Trustee)

GATEWAY

Gateway

- is **work based training and assessment in the workplace** with an **average of 20 credits** being worked towards your NCEA qualifications.
- is designed to **strengthen the pathway** for students to progress from school to workplace learning
- provides students with **structured workplace learning** across a range of industries and businesses around New Zealand, while they continue to study at school
- delivers **hands on, practical learning** that leads to **nationally recognised qualifications**
- builds students' **workplace experience**, helping them move smoothly from school to work.

A **Learning Plan** is agreed to by yourself, the employer and the School outlining the assessment and work based training requirements.

Gateway compliments what you are learning in the classroom. Therefore practical components of Unit & Achievement Standards delivered in the classroom are put into practice in the workplace. Evidence is gathered by Gateway, Teaching Staff and your employer for assessment purposes.

If your choice of placement is more Industry specific; e.g. Childcare, Aged Care, Hairdressing, Tourism, Aviation, Farming, Electrical, Building & Construction; just to name a few; assessment packages or short courses such as Customer Service Skills Course or First Aid Course are purchased from Industry Training Organisations or other Private providers for your Learning Plan for you to work through.

All costs involved with Gateway are covered by the school including, transport, learning resources, assessment costs, work gears including wet weather gear, boots, safety equipment, tools required etc.

Generally a Gateway placement is 6 days in the workplace. This can be completed over 6 week period or longer as deemed necessary by the Gateway Team and the employer. School holidays, after school or weekends are also an excellent time for you to do your work base training as this minimises your time out of the classroom.

If you have a part time job already we may be able to include this into the Gateway programme. i.e working in a Café would be an excellent opportunity for you to gain credits by completing the Customer Service Skills Course or even a Barista Course if there is enough interest.

Students undertaking workplace learning programmes can gain the following experiences:-

- Test future career and employment options aligning with the six Vocational Pathways:-
 - Construction & Infrastructure
 - Manufacturing & Technology
 - Primary Industries
 - Services Industries
 - Social & Community Services
 - Creative Industries
- Increase self-confidence & enhance communication skills through learning in an adult environment
- Learn things in the workplace that are useful for school studies
- Better understand the relevance of school based learning
- Increase motivation and interest in learning
- Improves the efficiency, effectiveness & pleasure of learning by providing opportunities for contextual and applied learning
- Allows young people and employers to get to know one another. This can help make young people's job search and employer's recruitment more efficient.

This Gateway initiative places students in work base training programmes, where they are given instructions and are assessed on their learning. We see this as an exciting prospect for students returning to school being involved in a wide variety of industries including, Horticulture, Agriculture, Hospitality, Tourism, Carpentry, Automotive Engineering just to name a few.

When considering options at Bay of Islands College, Gateway should be seen as a genuine and very positive possibility open to you. Gateway will be helping make the transition from school to work and from youth to adulthood.

GATEWAY PERSONNEL: Shirley Reti Manager/Co-Ordinator
Paul Cochrane Employment & Student Liaison

any enquiries please contact us at the College
09 4041055, fax **09 4041048**, email **sre@boic.school.nz**

GATEWAY - STUDENT APPLICATION FORM

NAME:	Date of Birth:	Age:
PHYSICAL ADDRESS:	Female / Male	Yr 11 Yr 12 Yr 13
SUBJECTS I INTEND OR WILL BE TAKING IN 2017 ARE AS FOLLOWS:-		
1.	2.	
3.	4.	
5.	6.	
I would like to complete a Gateway Placement in the following:-		
1.		
2.		
Skills I can use in this placement:		
Previous Work Base Training / Employment: (Type and work interests):		
Interests & Hobbies:		

PREFECT and HOUSE CAPTAIN / APPLICATION INFORMATION

SELECTION PROCESS

- 1 A student who wishes to apply for the position of Prefect in the College must apply in writing by the given date. In the letter of application, state whether you also wish to be considered for Head Prefect's position or House Captain.
- 2 All applications are considered with a list of applicants being made to all students from Year 10 and above to vote, plus staff.
- 3 Voting Forms are collated and results given to the Interview Panel which is made up of the Principal, Deputy Principal Pastoral, Year 13 Dean and the School Counsellor.
- 4 Applying Prefects are to promote themselves through their house and a whole school assembly.
- 5 Staff votes are collated and results given to the Interview Panel which is made up of the Principal, Deputy Principal Pastoral, Year 13 Dean and the School Counsellor.
- 6 Head Prefect applicants are voted, shortlisted and interviewed by the Panel.
- 7 The whole Prefect body is selected by the Panel.
- 8 Successful applicants are then deputised at a special assembly.

WHEN APPLYING

Address your application to:

Ms Annette Wynyard
Deputy Principal
Bay of Islands College
PO Box 58
Kawakawa

Write according to the Job Description using the attached application form.

APPLICATION FORM – PREFECT/ HOUSE CAPTAIN

To the Principal, Bay of Islands College

Position Applied For: Prefect HB/HG DHB/DHG House Captain

Personal Details : Name _____
Address _____
Phone Number _____
Date of Birth _____
Form _____ House _____

Qualifications : _____

School History : _____

Relevant Experience : _____

**Particular Strengths/
Interests** : _____

What can you offer as a Prefect / House Captain?

