

Northcote College

Founded 1877



Years 10 - 13

Parent Handbook

2020

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Welcome to Northcote College

This booklet is designed to introduce you to Northcote College and the way we do things.

The School was founded in 1877 and is the oldest secondary school on the North Shore. Northcote College has a proud tradition of academic excellence and we work to ensure students are well equipped to be successful lifelong learners.

In today's world, and the world of the future, being digitally fluent is particularly important. In 2020 it is the expectation that every Year 9 – 12 student comes to school with an electronic device suitable for use in a learning environment. Blending technology into learning improves the ability of students to work at a pace that suits them and to collaborate with others. It also enhances teachers' opportunities to individualise learning. Details of device specifications are contained within this booklet.

Students at Northcote College are expected to work hard and to always do their very best academically. In addition, we encourage all students to participate in the hugely valuable co-curricular opportunities available through the school.

I look forward to getting to know you and encourage you to be involved in your child's learning during their time at Northcote College.

Ms V Barrie
Principal

October 2019

School Motto

The Northcote College motto is **UT PROSIM ALIIS**.

The Latin can be translated in a number of different ways:

- That I may be of service to others
- Let me be of service to others
- To help others

For students the motto serves as a reminder that they are part of a school where we work cooperatively and to the best of our abilities.

What ERO says about Northcote College

The following extracts are taken from the latest (2016) ERO Report on Northcote College:

Students at Northcote College benefit from a well designed, responsive curriculum that promotes high levels of achievement and engagement. School goals drive improvement for all learners. Strong governance and leadership, effective teaching, and partnerships with parents and the community enhance learning outcomes for students.

Through its vision of 'Successful Learning for All' the school aspires to provide young people with an educational experience where they are challenged and supported to develop the skills and knowledge to become lifelong learners. A culture of high expectations for academic achievement is balanced with an inclusive focus on student wellbeing and equity.

An inclusive, student-centred culture and positive respectful relationships support the board, school leaders and staff to continue the school's growth as a dynamic learning community.

ERO last visited the school in September 2016. The full report can be accessed at www.ero.govt.nz and on the school website.

Northcote College Values in Practice

Respect for self, Respect for others, Respect for the environment.

Successful Learning

Northcote College teachers are committed to student learning. They deliver lessons and provide the guidance and the best assistance they can to help all students learn.

In order for all students to get the full benefit of their teachers' help and the most out of lessons each student needs to:

1. Pay attention, work hard and actively participate in lessons.
2. Check school emails at least once daily.
3. Commit to spending **up to two hours after school each day** to:
 - Complete any unfinished class work
 - Complete homework tasks and assignments
 - Organise and review the day's school work
 - Note any work they don't understand so they can get help

Doing these things will help students learn to work independently and establish the excellent work habits needed to succeed in the senior school and in learning beyond school.

Restorative Practice

Northcote College promotes the use of restorative conversations. In essence the key restorative steps are Reflect, Repair and Restore. Parents are asked to support and participate in this approach when issues arise.

The 2020 Deans

The Dean is the first point of contact for parents at the School and can be contacted by telephone on 481 0148 or by e-mail.

Year 9	Mr C Wallace	wa@northcote.school.nz
Year 10	Mr C Davis	dvs@northcote.school.nz
Year 11	Mrs F McGhee	mg@northcote.school.nz
Year 12	Mr J Edwards	edw@northcote.school.nz
Year 13	Mr D Clarke	ce@northcote.school.nz
Academic Mentoring Dean:		
Ms Alison Edney-Browne		eb@northcote.school.nz

Electronic Devices for Learning

Google Classroom and the Northcote College Learning Management System, Moodle, are used extensively in the school to enable access to learning resources and activities.

We expect every student in Year 9 and 12 to come to school with a fully charged device for learning every day. The use of technology is integrated into classroom activities and we will continue to use multiple approaches to learning.

While having a device is not compulsory in Year 13, students report that having their own laptop or chromebook at school does make access to information, organisation and collaboration on tasks more manageable.

Using a device for learning makes it possible for students to work at a pace that suits them, to collaborate with others no matter where they are. As you are probably aware, NCEA assessment is going digital. We will be doing our students a disservice if we are not helping them to become digitally fluent in advance of facing on line assessment.

For a portable device to be useful at school it needs to be able to use our wireless internet and run Google Chrome, have at least a 7" screen and a keyboard. Battery life and weight are also important considerations. Further information on suitable devices is available on the school website. Our school-wide integration of Google Apps allows our students to access their work and email on any device that supports Google Chrome.

We do not specify a particular platform; Apple/Android. Being 'platform agnostic' enables families and students to choose the device that best meets the needs of the individual student.

Communication and Reporting

The Northcote College website www.northcote.school.nz is a valuable source of information. Parents are also able to access current attendance and achievement information through the Parent Portal either on the website or through the school app. [Download SchoolAppsNZ and search for Northcote College]

The School formally reports to parents on student achievement throughout the year.

We use email and the the school app to communicate with parents. Please ensure that the school has your current contact details including mobile phone numbers and email addresses.

National Certificate of Educational Achievement (NCEA)

The following information provides parents with an introduction to New Zealand's national secondary qualification, NCEA.

There are **three NCEA** levels:

Level 1 which most students achieve in **Year 11**

Level 2 which most students achieve in **Year 12**

Level 3 which most students achieve in **Year 13**

NCEA is a standards-based qualification. Students receive credits when they meet the standard in an area of study.

When students achieve these standards they earn credits toward their NCEA qualification.

Each standard is worth a set number of credits. Most are worth between 2 and 6 credits but some are more.

There are two types of standard: **Achievement Standards** and **Unit Standards**.

<p>Achievement Standards are assessed either internally (by the school) or externally (by examination at the end of the year). Students receive one of four grades for each Achievement Standard: Excellence (E) Merit (M)</p>	<p>Unit Standards are all internally assessed. For most unit standards students receive one of two grades: Achieved (A) Not achieved (N)</p>
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Achieved (A)	NB: There are some Unit Standards that may be awarded with merit
Not achieved (NA)	

Students at Northcote College perform better on average than Level 1 students nationally. At Northcote College we expect over 60% of students to gain a Merit or Excellence endorsement. At Levels 2 and 3 we expect 50% of students to gain NCEA endorsements.

Students still typically 'take' 5 or 6 subjects each year in the senior school. Student achievement in each subject is measured by assessing them against the relevant Achievement or Unit Standards.

For each subject the 2020 Northcote College Course Directory lists the standards offered in the course and the credits available.

Most Year 11-12 subjects or courses at Northcote College offer between 18 and 21 credits. Year 13 courses offer between 19 and 24 credits.

NCEA Level 1

Requires a student to have gained 80 credits at level 1 or higher including 10 credits in English or Maori (literacy) and 10 credits in Mathematics (numeracy).

NCEA Level 2

Requires a student to have gained 60 credits at level 2 or higher together with 20 credits at level 1 or higher. The level 1 literacy and numeracy requirements must also be met.

NCEA Level 3

Requires a student to have gained 60 credits at level 3 or higher together with 20 credits at level 2 or higher. To be awarded NCEA at level 3, the level 1 literacy and numeracy requirements must also be met.

Course Endorsement

Course endorsement provides recognition for students who perform exceptionally well in individual courses. Students are able to have their strengths in individual courses at level 1, 2 or 3 recognised with a course endorsement at Merit or Excellence. The key objective of course endorsement is to motivate students to achieve their potential in one or more courses.

Students will gain an endorsement for a course where, in any one year, they achieve:

1. 14 or more credits at Merit or Excellence at the lower level that supports the endorsement
2. At least 3 credits from externally assessed standards and 3 credits from internally assessed standards (NB: Physical Education and level 3 Visual Arts are exempt from this requirement.)

University Entrance

To gain entrance to a New Zealand university a student needs to have NCEA Level 3 including a minimum of 14 credits in each of three subjects from the list of approved subjects.

The remaining credits to achieve NCEA Level 3 may come from either achievement or unit standards. Students also need to meet the 10 credit numeracy requirement (level 1 or higher) and the 10 credit literacy requirement (five in reading and five in writing from specific level 2 and higher achievement standards, or specific Te Reo Māori and Te Reo Rangatira level 2 standards). For further details refer to www.nzqa.govt.nz

We encourage able students to also enter the **New Zealand Scholarship Examinations** in Year 13. These are additional examinations for the top 3-5% of students nationwide. New Zealand Scholarship is very challenging. The best students in each subject receive financial awards. Northcote College has an exceptional number of students entering Scholarship examinations with considerable success.

For further information including:

- Tips and advice for parents on NCEA
- End of year NCEA examination timetables
- The details of university entrance requirements
- Scholarship Examinations

Useful general information and advice for parents of secondary school students can be found on <https://www.nzqa.govt.nz/>

Course Requirements

Refer to the Northcote College Course Directory for comprehensive information on the courses offered at each level and the requirements for entrance to university. Entry to senior courses will be based on progress made in the previous year in that subject and in accordance with the Northcote College criteria for advancement.

All Year 10 students will take courses in English, Mathematics, Science, Social Studies, Physical Education and Health. In addition students choose three option subjects which should cover the arts, languages and technology.

All Year 11 students must take a course in English, Mathematics and Science or Geography. Most Year 11 students will take a full course of six subjects. With the approval of the Dean and parents, students are able to choose a course of five NCEA subjects and Recreational Physical Education.

All Year 12 students must take a course in English. Mathematics at Level 2 is recommended for many pathways beyond school. We also recommend that students include a Science subject in their programme. Most Year 12 students will take a full course of six subjects. With the approval of the Dean and parents, students are able to choose a course of five NCEA subjects.

Year 13 students must select a full time course of five or six subjects which may include subjects from another senior level.

Form Classes

Each student is in a form class. Each form class is named using the Form Teacher's code which is based on their surname. Students who have chosen to be part of the Whanau Class are in vertical form class with Whanau class students from other year levels.

It is intended that students stay in the same form class and that the Dean and Form Teachers will stay with the form level throughout their time at Northcote College.

The Timetable

Northcote College runs a six day timetable. There are five one hour periods per day. There are 30 periods over 6 days.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Period 1						
Period 2						
Period 3						
Period 4						
Period 5						

The timetable is based on the days of the six day cycle not the days of the week.

Class Times

Timetabled classes run for 1 hour each, starting at 9.00am daily, except on Wednesday.

Wednesday classes start at 9.30am with the first two lessons slightly shortened. Buses will run as usual and students are welcome to access student areas including the library prior to classes commencing.

Assemblies

School assemblies are held weekly on Mondays; senior students at 11.30am and junior students at 12.10pm.

In addition level assemblies are held as follows:

Tuesday	Year 9
Wednesday	Year 10
Thursday	Year 11
Friday	Year 12

The Year 13 levels assembly is held on a Timetable Day 3 (unless Day 3 falls on a Monday).

Google Classroom

Students are encouraged to access learning material on line through Google Classroom. They do this through the school website using their normal school login.

Parent Portal

Parents are able to review current attendance and achievement information for their child using the Parent Portal. A unique password will be provided for each family.

Homework Centre

The Homework Centre is open each lunch time in C8. This is the place for students to go if they need to ask a question about how to do a piece of work or how to work out a problem in any subject. There will be a staff member on duty each day from 12.45 to 1.25pm. Students can stay just a few minutes to ask a question or for half an hour to complete work. Sometimes a student may be referred to the Homework Centre by a subject teacher if homework has not been completed and this is intended to provide them with a suitable environment and time to complete the set tasks.

Peer Tutoring

Occasionally students struggle with the work in a particular subject or topic. Senior students are available as tutors in a range of subjects. To request a peer tutor students complete a form and leave it at the Library.

Library

The school library is open daily 8am – 4.30pm for student use.

Extra-curricular Activities

Sport and cultural activities are an important part of the Northcote College experience. A wide range of sporting codes is offered at the College and there are many opportunities for students to be involved in other areas that interest them; eg Drama/Performance, Jazz Band, Orchestra, Debating, Cultural Groups and more.

Attendance

All students are expected to attend all timetabled classes while at school unless otherwise directed by a staff member. For safety reasons students must not leave the College without permission.

In the event of your child being unable to attend school due to illness please use the school app or contact the Attendance Office, on the morning of absence, phone 481 0141 extension 750, and leave your child's name, form class and reason for absence.

If your child must be absent from school for a period of time during the day please send a note, preferably with the appointment card, to request a leave pass, giving the reason for absence, the time of departure and estimated time of return to school. The student needs to bring this note to the Student Reception in Te Korowai Aroha before 9am or at Form Time to obtain a 'leave pass' which then allows them to leave class at the appropriate time and go straight to their appointment. Upon return to school the student reports to the Student Reception before returning to class.

Should time away from school be required for reasons other than sickness (for 3 days or longer) then a formal letter of request should be addressed to the Principal, preferably four weeks in advance of the anticipated leave.

Wellness Centre – Te Ratonga Hauora

Northcote College has a Registered Nurse on duty in the Wellness Centre between 9am and 3.30pm daily. **For safety reasons students who become unwell at College must report to the nurse and must not leave the College without permission.** Parents will be contacted if the student requires further medical assistance or needs to be collected.

2020 Year Planner

Term dates are included in the back of this booklet. Key Dates for Year 10 – 13 students are included on page 14. It is likely that throughout the course of the year there will be additional events and activities involving your child, and some scheduled events may change. Please refer to the school website for updated information, news and events.

Northcote College has one scheduled Flexible Learning Day per term (27 March, 5 June, 3 September and 13 November). There are no timetabled classes held on the Flexible Learning Days. The school will be open for students to use the Library and wifi, or they can remain at home, and work independently on course work and assignments. Teachers will be involved in Professional Learning on these days but will be available in their classrooms, or online, 9am - 10am and 2.30 - 3.30pm to answer student questions and provide assistance.

School Rules

The Northcote College Code of Expected Behaviour is based on respect. The rules are designed to ensure that an atmosphere of hard work, courtesy and concern for others is maintained. A copy of Northcote College expectations is included in this booklet.

Uniform/Dress

The uniform is worn by students in Years 9, 10, 11 and 12. We expect Northcote College uniform will be worn correctly and with pride. A dress code applies to Year 13 students. (Refer to Uniform Guidelines)
Northcote College uniform items are available from Yarntons, Birkenhead. The uniform introduced in 2016 is the only accepted uniform for students to wear.

ID Cards

The Student ID Card is necessary for issue of books from the school library and for entry into external examinations. Class photos and photos for ID cards will be taken on Wednesday 5 February 2020. \$8 is payable for the ID cards which will be available by the end of February.

Students are encouraged to use AT Hop Cards on buses. *Please ensure cards are named to avoid replacement card costs.*

Stationery

We encourage purchase of school stationery through the Office Max My School website [www.myschool.co.nz]. Alternatively the 2020 stationery information will be made available on the Northcote College website.

Personal Property

Students are responsible for their personal property. No responsibility is taken by the school for loss or damage.

It is important to name all items a student wears or brings to school so that anything misplaced can quickly and easily be returned to the owner. If clothing items are lost then the student should go to Student Reception to check the lost property as soon as possible.

Buses

School bus information is available on the Auckland Transport website:
<https://at.govt.nz/bus-train-ferry/timetables/school-timetables/northcote-college/>

Key Dates 2020

February 3	[Monday]	Year 9 and Peer Support Leaders only
February 4	[Tuesday]	Whole School [Timetable Day 1]
February 5	[Wednesday]	Class & ID Photos
February 6	[Thursday]	Waitangi Day - school closed
10 - 14 Feb		Year 10 Camp
February 7	[Friday]	School Closed
February 20	[Thursday]	School Athletics Day
Feb 24 - 28		Marae Noho
February 28	[Friday]	School Swimming Sports
11 - 13 Mar		Year 13 Camp
March 27	[Friday]	Flexible Learning Day
April 2	[Thursday]	Parent/Teacher Interviews 4-7pm [by appointment]
April 3	[Friday]	School Cross Country
April 7	[Tuesday]	Parent/Teacher Interviews 4-7pm [by appointment]
April 9	[Thursday]	Term I ends
April 28	[Tuesday]	Term II begins
June 1	[Monday]	Queen's Birthday - school closed
3 - 12 June		Senior Exams
June 5	[Friday]	Flexible Learning Day
June 17	[Wednesday]	Sports Team Photos
June 23	[Tuesday]	Group Photos
June 26	[Friday]	Junior Reports Issued
July 3	[Friday]	Senior Reports Issued. Term II ends
July 20	[Monday]	Term III begins
July 25	[Saturday]	School Open Day
August 13	[Thursday]	Parent/Teacher Interviews 4-7pm [by appointment]
August 18	[Tuesday]	Parent/Teacher Interviews 4-7pm [by appointment]
31 Aug - 4 Sept		Tournament Week
September 3	[Thursday]	Flexible Learning Day
September 4	[Friday]	Mid Term Break
10 - 18 Sept		Senior Exams
September 25	[Friday]	Term III ends
October 12	[Monday]	Term IV begins
October 26	[Monday]	Labour Day - school closed
October 28	[Wednesday]	Sports Prizegiving 7.30pm
November 2	[Monday]	Senior Prizegiving 7.30pm
November 6	[Friday]	NZQA Exams begin
November 13	[Friday]	Flexible Learning Day
November 16 - 20		Junior Exams
December 4	[Friday]	Junior Prizegiving 10am Term IV ends

Cybersafety Background Information for Parents and Students

This background information may be helpful as you read through and discuss the cybersafety use agreement with your son/daughter.

These are the sixteen rules to help keep students cybersafe as outlined in the cybersafety use agreement that you and your son/daughter have been asked to sign.

- 1. I cannot use the school ICT equipment until my parent and I have signed the use agreement and it has been returned to school.**

All students must have a use agreement signed by themselves and their parent. Use agreements are an essential part of cybersafety policy and programmes for schools and other organisations.

- 2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.**

The user name is the unique identity by which the network recognises an individual. There are never two users with the same user name and this allows the school to track the activity of any student. A user name could be misused if a student's password was known and then used by others.

- 3. I will not tell anyone else my password.**

Passwords perform two main functions. Firstly, they help to ensure only approved persons can access the school ICT facilities. Secondly, they are used to track how those facilities are used. Knowing how the equipment is being used and by whom, helps the school to maintain a cybersafe environment for all users, and teaches the student the importance of personal security.

- 4. While at school or at a school related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).**

Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities. Bullying and harassment by text message, for example, is becoming a major problem in New Zealand and in many other countries. Often students become involved in these acts through peer pressure, without thinking of the consequences.

- 5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.**

Harassing or bullying others will not be regarded as a joke by the school.

- 6. I understand that the rules in this agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.**

Students and parents are also reminded of the school's specific policy on the use of mobile phones at school.

- 7. I understand that I can only use the Internet at school for educational purposes and when a teacher gives permission.**

There must be an educational purpose for students to be online or accessing the Internet at school.

- 8. While at school, I will not:**

- a. Initiate access, or attempt to access age restricted, or objectionable material.**

- b. Download, save or distribute such material by copying, storing, printing or showing to other people.
- c. Make any attempt to get around, or bypass security, monitoring and filtering that is in place at our school.

The school has a number of steps in place to prevent students accessing inappropriate, age-restricted or illegal material. The students also have an individual role to play in this process by not attempting to access information they know will not be acceptable at school. Disciplinary procedures will result if a student is attempting to bypass school Internet filtering or security systems.

- 9. If I accidentally access inappropriate material, I will not show others. I will close or minimise the window and report the incident to a teacher immediately.**

Because anyone at all can publish material on the Internet, it does contain material which is inappropriate, and in some cases illegal. The school has taken a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may inadvertently stumble across something inappropriate. Encouraging the student to tell a teacher immediately if they find something which they suspect may be inappropriate, encourages critical thinking and helps students to take responsibility for their actions and keep themselves and others safe. This way, they contribute to the cybersafety of the school community.

- 10. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.**

Many files available on the Internet are covered by copyright and although they can be easily downloaded, it may be illegal to do so. Sometimes these files can contain malicious content such as viruses, spyware programs or even inappropriate, age restricted or illegal material.

- 11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school related activity. Any images or material on such equipment/devices must be appropriate to the school environment.**

Students need to be aware that if they bring any ICT device to school or to a school related event, then all stored content on it must be acceptable and appropriate for the school environment.

- 12. Before I put any personal information online, about myself or any other person, I will ask my teacher's permission. I will also get permission from any other person(s) involved.**

This reduces the risk of students being contacted by someone who wishes to upset or harm them, or use their identity for purposes which might compromise student's privacy or security online.

- 13. I will respect all school ICT and treat ICT equipment/devices with care. This includes not intentionally disrupting the smooth running of any school ICT system, not attempting to hack or gain unauthorised access to any system, following all school cybersafety rules, not joining in if other students choose to be irresponsible with ICT, and reporting any breakages/damage to a staff member.**

In addition to promoting student safety, the rules help the school to protect the considerable investments made in expensive ICT equipment. Intentionally disrupting ICT systems will be seen by the school as intentionally setting out to disrupt the learning of others. Students should not consume food or drink while using school ICT equipment.

- 14. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data including email.**

The school has an electronic monitoring system that has the capacity to record Internet use, including user details, time, date, sites visited, length of time viewed and from which computer/ device. The school may also use filtering to restrict access to certain sites.

- 15. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.**

In an audit, all material, files and emails could be checked by the school.

- 16. I understand that if I break these rules, the school may need to inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.**

Depending on the seriousness of the breach, possible school responses could include one or more of the following: a discussion with the student, informing parent(s), loss of ICT privileges, the family possibly having responsibility for repair/replacement costs, the school taking disciplinary action.

***The term 'parent' used throughout this document also refers to caregivers and legal guardians.**

Northcote College Cybersafety User Agreement

Before signing this User Agreement please take the time to read the Cybersafety Background Information for Parents and Students.

The Student

I have read the "Cybersafety Background Information for Parents and Students". I understand and agree to abide by the 16 rules listed.

Student Name: _____

Signature: _____

Date: _____

The Parent/Guardian

As the Parent/Guardian of this student I have read the "Cybersafety Background Information for Parents and Students" which outlines the acceptable use of ICT at Northcote College. I understand that the college will make every attempt to prevent access to any undesirable material. I will not hold Northcote College responsible if my child acquires such materials through the use of the school's ICT facilities or privately owned ICT equipment.

Parent Name: _____

Signature: _____

Date: _____

Uniform Guidelines

We expect Northcote College uniform will be worn correctly and with pride.

School Uniform Years 9 -12

Northcote College uniform is worn by students in Years 9, 10, 11 and 12.

Correct uniform is to be worn at school, to and from school, and at all school functions.

All uniform must be tidy, clean and in good repair.

Parents and students may select items from the list provided. No other items, including sports team uniform, may be worn with the school uniform.

Short or long sleeve shirt (tailored or plain style)	Navy Fleece
Navy school jacket with hood	Navy Trousers
Navy Shorts	Navy Skirt
Navy Sarong/Tupenu/Lava lava	Black shoes (refer below)
Black belt	Plain navy cap or bucket hat
School Beanie	Black socks or Black opaque tights

Uniform items are available from Yarnton's, Birkenhead.

Student Appearance

- Facial hair is to be neatly trimmed
- T-shirts worn under uniforms are not to be visible.
- Skirt lengths are to be modest.

Hairstyles

- Hair styles must not be extreme.
- Hair is to be a natural colour.
- Long hair must be tied up for Health & Safety reasons in a workshop or laboratory and when wearing the No.1 uniform.
- Plain navy blue or black headbands may be worn.

Jewellery and Nail Polish

- Students are permitted a watch and one small plain stud worn in each ear.
- Facial piercing is not permitted.
- Necklaces should not be visible.
- Natural or pale coloured nail polish may be worn.

Footwear

- Plain black (no colour), low heeled, low cut, shoes are required with uniform. No boots, or sports boots are to be worn. Note: plain black socks or black stockings must be worn with black shoes.
- Students may wear black roman sandals without socks but shoes with a full heel and toe must be worn in any laboratory or workshop.

Sports Uniform

- Physical Education – a change of clothes must be worn for all P.E. classes. The PE uniform is to be worn in Physical Education by all students Year 9 to 12. Shorts and a T-shirt suitable for the purpose must be worn by Year 13 students participating in PE (refer to Year 13 dress code).
- Students playing sport for Northcote College will wear complete and correct sports uniform.

Formal (No. 1 Uniform)

When representing Northcote College and wearing the school blazer the following applies:

School blazer

School tie

White shirt with a collar to take a tie (buttoned to the neck)

Navy school skirt, or Navy sarong/Tupenu/Lavalava, or black dress trousers

Black opaque tights or black socks

Black leather dress shoes (clean and polished)

Points to note:

Long hair must be tied up

Jewellery must be kept to a minimum - One pair of small plain studs and a watch.

Shoes are to be flat (Canvas shoes are not acceptable with the No.1 uniform)

No nail polish.

Facial hair is to be neatly trimmed.

Year 13 Dress Code:

The guiding principle for Year 13 dress is that students should be wearing clothes that are suitable to wear to a place of work where they are dealing with members of the public. Beachwear is not acceptable.

- i) Acceptable presentation must include tidiness, cleanliness, clothing that is not torn/frayed, moderation with regard for other people's values, dress that is not offensive to others.
This precludes:
 - the wearing of garments with offensive material on them
 - garments advertising alcohol, cigarettes, drugs
 - showing bare midriffs
 - visible underwear (including bra straps)
- ii) Suitable footwear must be worn. Footwear must have a back strap (i.e. no jandals or slip on footwear).
- iii) Facial hair is to be neatly trimmed
- iv) Hair styles must not be extreme. Hair is to be a natural colour. For safety reasons long hair must be tied up in a workshop or laboratory and when wearing the No.1 uniform
- v) Facial piercing is not permitted.
- vi) Make-up, nail polish and jewellery should be minimal.
- vii) Tops without sleeves must be of modest cut and style.

Code of Expected Behaviour

Northcote College values are Respect for Self / Others / the Environment. Principles of restorative practice are followed and there is an emphasis on positive behaviour for learning.

ATTITUDE TO OTHERS

We are courteous and show respect in all our dealings with others.

- Disruptive behaviour will not be tolerated.
- Physical violence, sexual harassment, bullying and/or verbal abuse will not be tolerated.
- Material which is homophobic, racist, sexual, sexist or violent must not be brought to school.

We always represent the school in a positive manner. This means:

- Students will abide by fair play rules when playing sport.
- Northcote College uniform will be worn correctly and with pride. (Refer to Uniform Guidelines)

ATTENDANCE

- Students are expected to be at school by 8.55am.
- Students arriving after 9am are expected to sign in at the Attendance Office.
- To attend an appointment outside school an appointment card or note from a parent is required to obtain an exit slip from the Attendance Office.
- Students who become unwell during the school day must report to the nurse and must not leave the College without permission. Appropriate arrangements will be made to care for the student or for collection by parents.

RESPECT FOR THE ENVIRONMENT

- This means that students are expected to treat school property and the property of others with respect.
- Students are responsible for their personal property. No responsibility is taken by the school for loss or damage.
- Students will not take or use the property of another student without permission.
- Students will bring to class all required materials and equipment.
- Laptops, chromebooks and tablets are encouraged for learning at school but must be switched off if requested by the teacher.
- A mobile phone is a device designed for communication and quick reference and it is expected that in the classroom, mobile phones will be turned off/on silent and be kept out of sight - unless specific permission has been given by the teacher.
- During class time and at school events headphones are not to be used and are not to be visible unless specifically allowed by the staff member in charge.

INTELLECTUAL PROPERTY

- The work submitted for assessment must be original.
- All resources used in an assessment are to be itemised within a reference list or bibliography. (Refer to Northcote College Assessment Policy in Practice)
- To comply with the Copyright Act 1994 students are not to download any files such as music, videos, games or programmes.

PROHIBITED ITEMS

- Northcote College is a smoke, drug and alcohol free school.
- We strive for a safe environment free of any hazardous and/or potentially dangerous substances and objects. This means:
 - a. Substances or articles that are likely to be harmful (matches, fireworks, offensive weapons, knives etc.) must not be brought to College.
 - b. Smoking and the possession of smoking equipment is forbidden.
 - c. Possession and/or consumption of alcoholic liquor is forbidden.
 - d. Drug usage and possession for use other than for a diagnosed medical condition is forbidden.

If there is a suspicion that a student has broken any of the above rules the school reserves the right to search personal property in accordance with Ministry of Education search and seizure guidelines.

- Permanent markers, chewing gum and aerosol cans are not allowed at Northcote College.

Northcote College
School Contacts for Year 10 – 13 Parents
2020

Main Office: Phone: 481 0141
 Fax: 481 0142
 Email: office@northcote.school.nz

Attendance Office: Phone: 481 0141 ext 750

Principal Ms V Barrie
Deputy Principal Ms K Russell - *Teaching & Learning, Assessment*
Deputy Principal Mr S McNaughton - *Curriculum, Pathways, Transitions*
Assistant Principal Mr M Dudley - *Student Wellbeing*
Assistant Principal Mr S Reed - *Education Outside the Classroom*

Direct Dial Deans 481 0148

Year 10 Dean Mr C Davis
 email: dvs@northcote.school.nz

Year 11 Dean Mrs F McGhee
 email: mg@northcote.school.nz

Year 12 Dean Mr J Edwards
 email: edw@northcote.school.nz

Year 13 Dean Mr D Clarke
 email: ce@northcote.school.nz

Academic Mentoring Dean Ms A Edney-Browne
 email: eb@northcote.school.nz

Term Dates 2020

Term 1:	4 February – 9 April
Term 2:	28 April – 3 July
Term 3:	20 July – 25 September
Term 4:	12 October – 4 December

www.northcote.school.nz