



## Principal's Welcome

E te whānau whānui ō Kaipara, tena koutou

In this Kaipara Pānui we have outlined details for 2021 so you can begin to plan for your student's return to school in the new year. For new students and whānau joining our Kaipara College community, we hope this Pānui will answer many of the questions you may have regarding the start of the school year. For those of you returning to us, we also have new information to share.

As I write, one of the most tumultuous years in our school's and our country's history is drawing to a close. In the life of Kaipara College, the 2020 year has been one of tremendous highs with both cultural and academic success for our students, as well as unprecedented challenges. That our students have persevered to reach personal excellence despite this is absolute testament to their character and commitment, as well as the dedication and skills of our teaching and support staff.

I would like to take this opportunity to thank our wider school community for their continued support of the college. Whilst 2020 was not quite the year we planned, we saw several key initiatives successfully implemented and strides made in ensuring our students find *belonging* and *success*. The introduction of mentors proved invaluable in supporting our student body through the Covid-19 lockdowns. Building on that success, the programme has been further developed for 2021 and you will find more information in this Pānui.

Next year will see exciting developments in our Year 9 curriculum and ground-breaking on the biggest building project the school has seen since its inception – a purpose built Innovation Centre incorporating Technology and Arts, new Science classrooms as well as a new Whare Ako and Special Education facility, a total of 18 new teaching spaces. We have a skilled and excited staff that is embracing educational change and a student body that is ready to be challenged, extended and enlightened into the world beyond the Kaipara community.

Wherever you are over the festive season, I do hope you enjoy time with your whānau and friends. I'm sure it will be extra special for you, as it will be for me and my family this year. We look forward to welcoming all our students in the new year, revived and ready for *belonging and success* in 2021.

Ngā mihi  
Steve McCracken



## 2021 KEY START DATES

**Year 9 Start Date**  
**Thursday, 4 February**  
**9:00am, Welcome Pōwhiri**

Please gather in the school bus bay. From there students will be welcomed onto the school site. We encourage parents and whānau to attend this formal welcome. Please allow the students to enter the school first.

**Year 9 Orientation Days**  
**Thursday, 4 February &**  
**Friday, 5 February**

These are the first two days of Year 9 'O' Week. Year 9 students should bring sunscreen, togs and an old t-shirt for team building activities held during orientation.

**Year 10-13 New Students**  
**Friday, 5 February**

All students new to Kaipara College in Years 10-13 will be required to attend orientation on 4 February, 9:00-11:00am.

**Whole School**  
**Tuesday, 9 February**

All 2020 Kaipara College students to attend from 9 February.



*Belonging & Success*



# 2020 KEY DATES

## Term 1

### January

- 21 NCEA results released by NZQA
- 26-27 School office opens
- 26-27 Student Leadership Camp
- 28-29 Peer Support Leadership Camp

### February

- 4 Yr 9 & New Staff Powhiri  
Yr 9 Orientation Programme
- 5 Yr 9 Orientation Programme  
New Year 10-13 Students attend
- 8 WAITANGI DAY HOLIDAY
- 9 Whole school attends
- 15 School Photos
- 17 School Swimming Sports
- 26 School Athletics Day
- 27 Helensville A&P Show

### March

- 3 RYDA - Yr 12 Driver Training Day
- 4 Welcome BBQ - Parents new to Kaipara College
- 24-25 Individual Education Meetings (IEM) Yr9-Yr13 ★

### April

- 2 GOOD FRIDAY
- 5 EASTER MONDAY
- 6 EASTER TUESDAY HOLIDAY
- 7 Curriculum Teacher Only Day
- 15 Yr 9 Festival of Learning
- 16 Term 1 Ends

## Term 2

### May

- 3 Term 2 Commences
- 13 NCEA Teacher Only Day

### June

- 4 Kahui Ako Teacher Only Day
- 7 QUEENS BIRTHDAY HOLIDAY
- 23 Curriculum Teacher Only Day
- 29 Sports & Extra Curricular Photos

### July

- 9 Term 2 Ends

## Term 3

### July

- 26 Term 3 Commences

### August

- 9 NCEA Teacher Only Day

### September

- 22 Curriculum Teacher Only Day

### October

- 1 Term 3 Ends

## Term 4

### October

- 18 Term 4 Commences
- 25 LABOUR DAY HOLIDAY

### November

- 2 Yr 13 Students - Last Day
- 3 Yr 11&12 Students - Last Day
- 4 Senior Academic Prizegiving
- 8 NZQA Exams commence
- 25 NCEA Teacher Only Day

### December

- 14 Junior Students - Last Day

## ★ WHAT IS AN INDIVIDUAL EDUCATION MEETING?

An Individual Education Meeting (IEM) is a meeting between the student, their whānau and the Kaiārahi or Learning Guide (formerly known as the mentor). The purpose of these meetings, led by the student, is to celebrate the learning that has occurred, discuss difficulties and barriers to learning, support that is needed to overcome any barriers and set some learning and wellbeing goals.



# THE SCHOOL DAY

	Monday	Tuesday	Wednesday Timetable—see right	Thursday	Friday	Wednesday	
8:45 - 10:10	Period 1	Period 1		Period 1	Period 1	SCHOOL STARTS 9:30AM	
10:10 - 10:55	Whānau Group	Whānau Group		Admin/ Assembly	Whānau Group	Period 1	Period 1
10:55 - 11:30	Interval	Interval		Interval	Interval	Interval	Interval
10:55 - 11:30	Period 2	Period 2		Period 2	Period 2	Period 2	Period 2
12:55 - 1:35	Lunch	Lunch		Lunch	Lunch	Lunch	Lunch
1:35 - 3:00	Period 3	Period 3		Period 3	Period 3	Period 3	Period 3

## WHAT IS WHANAU GROUP?

Your student will be placed in a Whānau Group (formerly known as a Mentor Group). This is a small group of students in the same year level, who will be looked after and supported in their school journey by their Kaiārahi or Learning Guide (formerly known as a Mentor). Whānau Groups meet four times a week, three of these are for Whānau time (Mon, Tues, Fri) and the fourth one is for Administration and Assembly times (Thurs).

Being part of a Whānau Group is part of our pastoral care programme called Te Puāwaitanga o Kaipara College. The purpose or kaupapa of Te Puāwaitanga is to ensure:

- Every student feels known, cared for and heard
- Every student is able to develop a sense of belonging to their Whānau Group and our school
- The quality of care for each student is independent of who their kaiārahi is
- Every student has an advocate in the school
- Whānau know the kaiārahi is the first point of contact in the school
- Every student thrives enabling them to thrive with mana, purpose and opportunities

## YEAR 9 OPTION CLASSES

Year 9 students will be placed into option classes at the beginning of the school year.

*Belonging & Success*



# UNIFORMS

*Our school is a uniform school*

Parents are required to ensure that their children wear the correct school uniform. The school will not grant permission for students to wear non-uniform items on an extended basis, unless approval has been given by the Board of Trustees. The Board will only grant this permission in medical circumstances where there is appropriate medical documentation provided to the Board.

In rare circumstances, students may not be able to wear a uniform item. Parents should write a note to the school explaining the circumstances and the school will issue a permit which is only available from the Deans' office during form time.

The school reserves the right to require students who are not in correct uniform to wear loan items of uniform while at school.

## THE UNIFORM SHOPPE

The School Uniform Shoppe has a shop onsite at Kaipara College where uniform items can be purchased and ordered. The uniform shop is located near the school reception. Uniform can also be purchased online at [www.theuniformshoppe.co.nz](http://www.theuniformshoppe.co.nz) and collected from the on site shop although visiting the uniform shop for a fitting first, is recommended.

### Methods of Payment

Eftpos, Credit Card, Cash and layby with a small deposit, are available at the shop. Quotes for Income Support can be given. Please note, The Uniform Shoppe is an independent supplier, separate to Kaipara College so payment is made directly to The Uniform Shoppe and not to the school.

### Normal shop hours

Monday	8:00 - 9:00am (before school)
Wednesday	3:00 - 4:30pm (after school)
Tuesday & Thursday	12:55-1:35pm (school lunchtime)

## UNIFORM SHOPPE SPECIAL HOURS 2021

The Uniform Shoppe will be situated in the Kaipara College school hall during January, and will move back to the onsite shop in February.

### January 2021

Tuesday	19th	10.30am - 3.00pm
Wednesday	20th	1.00 - 6.00pm
Thursday	21st	1.00 - 6.00pm
Friday	22nd	9.00 - 1.00pm
Saturday	23rd	9.00 - Midday
Monday	25th	10.00 - 3.00pm
Tuesday	26th	10.00 - 3.00pm
Wednesday	27th	1.00 - 6.00pm
Thursday	28th	1.00 - 6.00pm
Friday	29th	9.00 - Midday

### February 2021

Tuesday	2nd	10.00am - 3.00pm
Wednesday	3rd	10.00am - 4.00pm
Thursday	4th	8.00 - 11.00am & 1.00 - 4.00pm
Friday	5th	8.00 - 11.00am



# UNIFORMS

Only the school sanctioned items listed below are to be worn as part of the uniform.

## UNIFORM ITEMS

Kaipara Trousers

Kaipara Shorts

Kaipara Skirt

Kaipara Shirt (long and short sleeve)

Kaipara Blouse (long and short sleeve)

Kaipara Ribbed Jersey

Kaipara Hoody

Kaipara Jacket

Kaipara Cap (not to be worn in class)

Black Socks or Black Tights

Kaipara Tie

Plain flat-soled, totally black LACE UP shoes  
- no ankle boots/high tops)

Kaipara College Junior PE Uniform

- blue shorts and navy/red top

- Compulsory for Years 9 & 10

Scarf - plain navy blue or plain black

## UNIFORM CODE

- ★ Year 13 students are permitted to wear 'Number Ones'. i.e. a matching navy coloured suit set (pants/skirt) with white blouse/shirt.
- ★ Extremes in personal presentation or adornment that might be considered incompatible with our uniform standards, or is considered a safety issue, is at the discretion of the principal.
- ★ Undergarments (eg. thermals) are allowed to be worn but must not be visible.
- ★ When wearing the school hoody the 'hood' must be down at all times. The only hoody permitted is the one sold in the uniform shop. The school shirt or blouse must be worn under the hoodie.
- ★ During Terms 2 and 3, students may wear plain navy blue or plain black waterproof jackets to and from school and during break times. Rain jackets are not to be worn during lessons. Puffer jackets are NOT permitted.
- ★ Skirts are to be worn at knee length.
- ★ One small nose stud is permitted.
- ★ Small studs in pierced ears are acceptable. Sleepers are NOT permitted. Only small and round ear stretches are permitted.
- ★ Make-up is not to be worn





# SCHOOL BUS TRANSPORT

The Ministry of Education provides school transport assistance to help parents overcome barriers to education and meet their responsibility to get their children to school. The Ministry may provide assistance where distance and/or accessibility may be a barrier for students attending the closest school they can enrol at. School transport assistance is usually a place on a school bus and school bus transport in the Kaipara area is provided by Ritchies Transport.

## ELIGIBILITY

Students must meet all three eligibility criteria below in order to access school transport assistance. Having met the Ministry's eligibility criteria, students are eligible for **one school bus route only**, that which directly services the student's residential address. Students are not able to swap between school bus routes based on convenience or to travel to alternative locations to their home address, including places of work.

### Criteria 1

The school must be the closest state or state integrated school the student can enrol at.

### Criteria 2

Students in years 9-13 must live at least 4.8 kilometres from the school, over the shortest public road or pedestrian route from home roadside gate to the school's front gate.

### Criteria 3

There must be no suitable public transport options.

More detail on eligibility can be found on the school's website under Administration Matters.

## EXPECTATIONS

*In addition to the school transport guidelines agreed to at the time of enrolment, the following should be noted:*

- ★ *Students travelling on school buses are under the authority of Kaipara College*
- ★ *At all times, students are required to follow, without question, the directions of the bus driver*
- ★ *The school and the business operating the service have the right to remove travel on school buses from any student who misbehaves or puts themselves or others in danger through unsafe behaviour*
- ★ *If Kaipara College decides on removing a student from the school buses then it will be the family's responsibility to transport the student to and from school*
- ★ *The student will also NOT be permitted to board any chartered buses for the period set. This includes exclusion from school trips due to inappropriate or unsafe behaviour.*



# SCHOOL BUS TRANSPORT

## BUS ROUTES

In 2021, it is expected that nearly 600 students will travel to and from Kaipara College with our transport partners, Ritchies. The logistics of managing our bus students is immense and we appreciate patience as we ensure students are allocated to their correct routes at the beginning of the year.

On enrolment, students will be assigned bus routes, based on their primary residential address. During the first month of the school year, all students will be issued with bus identification cards which identify which route they are eligible for. Students will not be able to access any other school bus route.

The Riverhead 5563 route is a direct resourced route which means that it services students who are not eligible for school bus transport so the bus is paid for by families. Clip tickets for this route are purchased at the Kaipara College Student Centre and cost \$27.00 for 10 trips.

For those students who reside in the Kumeu/Huapai area, there is an Auckland Transport AT public bus which runs between West Auckland and Helensville, and is heavily utilised by Kaipara College students. The route is the 125/125X bus on the Western timetable. Please see the Auckland Transport website for more information.

## THE FIRST DAY

On the first morning of the school year, any students in Kaipara College uniform will be picked up by the Ritchies Transport school buses which travel the routes identified over the page, whether students are standing at a designated stop or not. After school on the first day, students are assisted to their correct buses by staff.

## LATE OR DELAYED BUSES

Please make sure you are at your bus stop at least five minutes before the expected arrival time of your bus. Breakdowns and delays are rare, but they can happen. Ritchies Transport advise the College as soon as they can and we will alert the school community via our social media pages and school app.

*If you have any questions about school bus services or eligibility please contact the school in the first instance.*



# KAIPARA COLLEGE BUS ROUTES

The bus routes below are correct at the time of writing, however changes may be required once all students have commenced in the new year. Any amendments will be communicated to students and families via our usual communication channels. More detail on these routes can be found on the school's website under Administration Matters.

All buses depart Kaipara College in the afternoons, between 3:10-3:15pm.

Route Number	Route Name	AM—DEPARTS FROM	AT
5551 AM/PM	Shelley Beach	Shelley Beach	7:50am
5552 AM/PM	Crosland-Fordyce	Crosland Road	7:30am
5553 AM/PM	South Head	Faulkners Gate	7:30am
5554 AM/PM	Muriwai	Muriwai Valley Road Corner	7:35am
5556 AM ONLY	Peak Road	Stockyards, Peak Road	7:45am
5557 AM/PM	State Highway 16	Waimauku Bus Stop ID 4978	8:00am
5558 AM/PM	Ararimu Valley	Zanders Road	7:35am
5559 (AM ONLY)	Makarau Valley	Makarau & Kanohi Roads	7:25am
5560 AM/PM	Gibbs Farm	Gibbs Farm Gate	7:45am
5561 (AM ONLY)	McLachlan & Waitoki	Jordans Road	7:30am
5562 AM/PM	Peak & Inland Roads	Cnr Sheffield & Inland Roads	7:30am
5563 AM/PM	Riverhead ( <i>Clip Ticket Route</i> )	Cnr Queen & Great North Roads	
0001 (PM ONLY)	Rimmers & Haranui		

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# ADMINISTRATION MATTERS

## School Fees

The Kaipara College Board of Trustees has opted into the Ministry of Education donation scheme for 2021. This means that, instead of asking for a donation towards school fees in 2021, this will be covered by the Ministry of Education.

There are still some areas of learning that required some financial contribution however, due to the large components of the course(s), that have a 'take home' component to them. Any subject contributions will be invoiced to families towards the end of Term One. Payment of these invoices is necessary to ensure students can complete courses.

## Methods of Payment

There are several options for making payments to Kaipara College. If a payment is being made manually then this can be done by visiting the Student Centre between 8:00am-4.30pm, Monday to Friday. Cash, or eftpos. For electronic payments please use the following account:

**Kaipara College 12 - 3139 - 0002717 - 00**

Please include your student's name and the activity, event or other purpose of payment eg Hockey

## Financial Assistance

If you require financial assistance from Work and Income for stationery requirements or uniform costs for the 2020 year, please make an appointment with Work and Income by calling 0800 559 009 prior to the start of Term 1, to avoid delays.

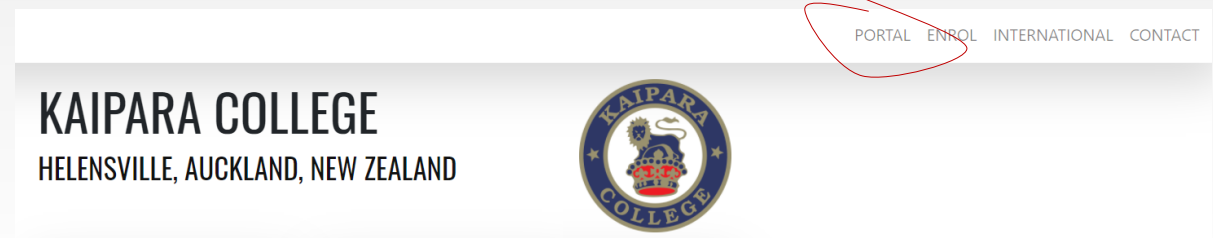


# STAYING IN TOUCH

Keeping parents and caregivers and our wider school community is extremely important to us and there are a number of ways we do that, in addition to direct contact via email and phone.

## WWW.KAIPARA.SCHOOL.NZ

On our website you will find useful information from across the school as well as contact details, access to the parent portal and information for parents of senior students on senior course selection.



## THE PARENT PORTAL

Real time information about the College, your child's progress and the school's daily notices as well as electronic permission slips can all be located through the parent portal, accessed via the school website. It is our way to communicate immediate and accurate information home. Every family will have been issued with a parent portal login for each child on enrolment. If you have misplaced your login please email [info@kaipara.school.nz](mailto:info@kaipara.school.nz) or phone the school office.

## SCHOOL APPS

On School Apps you can receive school notifications directly to your phone, let us know if your child is going to be absent, access the parent portal, daily notices and the school calendar, as well as contact staff directly. We use School Apps for instant and emergency messages to the whole school community when needed. There are three easy steps to access School Apps:

- ★ Download **SchoolAppsNZ** from your play store or Apple store
- ★ Select Kaipara College as your school
- ★ Choose the alerts you would like to receive

## SOCIAL MEDIA

We utilise Facebook extensively as well as Instagram to communicate with our school community about events, successes and important details about day to day school life. There are a number of Kaipara College sports, cultural and other extra-curricula activities that communicate through social media and have specific social media pages. Search for Kaipara College on Facebook and Instagram to see all the options.

*Belonging & Success*



# MOBILE LEARNING DEVICES

Kaipara College is a BYOD (Bring Your Own Device) school and from 2021 every student is expected to supply their own mobile learning device. This does not apply to mobile phones.

## MOBILE PHONES

Students may bring mobile phones to school and they may be used during class time as a learning tool, at teacher's discretion. Students are not permitted to use phones during interval and lunch - students identified with mobile phones at these times will have their phones confiscated and returned to them at the end of the school day.

## DEVICE SPECIFICATIONS

Screen Size	At least 17cms / 7 inches, 25cms is preferred and recommended
Keyboard	An onscreen keyboard or a separate keyboard. An onscreen keyboard should not take up more than half the screen
Ports	At least one USB
Operating System	Windows XP, Vista, 7&8, Apple mac OS x 10.6 or better, Android 2.1 or better
Anti-Viral Software	Must have.
WiFi	Must have. No direct connection to the school system is permitted.
Battery Life	6 hours or more
Google	The device must be able to access Google Drive and Google apps for education
Protection	Each device should have a protective cover or case

## YEAR LEVEL SPECIFICATIONS

Years 9-10	A chromebook device is perfectly adequate, moderately priced, easy to use and has very few software costs. It has no on-board software and will have limited use if WiFi is not available. Everything is stored in the cloud
Years 11-13	A device that meets the above specifications. Senior students continuing to university or further study should consider moving up to a laptop

Security	The school will NOT accept liability for the security of devices at school. Devices are at school entirely at the student's risk.
User Agreements	Each student must have signed a Digital Citizenship Agreement. Enforcement of the rules of Digital Citizenship will be strict.
Seizure of Devices	Under the Education Act, the school has the power to seize and search any device if the school suspects there is material that is inappropriate, dangerous or harmful to any student or the learning environment.



# 2021 STATIONERY REQUIREMENTS

General Supplies	(Required by all students)
<b>Chromebook - Compulsory for all students</b> Information on device specifications can be found elsewhere in this document and on the school website.	
Blue or black pens x 4 HB Pencil x 2 and pencil sharpener Plastic 30cm ruler Coloured pencils OR markers	Red pens x 2 Eraser x1 Highlighters - a packet of 6 different colours
English & English Language	
Years 9 - 13	1 x 2B8 exercise book
Year 11 English	1 x 2B8 exercise book 2 x Workbooks purchased through the College (\$5 each)
Māori Studies	
Year 9 Te Ao Māori	1 x 1B5 exercise book
Years 9 & 10 Te Reo Māori	1 x 1B5 exercise book
Year 11 - 13 Te Reo Māori	1 x 1B5 exercise book, 1x Refill, 1 x 40 leaf Clear File folder
Media Studies	
Year 9	N/A
Year 12 & 13	Laptop required . Exercise book OR ring binder and refill, USB or external hard drive One-year Adobe Creative Cloud license \$39 (optional) Equipment Fee \$30 (Year 12) \$40 (Year 13)
Maths	
Year 9	1 x 1E5 exercise book Scientific calculator recommended
Year 10	1 x 1E5 exercise book, NCEA approved Scientific Calculator recommended
Year 11	1 x 1E5 exercise book, NCEA approved Scientific or Graphics Calculator recommended.
Year 12	1 x 1E5 exercise book. <b>For Calculus and Statistics</b> - NCEA approved Graphics Calculator recommended. <b>For Business Maths</b> - NCEA approved Scientific Calculator recommended.
Year 13	<b>Calculus</b> - 1 x 1E5 exercise books, NCEA approved Graphics Calculator recommended. ( <i>Casio Fx-9750GII</i> ) <b>Statistics</b> - 1 x 1E5 exercise book, NCEA approved Graphics Calculator recommended. ( <i>Casio Fx-9750GII</i> ), having your own laptop is highly recommended, however, this is not essential. <b>Mathematics</b> - 1 x 1E5 exercise book, NCEA approved Scientific Calculator recommended. ( <i>Casio Fx-82MS</i> ), having your own laptop is highly recommended, however, this is not essential.

<b>French</b>	
Years 9 & 10	1 x 1B5 and 1 x 40 leaf Clear File folder
<b>Science</b>	
Year 9	1 x 1B5 exercise book Calculator (as for Maths)
Year 10	2 x 1B5 exercise books Calculator (as for Maths)
Year 11 - 13	1B5/ringbinder, NCEA Approved Scientific calculator
<b>Social Studies</b>	
Years 9 and 10	2 x 1B5 exercise book, 1 x 40 leaf Clear File folder, colouring pens, glue stick
<b>Geography</b>	
Year 11	1 x 1B5 exercise book,
Years 12-13	1 x 1B5 exercise book, 1 x 1L4 (science) exercise book
<b>Tourism</b>	
Year 12 - 13	1 x 1B5 exercise book
<b>History</b>	
Years 11 - 13	2 x 1B5 exercise book (or refill and a 40 leaf Clear File), 1 x 40 leaf Clear File, pack of 4 highlighters (different colours)
<b>Business</b>	
Year 9	Free Digital Workbook (Google classroom)
Year 10	1 x 1L4 (science) exercise book Free Digital Workbook (Google classroom)
Year 11	1 x 1L4 (science) exercise book Free Digital Workbook (Google classroom)
Year 12 & 13	1 x 1L4 (science) exercise book Free Digital Workbook (YES IQualify)
<b>PE &amp; Health</b>	
Year 9 - 13	N/A
<b>Technology</b>	
Year 9 - 10	No Fees. However, there may be a fee should students wish to take their items home
Year 11 - 13	No Fees. However, there may be a fee should students wish to take their items home. A3 visual diary. Student may choose to purchase own materials for projects (not essential)



Visual Arts	All Subjects
Years 9 - 13	<p>Year 9 Art: \$20 per Term course  Year 10 Art: \$30 per semester (half year)  Level 1 Visual Art \$70.00  Level 2 &amp; 3 Painting \$70.00  Level 2 &amp; 3 Photography \$40  Level 2 &amp; 3 Design \$80</p> <p>In 2021 all Senior Visual Art students may choose to purchase a kit that they can take back and forth to work on their art subject at home and at school. If they do not choose to buy their own kit.</p> <p>the students will have access to communal art supplies in class time. A basic stationery list can be made available if senior art students wish to source their supplies themselves. All Photography and Design students must have a USB Storage stick with at least 16GB of storage available. The Adobe Creative Suite software is provided free of charge.</p> <p>Junior Students will be offered an optional set of drawing pencils and quality synthetic are also available for purchase by junior students and this is recommended as learning brush care and looking after art equipment is essential for those students who will continue to NCEA Visual Art.</p>
Performance Arts	Music and Drama
Years 9 & 10	1 x 1B5 for each Performing Arts subject taken
Years 11-13	N/A
Special Education Unit	
Room 60	12 x glue sticks 6 x blank scrap books
Room 61	1 x packet of felts 1 x packet of colouring pencils 4 x glue sticks 1 x ruler 1 x calculator 12 x pencils 6 x blue pens 2 x erasers 1 x 1B5 1 x Maths book (1E5) 1 x Journal A4 size
Room 62	2 x packets of colouring pencils 4 x glue sticks 1 x ruler 1 x calculator 6 x HB pencils 2 x erasers 4 x 1B5 exercise books 2 x lined refills 6 x blue pens

Correct at time of publication, however, prices are subject to change by suppliers.